**First name surname,** institutional affiliation, country

**Book Review**

# Title (Use Capital Letters for the Title)

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### Literary references (examples)

Akišina, A. & Kagan, O. = Акишина, А. & Каган, О. (2016). *Учимся учить: Для преподавателя русского языка как иностранного. Методы, приёмы, результаты.* Русский язык.

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**------------------------------------------------------------------------------------------------------------------------------**

**Bitte beachten Sie die folgenden Hinweise zur Formatierung sowie für weitere Informationen**

Font, Font Size, and Indents:

Main text: Calibri Body 11

For bullet points or numbered lists: Calibri 11; for longer lists (from 8 items on): Calibri 9; spacing before: 6 pt, spacing after: 6 pt; hanging indent left by 0.63 cm; line spacing: multiple at 1.08

Footnotes, references, image and diagram captions: Calibri Body 9

For the bibliography: special hanging indent by 1 cm

Longer quotations: Calibri Body 10, left indent: 1.25 cm; spacing before: 6 pt, spacing after: 6 pt

Title: Bold; Calibri Light 20; spacing before: 12 pt, spacing after: 6 pt

Subtitle: Calibri Light 16; spacing after: 6 pt

Chapter headings: Calibri Light 13; numbered with hanging indent of 0.75 cm; spacing before: 14 pt, spacing after: 12 pt

Subheadings (e.g., 3.1.3): Calibri Light 11, numbered with hanging indent of 1.25 cm; spacing before: 6 pt, spacing after: 6 pt

Bibliography (heading): Calibri Light 13

Author information: Calibri Body 12; first and last name in bold; spacing after: 8 pt; line spacing: multiple at 1.08

Font Colours:

Headings: **Blue** (Word > **Font colour (A)** > **More Colours** > **Custom** > **Colour** model **RGB** > **Red**: 28, **Green**: 114, **Blue**: 168)

Text: Grey (Word > **Font colour (A)** > **More Colours**> **Custom** > **RGB** > **Red**: 62, **Green**: 61, **Blue**: 64)

Background colour for the first table row: **Blue** (same RGB values as above); text should be bold and white

Line Spacing:

Text: Multiple at 1.15

Image and diagram captions: Placed below the image, aligned centre, spacing after: 12 pt

1. For further information see the *DiSlaw* style sheet. [↑](#footnote-ref-1)
2. Footnote [↑](#footnote-ref-2)