

Dear author,

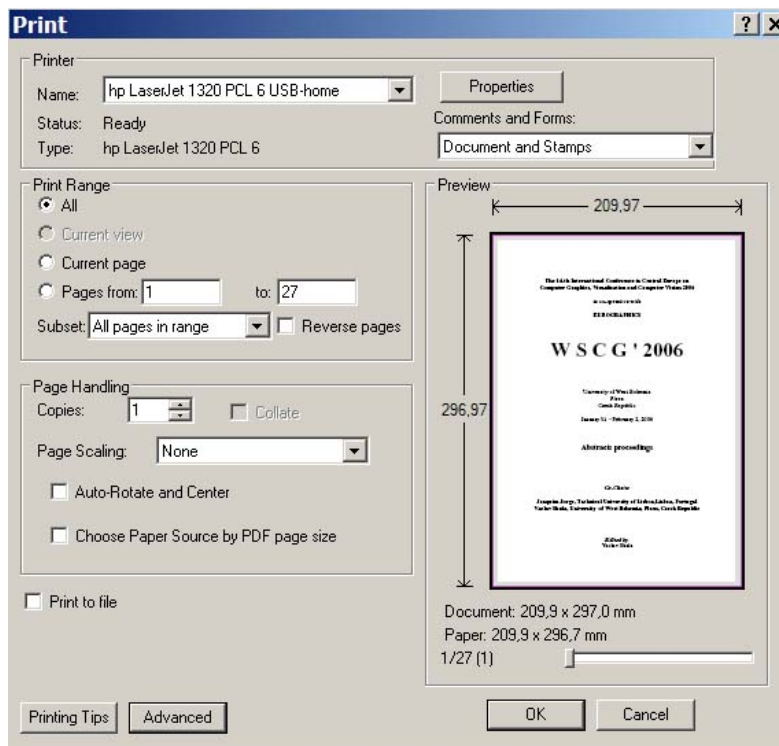
this page should help you to verify that your contribution has the right size. We used Acrobat Reader 7 that is available from <http://www.adobe.com> – it is FREE!!

If you use MS WORD

1. set the units to centimeters – Tools -> Options -> General
2. check the Page Set-up and set Portrait, A4 format for the **WHOLE** document
3. use print – one page per one sheet – “print on both sides” option should not be allowed
4. check margins – left, right and top should be 25 mm, bottom should be 35 mm.

Check the final manuscript by Acrobat Reader 7 - available from <http://www.adobe.com> and check if you see similar content of the PRINT window - especially

1. Page Scaling set to **NONE**
2. On PREVIEW part – you should see
 - Document size set to 210x297 mm and
 - Paper Size 210x297 mm
3. using the bar at the bottom [1/72(1)] you can check if all pages have the same size



We do hope that this short HELP will help you to set your printing options correctly.

If you use inches the size should be 8,27” x 11,69” (no guarantee) that is equivalent of 210 x 297 mm.

Font used in this document is Times New Roman size 10