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Italics should be used only for the names of publications and for words in languages other than English. Foreign words should be used only when necessary, and then only with a translation in parentheses. Figures should be used for units of measurement, percentages (to be shown in the form '7 per cent', not '7%'), and any number which includes a decimal point. Spell out other numbers up to ten and multiples of ten up to one hundred ('seven', 'twenty', but '25', '127' and '10,000'). Cite dates in the form '12 February 1968' (or 'Feb.' in source references). Express sequences in the briefest form possible ('68-9', but '1911-12', '1849-50').

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Maps should be prepared where the topography is important for an understanding of the text. Maps should if possible be camera-ready and show all relevant information, but only such information as is mentioned in the text. Photographs should specifically enhance the text and carry full captions and attributions.

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