

Manuscript Preparation Guidelines and Format (Manuscript Title Here)

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Keywords—Keyword 1; Keyword 2; Keyword 3; Keyword 4; Keyword 5. (5-8 keywords in alphabetical order. These keywords will be used as a search term in the on-line version of the article)

Abbreviations—Expansion of Abbreviation 1 (Abbreviation 1); Expansion of Abbreviation 2 (Abbreviation 2); Expansion of Abbreviation 3 (Abbreviation 3); Expansion of Abbreviation 4 (Abbreviation 4). (Include only important abbreviations).

1. INTRODUCTION

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Tobias Bleicker



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with collaborators searching the literature organizing and drafting documents developing graphics and documenting sources The documents covered include memos letters proposals progress reports other types of reports journal articles oral presentations instructions and CVs and resumes Throughout the authors provide realistic examples from actual documents and situations The materials drawn from the authors experience teaching scientific and technical communication bridge the gap between the university novice and the seasoned professional In the five years since the first edition was published communication practices have been transformed by computer technology Today most correspondence is transmitted electronically proposals are submitted online reports are distributed to clients through intranets journal articles are written for electronic transmission and conference presentations are posted on the Web Every chapter of the book reflects these changes The second edition also includes a compact Handbook of Style and Usage that provides guidelines for sentence and paragraph structure punctuation and usage and presents many examples of strategies for improved style

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