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Submission

Articles are to be submitted on *JTSA*'s manuscript website (<http://mc.manuscriptcentral.com/RALL>). New users first have to create an account. Manuscripts are to adhere to the format criteria described below, and manuscripts failing to do so will be returned to the authors to be corrected before review. Manuscripts are to be submitted in MS Word format.

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Submitted manuscripts should contain the following sections:

Title page: The title should be a concise description of the article content and should list the author's name(s), institutional address(es) and the e-mail address of the designated corresponding author.

Abstract: This should include the title of the paper and an abstract. The abstract is a concise statement of the scope of the work, the principal findings, and the conclusions and should not exceed 200 words.

Main text: All papers should include Introduction and Conclusion sections, but given the diverse range of papers that might be published in *JTSA*, we do not prescribe a standard format for the middle section.

Format – Manuscripts should be prepared in MSWord. The heading and the texts should be presented in 12-point Arial or Calibri font. The text should use 1.5 line spacing, with no extra line spacing, and should not include text columns, creative formatting or additional fonts. IPA characters should be in the Doulos SIL Unicode font or Charis DIL, which is available for download at <http://scripts.sil.org>. Headings should be formatted in sentence case – primary headings should be presented in bold, secondary headings in bold and italics, and tertiary

headings in italics. Tables and graphs should not be part of the text but be prepared as separate files

Editorial style – Manuscripts should follow either US or UK spelling. For general style conventions

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