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AUTHOR

**Manuscript formatting details**

- Standard margins
- Aligned left and ragged right
- Paragraphs indented, no space between paragraphs
- Pages numbered at the bottom right
- Manuscript name and your name bottom left
- Each chapter on a new page
- Times New Roman 12 point, regular
- Line spacing 1.5 or double line
- Double-sided printing is fine
- Pages loose not stapled or bound
- Standard English spelling, not US (please ensure you've run a spellcheck)