# NORMA 24 Papers and posters style template: type your title here in the style called heading 1, do not capitalize words and do not end any heading with a full stop

Type the name(s) of the author(s) here (use “and” before the last author, do not write comma before “and”) and underline the Presenting Author(s) (the style is called author)

Type the author(s) institution(s) here, country; email@google.com

Example follows

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**Please read this first**. You are advised to make *two* copies of this electronic template file. Keep one as a backup, and for reference. Use the other as the template for your paper. Preferably delete all the text from the second before you begin writing, and use the styles provided to format it, following the guidance below. If you are not familiar with using styles, you may prefer to type directly into the formatted sections above and below (which will incorporate the relevant styles) and then delete the guidance afterwards. Several styles are provided (details are given below). *Do not add or import any additional styles to the document you submit.* This can happen inadvertently if you copy and paste from another file. This can be avoided by first pasting into a text editor, such as Notepad. If you don not normally use styles in WORD, you may benefit from finding out about styles before you use this template.

Save your NORMA paper in .doc or .docx format with the following format:

**AuthorName.doc** (using the name of the first, or presenting, author), e.g., Jiri\_Novak.doc for the example above.

Type your abstract here. The purpose of this paragraph is to draw attention to the style for abstracts, which is Normal, italic, and the length is up to 10 lines.

Keywords: Type the keywords here, the first letter of the first keyword (only) is capital, there is a comma between keywords and a dot at the end. Use 3 to 5 Keywords. If possible, use reference keywords found on <http://eric.ed.gov/?ti=all>.

Please note that poster proposals do not include an abstract, only keywords.

## The main section heading is called heading 2

This is the style **Normal**. The style automatically provides a 6pt space after paragraphs, which means that you do not need to leave a line between paragraphs. No full stop at the end of the heading please. For spelling control, please set the language to English UK.

### This is Style Heading 3, if you need it

We hope that the three Heading Styles will suffice to structure your paper. Please do not number sections (as opposed to lists and footnotes).

## Tables and figures

|  |  |  |  |
| --- | --- | --- | --- |
| Text of tables, figure and diagrams are in FigText |  |  |  |
|  |  |  |  |

Table 1: Titles of tables, figures, diagrams, are in the style FigTitle, no full stop at the end

Figure 1: Title of the figure, no dot at the end

Titles for tables should appear above the relevant table, whilst titles for figures should appear below the relevant figure.

## Transcripts

For transcripts, use the style **Transcript** as follows:

Student: Yes, OK.

Tutor: And the first thing to note is, that’s a particularly easy one because four squared is sixteen, which is minus one modulo seventeen.

If the lines of the transcript need to be numbered, use the style **Numbered Transcript** as follows.

177 Interviewer: How did you do that?

178 Pupil: First I added the nine to 62 to get 71, then I added the 40, so I got 111 altogether. I think that’s what I did.

But if you make no reference to the line numbers, the style Transcript is preferred. For transcripts that include features that cannot be presented using the styles Transcript or Numbered Transcript, a figure or table can be used following the guidelines above as closely as possible.

Where appropriate / necessary, translations may be provided as follows:

177 Interviewer: Kakos i dosao do ovoga?
*How did you get that?*

178 Pupil: Prvo sam dodao devet prema 62 da bih dobio 71, zatim sam dodao 40,
*First I added the nine to 62 to get 71, then I added the 40,*pa sam ukupno dobio 111. Mislim da sam to I učinio.
*so I got 111 altogether. I think that’s what I did.*

## Quotations

For direct quotations in the text, use inverted commas but no italic as in the following example:

Smith (2010, pp. 1–5) states that “pupils should learn more”.

Smith states that “pupils should learn more” (2010, pp. 1–5).

Indented quotations like this (more than two lines) are in the style **Quote** (note that no italic and inverted commas are used). Do not use inverted commas in this case. Finish the quote with the proper citation such as the one here. No dot after it. (Smith, 2014, p. 15)

For both short and long quotations, the reference should include the page number(s) where the quotations are placed.

**Notes** are footnotes[[1]](#footnote-1).

## Acknowledgment

Type any acknowledgment here.

## References

Here we follow APA 7 guidelines.

Examples of references in the running text: “As Smith (2010) states … Research shows (Smith, 2010; Novak, 2011) …”. Use APA 7 styles! Note where commas are (or are not) included: (Smith & Novak, 2011; Zavrel et al., 2011). Mind the full stop in et al. and note that in-text citations have been simplified in APA 7.

Entries in the reference list at the end of the paper are in the Style **References**. Please make sure they are complete. Do not include the location—this is a change from APA6—but do include the DOI (where available). For the range of pages, use the en dash, not the hyphen, and no spaces around it. Correct is: 5–6, incorrect is 5-6 or 5 – 6.

Further information:

* <https://www.tandf.co.uk//journals/authors/style/reference/tf_APA.pdf>
* <https://apastyle.apa.org/instructional-aids/tutorials-webinars>)
* <https://apastyle.apa.org/instructional-aids/whats-new-7e-guide.pdf>

Some details to take care of:

* Do not use abbreviations Fig., Tab. When referring to figures and tables, use the whole word with the first capital letter: “In Figure 1, we can see…”
* Do not forget to add editors for proceedings (using Eds. – capital letter and a dot) and page numbers for chapters in the books and proceedings.
* Do not forget to add both volume and number for articles in journals, such as *4*(2). Note that only the volume is in italic.
* In the list of references, use italic only for titles of books, proceedings and journals or titles of the lecture (when a lecture is referenced to – if the lecture was published in a proceedings, the reference should be made to the proceedings), and volumes for journal articles.

# Technical Style Summary

Only if you are interested in the technical details - you do not need to read or know any of this.

The frame size is set at 170mm by 247mm, with 23mm at the top and 27mm at the bottom, 20mm left and right.

The thirteen styles in use (all use Times font) are:

# Heading 1: 16pt bold (centred).

Normal: 12pt Times New Roman justified, line spacing at least 16pt, with 6pt after paragraphs. Other styles are based on Normal.

## Heading 2: 14 pt bold.

### Heading 3: 12 pt bold.

Abstract: 12pt italics.

FigText: 10pt, centred

FigTitle: 11pt bold, centred

Quote: 12 pt with left indent 0.5cm.

FigTitle: 11pt bold, centred, with 6 pt spacing above

Transcript: 12 pt, left indent 0.5cm, hanging indent 2.5 cm (beyond the indent), with 0 pt spacing between lines of transcript

144 Numbered Transcript: 12 pt, left indent 0.5cm, hanging indent 3.5 cm (beyond the indent), Tab at 1.5cm, with 0 pt spacing between lines of transcript

Footnote: 10 pt.

References: 12 pt with hanging indent 0.5cm.

1. This is the style Footnote. [↑](#footnote-ref-1)