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**Name Surname1**, **Name Surname2, Name Surname**3**, Name Surname4**

1PEPITE EA 4267, Laboratoire de Pharmacognosie, UFR des Sciences de Santé – Université de Bourgogne-Franche-Comté – BP 87900, 21079 Dijon cedex, France

2Department of Biology, Thainguyen University of Education, Thainguyen University, – 24000 Thainguyen, Vietnam

3Department of Pharmaceutical Technology, PAM UMR A 02.102, PCAV team – Université de Bourgogne-Franche-Comté – BP 87900, 21079 Dijon cedex, France

4Department of Chemistry “Ugo Schiff”, University of Florence – 50019 Sesto Fiorentino, Italy

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Use 2.5 cm margins all around. Use the A4 standard paper size (21 x 29.7 cm). Paragraph one starts without an indent after a 12pt space from the addresses, and each paragraph is fully (left/right) justified. Any additional paragraphs start with a 6pt space from the previous paragraph. Normal line spacing should be used.

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