*Using the template:* The *edacadb.dot* file must be copied to your computer. It can be used in three ways: 1. From within a doc file, use the sequence *tools/template.* It opens a dialog box*.* Choose *attach.* Clic the *edacadb.dot* fileand *automatically update styles*. 2. Open the *edacadb.dot* template and write directly on, and save it as a doc file, under other name. 3. To this file (*Example.doc*), it is attached the *edacadb.dot* template. You can write directly in this file and deleting what is not necessary. Then apply the indicated styles (the first menu – from left – in Word 2003, and *Home*/*Styles* in Word 2007 and higher) to each paragraph, as mentioned hereunder and in the *Instructions to authors*.

The styles, for each type of paragraph, are indicated in red, in brackets.

[Paper title] title of the paper

[Authors] author 1\*#, AUTHOR 2\*\*

[Address] Institution and addresses; for more than one, indicate by: \*, \*\*; indicate the corresponding author by #; #e-mail: corresponding author’s e-mail

[Abstract] *Abstract*. This paper…

[Key words] *Key words*: retina, cGMP, channels.

[Chapter] introduction

[Text] Paragraph text.

[Chapter] materials and methods

[Text] Paragraph text.

[Text] Paragraph text.

[Chapter] results

[Text] Paragraph text. The concentration was 0.1–0.3 mM. The plate dimensions where 23 × 10 mm.

[Subchapter] subchapter

[Text] Paragraph text. Please observe the following rules.

[Subchapter2] Subchapter2

[Text] Paragraph text. Please observe the following rules.

[Text] Please observe the following rules.

[Eq] (1)

[Eq] (2)

[Eq] (3)

[Text no indent] where *Z* is…

Observe throughout (in equations, in figures and in text) the following rules: *Variables* with italics; indices, if not variables, in regular fonts; Greek symbols in regular fonts; **vectors** in bold; operators in regular fonts. For multiplication use throughout (in equations, in figures and in text), symbol fonts (×) or (⋅), not (x), (\*), or (.).

[Figures] Fig. 1. Caption.

Gray scale

[Text] Paragraph text. Please observe the following rules.

[Table no] Table 1

[Table title] Title of the table

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[Text] Paragraph text. Please observe the following rules.

[Acknowledge] *Acknowledgements*. This paper…

[References title] references

1. [Reference list] O’LEARY, D.P., E. LEYTON, J.J. VIDAL, Effects of dimensional redundancy of visual discrimination, *J. Exp. Physiol.*, 1989, **85**, 95–106.
2. HARTLINE, H.K., F. RATUFF, Inhibitory interactions in the retina, In: *Handbook of sensory physiology*, vol. VII/2, M.G. Forthes ed., Springer Verlag, Berlin, Heidelberg, 1970, pp. 38–437.
3. Stryer, L., *Biochemistry*, W. H. Freeman and company, New York, 1988.

***Page Setup***: *Margins*: Top 5 cm; Bottom 4.7 cm; Left 4 cm; Right 4 cm; Gutter 0 cm; *Header* 4 cm; *Footer* 5.7 cm; *Paper size*: A4 (210 × 297 mm), Portrait; *Layout*: New page; Different odd and even pages; Different first page; Alignment: top; Page numbers: Top of page (Header); Inside; Show number on first page: no

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[Page header] Running title

even page – Author’s names; when more than three, first author *et al*. e.g.:

[Page header] N. Popescu, C. Constantinescu

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Name of authors: *Authors*

Institution: *Address*

Abstract: *Abstract*

Key words: *Key words*

Main text: *Text; Text no indent* (without indent, when the paragraph continues, e.g., after a formula)

Title of chapters: *Chapter*

Title of subchapters: *Subchapter*

Title of second subchapters: *Subchapter2*

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Figure captions: *Figures*

Tables: Number of the table – *Table no*; title – *Table title*

Acknowledgements: *Acknowledge*

Equations: *Eq* Edited in *Microsoft equations*; centered (using Tab), numbered in parentheses, at the right side of the pages (using Tab).

References: Title of references list – *References title;* references list – *References list*

Define size and styles for equations:



|  |  |  |
| --- | --- | --- |
| Format/Spacing | Line spacing | 150 % |
|  | Matrix row spacing | 150 % |
|  | Matrix column spacing | 50 % |
|  | Superscript height | 25 % |
|  | Subscript height | 25 % |
|  | Limit height | 25% |
|  | Limit depth | 100 % |
|  | Numerator height | 15 % |
|  | Denominator depth | 80 % |
|  | Spacing adjustment | 150 % |
|  | Embellishment gap | 1.5 pt |
| Style/Define | Text | Times New Roman |
|  | Function | Times New Roman |
|  | Variable | Times New Roman-italic |
|  | LC Greek | Symbol |
|  | UC Greek | Symbol |
|  | Symbol | Symbol |
|  | Matrix-vector | Times New Roman-bold |
|  | Number | Times New Roman |
| Size/Define | Full | 11 |
|  | Sub+Superscript | 8 |
|  | Sub- Sub+Superscript | 5 |
|  | Symbol | 18 |
|  | Sub-Symbol | 12 |