# INSTRUCTIONS  FOR  MANUSCRIPT  PREPARATION

**GENERAL SETTINGS:**

**File format:**    DOC, RTF
**Margins**:    *Top*: 2.5 cm, *Bottom*: 2 cm.   *Left*: 2 cm, *Right*: 2 cm.
    *Header*: 1.5 cm, *Footer*: 1.5 cm.
**Paper size**:    A4 (*Width*: 21 cm, *Height*: 29.7 cm).
**Format paragraph**:  Indentation: *Left*: 0 cm, *Right*: 0 cm, *First Line:* 1 cm
    *Alignment*: Justified.    *Line spacing*: Single.
**Columns**:    One.
**Fonts**:    TIMES NEW ROMAN and SYMBOL (GREEK fonts for formulae and equations).

**Figures:**    Insert the figures at their appropriate position within the paper using INSERT/PICTURE.

    Figures shall not be larger than an A4 page each.
    For scanned figures, the depth of colors shall be set at maximum 8 bytes.
    Color figures are not accepted.
    Figures shall be listed in numerical order.
    Figures shall be bottom numbered and centered.
    The number of a figure shall be proceeded by one white line.
    Figure numbers shall be written using TIMES NEW ROMAN, 13, CENTERED: 'Fig. [no.]. – '.
    After the number of a figure, introduce a white line.
    Figure captions and numbers shall not be incorporated in the figure.
    Captions shall be set next to number of the figure.
    Introduce a white line after the caption.

**Example:**
    **Figure 1.** *Models for the Interaction of Proteins with Metal Ions.*

    Figures should be planned so that they reduce to a 30% of their original size (min. size for characters is 11 pt.).

**Tables:**    Landscape tables are not accepted.
    Tables shall be introduced at their appropriate place in the text.
    Table numbers shall be written using TIMES NEW ROMAN, min. 11.
    Table titles shall be written centered, next to number of the table.
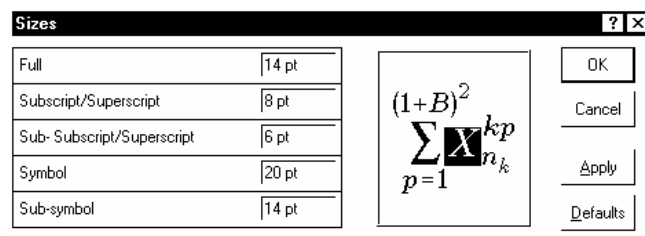    Introduce a white line after the end of the table.
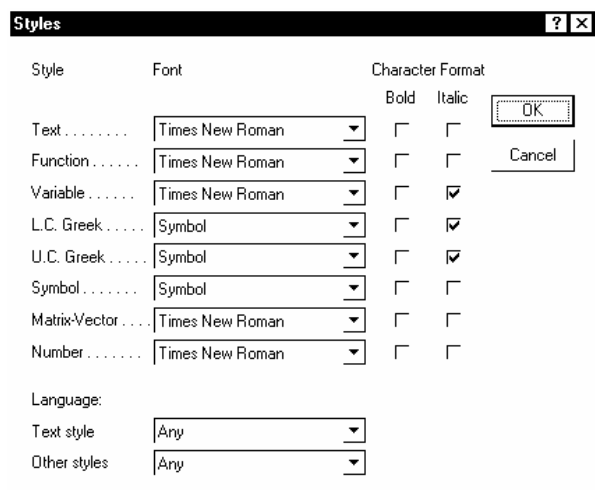
**Example:**
    **Table 1.** *Metal Ions and the Brain.*

**Equations:** Equations may be written either with the equation editor or in the text mode using TIMES NEW ROMAN or/and SYMBOL fonts.
Set the following parameters for Microsoft Equation Editor:

    Styles (Menu Style/Define)        Sizes (Menu Size/Define)

**Styles** ? ×

| Style | Font | Character Format | | |
|---|---|---|---|---|
| | | Bold | Italic | |
| Text . . . . . . . . | Times New Roman ▾ | ☐ | ☐ | OK |
| Function . . . . . . | Times New Roman ▾ | ☐ | ☐ | Cancel |
| Variable . . . . . . | Times New Roman ▾ | ☐ | ☑ | |
| L.C. Greek . . . . . | Symbol ▾ | ☐ | ☑ | |
| U.C. Greek . . . . . | Symbol ▾ | ☐ | ☑ | |
| Symbol . . . . . . . | Symbol ▾ | ☐ | ☐ | |
| Matrix-Vector . . . . | Times New Roman ▾ | ☐ | ☐ | |
| Number . . . . . . . | Times New Roman ▾ | ☐ | ☐ | |

Language:

Text style  Any ▾
Other styles  Any ▾

**Sizes** ? ×

| Full | 14 pt |
|---|---|
| Subscript/Superscript | 8 pt |
| Sub- Subscript/Superscript | 6 pt |
| Symbol | 20 pt |
| Sub-symbol | 14 pt |

$$(1+B)^2 \sum_{p=1} \mathbf{X}_{n_k}^{kp}$$

OK  Cancel  Apply  Defaults

**General conditions:**

Do not use headers or footnotes.

We strongly recommend you to check the document with TOOLS/SPELLING using USEnglish dictionary.

The whole document shall be a single file, including text, figures, figure captions, tables and table legends, references, acknowledgments, etc., at their appropriate positions.

Scanned papers (text, figures, etc.) are not accepted.

**DETAILS:** The general structure of your contribution shall observe the following guidelines:

**TITLE:** The title of the paper shall be preceded by white lines – 6.5 cm from the top edge of document.

Titles shall be written using TIMES NEW ROMAN, 16, BOLD, UPPERCASE, CENTERED.

**AUTHORS:** The author names shall be preceded by one white line.

Author names (initials followed by name and separated by comma) shall be written using TIMES NEW ROMAN, 16, BOLD, ITALIC, CENTERED. For different affiliations use superscript ordered numbers

**AFFILIATIONS:** Affiliations shall start with a superscript number, connecting the name of the author to his/her affiliation. For a single affiliation no superscript number is necessary. Include e-mail addresses, if available. Use TIMES NEW ROMAN, 15, BOLD, ITALIC, CENTERED.

**ABSTRACT:** Abstracts shall be preceded by 2 white lines, and written using TIMES NEW ROMAN, 14, JUSTIFIED. It shall start with the word '*Abstract.*' in ITALIC.

**KEY WORDS:** Key words shall be preceded by a white line.

They shall be written using TIMES NEW ROMAN, 14, JUSTIFIED. . It shall start with the words '*Key words:*' in ITALIC. The maximum number of keywords is 3-5.

**ARTICLE:** Articles shall be written using TIMES NEW ROMAN, 14, JUSTIFIED, single-spaced.

Line spacing exceptions are allowed only if subscripts and/or superscripts appear frequently within a paragraph.

The headings of the first order, second order, etc. shall be on a single line.

The first-order headings shall be written TIMES NEW ROMAN, 14, UPPERCASE, BOLD, and LEFT. The first-order headings shall be preceded and followed by one white line.

The second-order headings shall be written TIMES NEW ROMAN, 14, starting with an uppercase letter and followed only by lowercase letters (LOWERCASE), and LEFT. The second-order headings shall be preceded and followed by a white line.

All headings shall be aligned LEFT.