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Contributions to TAK may be submitted for publication as **Articles** (usually up to 8000 words) or as **Short Notes** (usually up to 2000 words). Larger articles, such as **Reviews** may also be published but the subject and size of these should be discussed first with the Editors.

Manuscripts must be submitted in English or French, in electronic format **accompanied by two hard (paper)-copies**. The order of preference for electronic submission is: (1) e-mail attachment, (2) floppy-disk(s), (3) CD, (4) ZIP Disk (100 Mb). For fast submission of large files, FTP transfer may be arranged.

We currently use IBM- compatible PCs and can read most popular word-processor, spreadsheet and graphic file formats; if you are using OS/2 or AppleMac, please format your disk as a DOS disk. Also, please consult us if your graphic files were saved under an uncommon format (e.g. the *.fpw format of *FigP*, *.sta format of *Statistica* and alike) or if you used special character sets (such as East European, Turkish, etc.) for diacritical marks. In any case, the hard-copy is essential for reference as we may unknowingly lose parts of your text or formatting in the conversion process. Also note that after acceptance, all the corrections or revisions to your paper will be made **only** on hard-copies in order to reduce the possibility of error.

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An **abstract** (up to 300 words) in paper's language should be placed directly after the title and author(s)' name(s), followed by the **key-words**. If possible, these will be followed by the translation of the *title*, *abstract* and *key-words* in the 'secondary' language of the paper (English if the paper's main language is French and vice-versa); else the translation will be made by the Editors at no charge for you.

References cited in the text (and only these) should be listed, in alphabetical order, on (a) separate sheet(s), after the heading REFERENCES/BIBLIOGRAPHIE, taking for example an older issue of TAK. References should be cited in the text in parentheses, in small capitals using the "name and year" ('Harvard') system, e.g. "(AHRENS, 1962)" except when the author's name is part of the sentence, e.g. "AHRENS (1962) has shown that ...". When reference is made more than once to same author and year *a*, *b*, *c*, etc. should be added to date in the text and reference list. If more than two authors it is in order to put "*et al.*" behind the first name, e.g. "(KLEIN *et al.*, 1988)" within the text but **all** authors should be listed in the Reference list. In general, one should follow the American Psychological Association (APA) Method of referencing. If in doubt, please consult us.

Mathematical equations should be numbered in consecutive order throughout the text, using Arabic numbers.

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The **captions** and **explanations** of the figures and tables will be doubled-spaced typed on a separate possible, in both volume's languages, if possible.

Acknowledgements should be placed at the end of the text, after the heading **Acknowledgements**, before the References.

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