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

# Title (Use Capital Letters for the Title)

## Subtitle (Use Capital Letters for the 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 …

Schlüsselwörter: (max. 5)

### Introduction

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

### Didactic considerations

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

#### …

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 …

### …

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

#### …

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. … (Autor\*in, Jahr, Seitenzahl)

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

#### …

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

* xyz
* xyz
* xyz
* xyz
* xyz
* xyz
* xyz

#### …

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat …[[2]](#footnote-2)

1. xyz
2. xyz
3. xyz
4. xyz
5. xyz

##### …

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

##### …

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

| Table | |
| --- | --- |
| Example | Description |
|  |  |
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Table : 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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### Worksheet

Task 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Example 1** | **Example 2** | **Example 3** | **Example 4** |
|  |  |  |  |

Task 2

Task 3

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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. See style sheet for further information. [↑](#footnote-ref-1)
2. Footnote [↑](#footnote-ref-2)