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- Could all authors ensure they align their work with the PEN values and principles, otherwise indicate that these are personal views.
- If there are problems with keeping to any deadlines could you inform the Copy Team in good time so that allowances or alternative arrangements can be made.
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- Please aim for no more than three levels of heading
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- If you require a box or panel, for example, then simply type the instruction in angle brackets:  
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- Please number your pages
- If you send both it is important that you submit **exactly** the same version of your script digitally and in hard copy.

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You must supply a complete reference for every text you cite or refer to in your manuscript, and provide clear and consistent corresponding textual references.

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**Could all authors submit short biographical summary title / role / position / credits / publications etc ... no more than 50 words with their submission**

Please forward your copy to:

Email: [personalisededucationnow@blueyonder.co.uk](mailto:personalisededucationnow@blueyonder.co.uk)

Personalised Education Now, General Office

Janet Meighan, Secretary

113 Arundel Drive

Bramcote

Nottingham, Nottinghamshire

NG9 3FQ

Tel / Fax: (00 44) 0115 925 7261

