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

# Title

## Subtitle

**Abstract 1 (in English)**

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos ...

Keywords: (max. 5)

**Abstract 2 (in a language other than English)**

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos …

Keywords: (max. 5)

### Introduction

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat …

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Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat …

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Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat … [[1]](#footnote-0)

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Longer quote, longer quote, longer quote.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. … (Author, year, page number)

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| **Table** | |
| --- | --- |
| Data 1 | Data 2 |
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Table 1: Title

### Conclusion

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat …

### 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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Font, font size and indentation:

Text: Calibri Body 11

for bullet points or enumerations: indent left: 1.25; space before: 6 pt., space after: 6 pt.

Footnotes, literary references, figure and diagram captions: Calibri Body 9; for literary references: special indentation hanging by 1cm

Longer quotations: Calibri Body 10, indent left: 1.25; space before: 6 pt., space after: 6 pt.

Title: bold type; Calibri Light 20; space before: 12 pt., space after: 6 pt.

Subtitle: Calibri Light 16; space after: 6 pt.

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Chapter headings (e.g. 3.1.3): Calibri Light 11, numbered and special indentation hanging by 1.25; space before: 6 pt., space after: 6 pt.

Literary references (heading): Calibri Light 13

Author details: Calibri Body 12; first name and surname: bold type; space after: 8 pt., multiple and 1.08

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For headings: **blue** (Word > **A** > then on **More colours** > **Custom** > **RGB** colour model > **red:** 28, **green:** 114, **blue:** 168)

Text: **grey** (Word > **A** > then on **More colours** > **Custom** > **RGB** colour model > **red:** 62, **green:** 61, **blue:** 64)

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1. See style sheet for further information. [↑](#footnote-ref-0)