# Title in Times New Roman, size 22 (=Heading 1)

Names of the authors (= template Authors)
Affiliation (= Authors), only Department and University, or similar
Times New Roman, font size 11, italics. A 12-point space after names of the authors/affiliation

Abstract (= Abstract heading) (font size 13, bold italics)

Abstract text (= Abstract), always without indent directly after the heading. The abstract is indented 3 cm from the right margin. It should be written in Times New Roman, font size 11, single spaced. A 4-point space after the abstract heading.

The following paragraphs have indents at the beginning (= Astract first indent). After the abstract there is a section break inserted – do not delete this section break because this will ruin the two columns after the section break. After the section break the text should be written in two columns of equal widths and 0.8 cm in between.

## Heading 2 (font size 16, bold)

This is the start of the body text (= Normal). All text is written in Times New Roman, font size is 11, single spaced. No indent directly after the headings. The margins are 2.5 cm on both sides and also on top and bottom. The space between columns is 0.8 cm. Heading 2 is always pre­ceded by a 12-point space (except for the first time, before Introduction), and followed by a 4-point space.

The following paragraphs start with a 0.5 indent (= Normal indent first).

### Heading 3 (font size 12, bold)

Heading 3 is also preceded by a 12-point space, and followed by a 4-point space.

The following paragraphs start with a 0.5 cm indent (Normal indent first).

#### Heading 4 (font size 12, italics)

Heading 4 is preceded by an 8-point space, and followed by a 2-point space.

Table 1. Table headings are always written above the table (= Figure/table).

Phoneme Oral Pharynx Total

I 8.1 7.3 15.3

o 8.4 6.3 14.7

a 7.4 6.5 13.9

This is a new paragraph and a text which fills up the column. This is a new paragraph and a text which fills up the column. This is a new paragraph and a text which fills up the column.

Let the right column start at the same line (same height) as the left column. References in the text should appear with names and year in parenthesis (Fant, 1960). Or, if the author is cited directly in text, do like in this sentence or as proposed by Maeda (1990).

Legends to the figures are written below the figures. Font size 11, single spaced.

Figures can either be of column width or page width (Fig. 1).

*Figure 1. Font size 11, single spaced. (= Figure/table)*

## References (=Heading 2)

Names of the authors in alphabetical order (= References). Do not use any quotation marks. No points after initials. References are written in font size 10 and spacing exactly 10 points. The first row has a hanging indent of 0.3 cm. Between references there is a 3-point space.

Fant G (1960). The title of the article is written in low letters. *Name of the journal is italized*, 29: 53-60. (Do not write Vol. and pp.).

Maeda S (1990). Title of article. In: Name of editors, eds, *Name of book/proceedings) in italics*. Country: name of publisher, 131-149.