Editing instructions

1. PAGE SETUP:

Margins: *Top* – 2.85 cm, *Bottom* – 2.85 cm, *Left* – 2 cm, *Right* – 2 cm, *Gutter* – 0 cm, *Header* – 1.85 cm, *Footer* – 1,85 cm, Apply to Whole document; PAPER SIZE: A4 (21×29.7 cm), *Orientation*: Portrait; LAYOUT: *Section:* Continuous, *Header and Footers*: Different odd and even pages, Different first page, *Vertical Alignment:* Top.

2. THE PAGE COUNTER:

INSERT, Page numbers: *Position:* Top of page (Header), *Alignment*: Inside.
It is recommended that the paper have an even number of pages (maximum 12). It is also recommended to avoid the introduction of inutile TAB or PAUSE.

3. THE RUNNING TITLE:

The running title will be included in the odd Header pages (except the first page). The even Header page contains the author's name: VIEW: *Header and Footer*, Odd Header – Running title / Even Header – Author's name; FONT: Times New Roman, 10 pt, regular, PARAGRAPH: *Alignment:* Justify, *Line spacing:* single.

4. THE MAIN TITLE

FONT: Times New Roman, 13 pt, All Caps, Bold; PARAGRAPH: *Alignment:* Centered, Spacing before: 48 pt.

5. THE AUTHORS

Please insert the entire author's name. FONT: Times New Roman, 12 pt, First name (Regular); Family name: All Caps; Bold; PARAGRAPH: *Alignment:* Centered, Spacing: Before: 36 pt; After 12 pt. A comma separates the names. For a single affiliation no superscript number is necessary. In case of different authors, from different institutions, one marks every name by a number or asterisks (like exponents). **The legend** of these asterisks (**the affiliation**), will be indicate under authors lines. When there are several authors, write the Corresponding author (name, address, E-mail) under the affiliation lines. For affiliation and corresponding author, use the style: FONT: Times New Roman, 10 pt, regular; PARAGRAPH: *Alignment:* Centered.

6. THE ABSTRACT

FONT: Times New Roman, 10 pt, regular; PARAGRAPH: *Alignment*: Justify, Indentation. Left: 2 cm, Right: 2 cm, *Spacing:* Before: 24 pt, after: 6 pt, *Line Spacing*: single. **The Abstract** is followed by the **Key Words**, the distance between them is 6 pt, and the distance between Key Words and the first chapter title becomes 6 pt. "Key words" are italics.

7. THE CHAPTERS TITLE

The chapters are countered beginning with: 1. XXXXX, using the style: FONT: Times New Roman, 12 pt, Bold, All Caps; PARAGRAPH: Alignment: Centered, Spacing: Before = 24 pt, after =12 pt.

8. THE PAPER'S TEXT

For a usual paragraph, use the style:

FONT: Times New Roman, 12 pt; PARAGRAPH: *Alignment*: Justified, *Indentation:* First Line 0,8 cm, Line spacing: single.

9. FIGURES, TABLES

Figure and **Tables** shall be introduced at their appropriate place in the text and shall not be larger than an A4 page each. The legend of figures is included bellow the figure (centre) or lateral (left alignment) and for tables before, both with the style: FONT: Times New Roman, 11 pt, regular; Paragraph: Spacing: Before = 6 pt, After = 12 pt, Alignment: Centered. Landscape tables are not usually accepted.

10. EQUATIONS AND FORMULAS

For formulas and equation, use only a Microsoft Equation Editor 3.0 or 3.1. It is recommended to use a table with one row and two columns: in the first column, one writes the equation and in the second, the equation's number:
TABLE: Insert table: Number of columns: 2; Number of rows: 1; Cell Height and With: Width of Column 1: 16 cm; Space between Columns: 0 cm, Alignment: Centred; Width of Column 2: 1 cm; Alignment: Right; Indentation: Right, 0.05 cm; Spacing before: 6 pt.; Spacing after: 6 pt., Format border: none.

Table 2 The following Setup instructions are also recommended:

Format + Spacing	Line spacing	150%
	Matrix row spacing	150%
	Matrix column spacing	50%
	Superscript height	35%
	Subscript height	25%
	Limit height	25%
	Limit depth	100%
	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	7
	Sub-Sub + Superscript	6
	Symbol	18
	Sub-Symbol	12

11. REFERENCES LIST

The title: REFERENCES will be printed as chapter title. For the references will be used the style:
Font: Times New Roman, Regular, 11 pt, Paragraph: *Alignment*: Justified, *Special*: Hanging 1.27 cm; *Line spacing*: single, numbered. The titles will be printed with *italic*, the volume number will be printed with **bold** and the revue number will be printed with regular. Inside the text, the books or the revues from REFERENCES LIST are referred between square brackets: [1], [23].

12. FORWARDING

The manuscripts (at most 16 pages A4), edited using **Microsoft Office Word 2010** and **Microsoft Equation Editor 3.0** or **3.1**, must be sending by e-mail to the editorial secretary, dr. Vali Mosnegutu, E-mail: valeriam732000@yahoo.com.

NOTE

The **RJM template** is available on the journal site: *rjm.journals.srmta.ro* > "For Authors" > "Author Guidelines". Prior to make online submission of a manuscript (if you chose this), the authors need **to register** with the journal prior to submitting or, if already registered, can simply **log in**.