

## **Instructions for Preparing Documents for AASR Review**

We aim to keep costs for the production of AASR REVIEW as low as possible. In order to help us do that, we make the following suggestions for submitting materials. Sending us materials already typed onto a computer disk will save considerable expense in re-typing, and will ensure that the materials will appear as you want them. However, please note the following points.

1. Send BOTH hardcopy of what you want your contribution to look like AS WELL AS the disk .
2. Please send disk data in an IBM compatible mode - on a 5.25 inch, 360 k disk.. It will cost us a considerable amount to transfer the data from Apple or Macintosh formats into IBM - university computer service departments can usually do this for you.
3. Our preference for word-processor is Wordperfect. If that is not available, send the file in ASCII format - which is available from any word processor. ASCII format is sometimes referred to as "DOS text". It does not include any instructions which are peculiar to a particular word processor.
4. Do not use TABS in your article and do not worry about having things spaced correctly in your version on disk. Do not include bold-faced or italic printing instructions unless you are using Word Perfect. Do not use an extra line of space between paragraphs.

Advertising materials may be sent directly to Philip Hughes, 8 Power Street, Hawthorn, Victoria 3122. (Tel.: 03-853-6531.). All other materials for inclusion in the REVIEW should be sent to 'Tricia Blombery, 6 Balfour Street, Wollstonecraft, NSW 2065 (Tel. 02-438-2837).

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