Proceedings-mal for Læringsfestivalen 2019

A. Author, B. Author, and C. Author, *Affiliation*

ABSTRACT: The abstract should not exceed 350 words and it should briefly summarize the essence of the paper. The full paper should be prepared using this template, and submitted both in *doc/docx* and *pdf* format in high quality print. No hardcopy is required. Please do not insert page numbers and do not secure the pdf file.

There are pre-defined text styles for all sections of the paper, which are described in section 3. Use them and do not adjust them!

# General

## Paper size, margins and numbering

Use page size A4. The text should fit exactly into the type area and be fully adjusted. Papers in two columns format will not be accepted. For A4 size paper the margin settings are: Top: 20 mm; Bottom: 20 mm; Inside: 25 mm; Outside: 25 mm. *Table nn* summarizes the margins applied.

Please do not insert page numbers.

## Paper sections

After the title and author(s) and affiliation section, the paper directly starts with the Abstract, followed by the consecutively numbered main chapters. Make sure you include methods, reflections and results. For further advice see the letter of acceptance. Include a list of references at the end of the manuscript.

# Text styles and SECTION HEADINGS

There are pre-defined text styles for all sections of the paper. ***Use them and do not adjust them!***

We have also listed the actual format of all pre-defined text styles below for those interested.

## Title1

Format of the paper title: Centred Times New Roman 18 pt. Line spacing before and after the title is 24 pt and 12 pt, respectively.

## Authors & Affiliation

Format of the author(s) and affiliation section: Centred Times New Roman 11 pt. Line spacing before and after is 0 pt and 24 pt, respectively. Make the affiliation *italic*.

Authors are listed with initials and last names, followed by the affiliation. If more than one line is needed, use a soft line break (shift return) to avoid any extra line spacing between the lines in the author(s) and affiliation section.

## Abstract

Format of abstract: Same as Normal text style, but bold (see 3.6 below).

Always start the abstract section with the word "ABSTRACT:" in capitals as in this template.

## Heading 1 (and Reference Heading)

Format of section headings: Bold capitals Times New Roman 11 pt. Line spacing before and after a heading is 12 pt and 6 pt, respectively. Use consecutive numbering of the sections. The References Heading is not numbered.

## Heading 2

Secondary headings are as Heading 1 but typed with initial capitals. Line spacing before and after a secondary heading is both 6 pt. Please limit the depth of headings to major and secondary headings.

## Normal text style

The normal text is typed in Times New Roman 11 pt,adjusted with single line spacing and fully adjusted (straight) margins. Line spacing between consecutive paragraphs within the same section is 6 pt as in this template. Do not insert extra empty lines between paragraphs.

## Table & Figure description

Table and figure descriptions are: Italic Times New Roman 10 pt,adjusted with single line spacing and left margins. Line spacing between consecutive paragraphs within the same section is 6 pt as in this template. See examples in section 4.

## References

Format of the reference section is: Times New Roman 10 pt,adjusted with single line spacing indented 0,7cm and fully adjusted (straight) margins. Line spacing between consecutive references is 3 pt as in this template. Do not insert extra empty lines between paragraphs. See examples in the Reference section of this template.

# Lists, Figures and tables

## Lists

Bullet lists and numbered lists are given the pre-defined text style *List Paragraph* (see the bullet list in section 1.1), which has the normal text style as a basis (Times New Roman 11 pt). List may be adjusted for indentation, margins and spacing depending on the context, but not for font and size.

## Figures, diagrams, illustrations

Figures, diagrams, illustrations should have a resolution of 600 dpi. Reference to the figures must be given in the text. Two-column figure arrangement as shown in *Fig. 1* and *Fig. 2* is allowed: use 2x2 table without borders. The smallest font size in the figures shall not be smaller than 10 pt. The figure description text is 10 pt (see section 3.7 above).

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| --- | --- |
|  | vil+vite++1603.jpg |
| Fig. 1. Drawing | Fig. 2. VilVite Science Centre |

## Tables

Tables prepared in basic word format are preferred. Tables must be referred to in the text in the format as *Table nn*. The smallest font size in the table shall not be smaller than 10 pt. The table description text is 10 pt (see section 3.7 above).

Table nn. Margins of the page size A4 [mm]

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| --- | --- | --- | --- |
| top | bottom | inside | outside |
| 20 | 20 | 25 | 25 |

# summary, ACKNOWLEDGMENTS and references

Summary and acknowledgments are optional.

The reference style is optional but has to be consistent (Vancouver, Harvard, …). The reference section shall be given as follows.

References

[1] Lastname1, Initials, Lastname2, Initials, Lastname3, Initials and Lastname4, Initials (2009), Title of the article, Journal, Vol. 120, No. 6, pp. 1718-1731.

[2] Lastname5, Initials (2006), Title of the article, Proc. of the Conference, Editors, Place of Conference, Vol. 2, pp. 120-128.

or

Lastname1, Initials., Lastname2, Initials., Lastname3, Initials. and Lastname4, Initials. (2009). Title of the article, *Journal*, Vol. 120, No. 6, pp. 1718-1731.

Lastname5, Initials. (2006). Title of the article, Proc. of the Conference, Editors, Place of Conference, Vol. 2, pp. 120-128.

or

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