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- Include an informative abstract of 200 words or fewer. Good abstracts describe the material presented in the paper, including the question or focus, the type of study reported (e.g., empirical, laboratory, qualitative, field, network study, etc.), the context and in what country it was done if that's important to context (e.g., work groups, Fortune 500 firms, hospitals in Canada, cooperatives in Germany, factories in China, biotechnology firms), the main data source, and the most significant findings. The better your abstract, the higher web search results. See abstracts of published work on the *ASQ* web page (<http://journals.sagepub.com/home/asq>) for examples.
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- Use the active voice whenever possible, but use "we" only for multiple authors. Use the past tense for discussing earlier studies or for presenting methods. Use the present tense for discussing tables or figures as they are presented in text (e.g., "Model 3 in table 1 supports hypothesis 2, that...").
- Define a term accurately when it is first used and use it consistently with that meaning throughout. Find the best way to express an idea once, rather than repeating the same idea in different words. Do not use a clause where a phrase will do or a phrase where a word will do. Avoid jargon; do not mistake it for technical terminology.

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List all references as an appendix to the manuscript. Alphabetize by author and, for each author, list in chronological sequence. List the authors' last names and initials. Use no italics or abbreviations. Use one tab between the date and the title. See examples:

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