How to prepare JMBFS article format in some easy steps

1. Mark the whole text with Ctrl+A
2. Set up the PAGE LAYOUT
   - One column
   - Spaces before 0, behind 0
   - NO breaks, NO section
3. Set up in HOME
   - Line spacing = 1,0
   - Alignment by edge
   - Font sizes: title and authors names 10 Times New Roman, other text
     8 Times New Roman
4. Set up format
   - Spaces between headings, subheadings and the text only with
     ENTER