

**GUIDELINES FOR AUTHORS**  
**Proceedings of the 5<sup>th</sup> International Conference**  
***Contemporary Challenges in LSP Teaching***  
**Zagreb, 1-2 July 2021**

Dear Author(s),

we kindly ask you to read the following pages to be properly informed about the important details regarding the publication of your paper in the Proceedings of the 5th International Conference Contemporary Challenges in LSP Teaching, organised on line by the Croatian Association of LSP Teachers at Higher Education Institutions on July 1-2, 2021.

Please submit your paper **no later than September 30, 2021**. All papers will be peer reviewed by two independent peer reviewers. Papers should be sent to the following address: [lsp.teachers.conference@gmail.com](mailto:lsp.teachers.conference@gmail.com).

Authors are also requested to send a scanned form of a signed statement that the paper they are submitting has not been previously published elsewhere and that it has not been considered by any other publication.

Papers will be published in Croatian, English, German or Italian, depending on the language in which the paper was presented.

The different components of the paper should appear in the following order: title, abstract and keywords in the language of the paper, paper body, references, title, abstract and keywords in a language other than the language of the manuscript (in English and/or German) and appendices (if any). All pages should be numbered consecutively.

**The order and number of authors (if there is more than one) of the paper should match the order and number of authors registered for the conference presentation. The title of your paper should match the title of the talk you gave at the conference.**

**Papers are not going to be proofread. Therefore, please make sure that your paper is proofread before sending it to the editors.**

**Manuscripts that have not been edited according to these guidelines will not be sent for review and will be returned to the authors by the editors.**

**Manuscripts should not exceed 30,000 characters (with spaces) including abstract, keywords, tables, figures, references, and appendices.**

## **GUIDELINES FOR SUBMITTING THE PAPER:**

There are three documents to be sent to [lsp.teachers.conference@gmail.com](mailto:lsp.teachers.conference@gmail.com):

1. The first document contains the first and last names of all authors, their affiliation, mailing address, e-mail address, and telephone number. Indicate which author is the corresponding author.

The title of the document should contain the words AUTHOR \_short title of the paper.

2. The second document contains the manuscript in MS Word format. The title of the document should contain the abbreviated title of the manuscript (up to 40 letters). Remove the author ID from the document (at File>Properties).

3. The third document is a signed, scanned statement confirming that the paper has not been previously published elsewhere and that it has not been considered by any other publication. The first author signs the statement and is responsible for the truthfulness of the statement.

### **Formatting instructions:**

- Spacing: 1.5

- Margins: 2.5 cm (left, right, top, bottom).

- Align the left and right margins of the text.

- Font size:

(a) Title of the paper: Times New Roman 14pt, in bold capitals

(b) Headings and subheadings in the paper: Times New Roman 12pt, bold

(c) Text: Times New Roman 12pt

d) Abstracts, keywords, list of references, text and titles of tables and figures, and appendices: Times New Roman 10pt.

- Sections should be numbered up to the third level as follows:

**1.** number in bold, and *TITLE* in ***BOLD CAPITAL ITALIC LETTERS***

**1.1.** number in bold, and *Title* in ***bold italic font***

1.1.1. number in regular font and *Title* in *italic font*.

Subsections should not occur individually, i.e. there should be at least a second subsection (e.g. 2.1.1. should occur with at least 2.1.2.).

- There should be no space between the title/subheading and the following text.

- Section headings should be preceded by a single blank line. All paragraphs except the first paragraph under the section or subsection title should be indented.

- All figures and tables should be integrated into the text and appear after they are mentioned and referred to in the text. Tables and figures should be numbered with Arabic numerals. The title of the table should be written above the table and the title of the figure below the figure.

- Footnotes should be kept to an absolute minimum.

### **References**

Each reference in the list of references should be indicated in the text and vice versa, each reference mentioned in the text must be provided in the list of references.

In-text citations and the reference list are to be made using the APA style. You may refer to

<https://libguides.library.usyd.edu.au/c.php?g=508212&p=3476096>

### **Recommended structure of your paper:**

Title of the paper

Abstract of the paper in the language of the paper (100-300 words)

Keywords in the language of the paper (in alphabetical order)

Introduction (theoretical basis, previous research, aim of the paper)

Methods (sample, method of data collection, description of the measuring instrument, ...)

Results

Discussion and conclusions

Literature

Title in English / German

Abstract in English / German

Keywords in English / German (in alphabetical order)