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PREPARATION OF MANUSCRIPTS

Authors of articles submitted for publication in the Journal are asked to ensure that their manuscripts are in a form suitable for sending to the printer. The necessary preparation should be done by the author before initial submission. We set out below a brief statement of the main points we ask authors to observe.

- 1. The author should keep a complete copy of the submitted article.
- 2. An abstract (not exceeding 100 words) should accompany each copy of the manuscript.
- Manuscripts should be typed, on high quality A4 or quarto bond paper, on one side only
 with at least double spacing, and with a margin of at least 4 cm all around. Diagrams and figures must
 be submitted in a form suitable for reproduction.
- 4. The conventions of: A manual for authors of mathematical papers published by the American Mathematical Society should be used, but references should be in alphabetical order presented as follows in the bibliography:
 - W. W. Boone (1966), 'Word problems and recursively enumerable degrees of unsolvability. A sequel on finitely presented groups', Ann. of Math. 84, 94-84.
 - W. W. Boone and G. Higman (1974), 'An algebraic characterization of groups with soluble word problem', J. Austral. Math. Soc. 18, 41-53.
 - I. N. Marchenmacher (1962), Introduction to Cybernetics (C.U.P., 2nd ed. 1962).

References in the text should be of the form Boone (1966), Boone & Higman (1974), Marchenmacher (1962).

- 5. Eschew abbreviations such as "Thm", "iff", "eqn", "etc", "e.g.", "i.e.," "q.e.d.", "w.r.t.". Spelling and use of hyphens should be consistent.
- 6. A separate page "Notes to the Compositor" should include a list of all symbols and foreign letters.