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Please make sure the following items are all checked:

1. **Submission Letter:**
   - Authors must include the following information in his/her submission letter:
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   - Tables: Approximately 350 words (for small tables, count each as 190 words). Tables shall NOT be incorporated in the text, and should be placed at the end of the manuscript after the List of Tables and List of Figures. Make sure that all columns in tables have headings.
   - Figures: Large figures (max. size 6.5”x4”) equal 250 words; small figures (max. size 3.5”x2.5”) are equal to 70 words. Figures shall NOT be incorporated in the text and should follow the tables at the end of the manuscript.
   - Manuscript maintained at 11,000 words or word-equivalent?
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   - Figure and Tables may be submitted in portrait or landscape format. Submit only one figure (or table) per page, with each not to exceed 7” x 3.5”. If the figure (or table) cannot be adjusted to the portrait format, landscape format may be used. Number all figures (or tables) consecutively. When referring to a figure, use the abbreviation “Fig. 3” for example, as opposed to “Figure 3”. Use “Figs. 4 and 5” in place of “Figures 4 and 5”.
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     Fig. 1 - Load vs. deflection relationship
     Table 3 - Summary of mechanical properties used in experimental results
   - English units used?
   - SI Conversation [Please circle one]:
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