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It is necessary to send only one copy of an article. Although handwritten manuscripts are permissible, authors are strongly encouraged to send typewritten articles in order to ensure legibility. Crossword puzzles, diagrams and the like should be drafted in black or India ink in a form suitable for photo-offset reproduction.

In non-fiction articles, the responsibility for the accuracy of any statements rests primarily with the author. The general scope of any investigation should be defined: for example, a statement that words have been taken from the Merriam-Webster Collegiate Dictionary or Unabridged Dictionary, or place names taken from the Rand McNally Commercial Atlas or the Times Index-Gazetteer of the World. If a word or a name comes from an unusual source, this should be identified. Footnotes in general should be avoided; references can be given either in the text or at the end of the article.

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