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**Title (Times New Roman 12, Bold, Before 12 pt, After 0 pt, Left)**

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All pages should be portrait-oriented.

Pages should not contain footnotes.

All references within the text should be placed in parentheses containing the author’s surname followed by the year of publication. If the sentence already includes the author’s name, then it is only necessary to put the year in parentheses. When citing several authors, use a semicolon to separate the references: (Verlinde 2009; Atkins & Rundell 2008). For citing page numbers use the following format: (Rundell 2012: 49) or (Rundell 2012: 49-51). When the reference has more than three authors, only cite the name of the first author followed by et al.

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Tables should be numbered consecutively (in Arabic numbers). The table title should be placed above (see Table 1). Tables inserted in the text should be black and white and editable (tables have to be formatted as a text, not as picture). Tables should be quoted in the text. Under the table, there should be the source given from which the information was derived or the information that it is the author’s own study or that it is a study based on other authors’ works.

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Equations should be center aligned in the first column of the single-row-two-columns table (see the model below). The table with equation should be set for 6 pt before and 6 pt after. The equations are consecutively numbered, with Arabic numbers in parentheses, in the second column of the table, right aligned (see the model below).

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