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The editing/production process can be accelerated when you make sure that the following requirements are met.

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Text with missing space Figure1, Table2, 2m, 25%	Text with space (preferably a protected one) Figure 1, Table 2, 2 m, 25 %
Text or numbers with italic format *2 m, 3.1416*	Text or numbers without italic format ('m' stands for 'metre') 2 m, 3.1416
Variables with missing italic format m = 2 kg	Variables with italic format ('m' stands for the quantity 'mass') m = 2 kg
American Englisch analyze, behavior, color	British Englisch (except in reference titles) analyse, behaviour, colour

☐   Figures

DON'T use	USE instead
Fig. *	Figure
Figs. 1-3	Figure 1 to Figure 3

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Tab. *	Table
Tabs. 1-3	Table 1 to Table 3

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$E=mc^2$ *	$E = m\,c^2$ (not mc is squared, only c), alternatively use: $E = m \cdot c^2$
$E = mc^2$ **	$E = m\,c^2$ or $E = m \cdot c^2$

* in the text, ** in the equation editor

☐   References in the text

DON'T use	USE instead
[1, 2, 3]	[1], [2], [3]
[1-3]	[1]-[3]
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References in arbitrary order	References numbered in the order they appear in the text.

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