



INSTRUCTIONS FOR WRITING

STRUCTURE OF THE CONTRIBUTION

Contribution should contain:

- title page,
- abstract (max 1000 characters) and keywords (max 5) in Slovene and English language,
- introduction,
- main part,
- list of Literature and References,
- attachments.

FORMAT OF THE CONTRIBUTION

The paper format is A4. Side edges are designed to be 2,5 cm wide. The head offset from the top of the page is 1,5 cm and the foot offset from the bottom of the page is 1 cm.

Edge setup

From the Layout menu, select the Size command and select A4. Then, by clicking on the Edges command, we set the appropriate size for all four edges (select Normal). The head and foot offset are set in the Insert tab under Head or Foot under Edit Head or Edit Foot.

STYLE SETUP

The text of the paper is written in the Normal style, defined in Arial font, size 12, black, with a line spacing of 1,5. Paragraphs include one-line spacing and two-sided alignment.

1 MAIN HEADING

For the main heading Style Heading 1 should be used, written with capital letters font Arial, size 16, bold. The style contains a numbering with Arabic numerals without a dot. Paragraph spacing after heading 18 pt.

1.1 SUB-HEADING

For the sub-heading Style Heading 2 should be used, written with capital letters font Arial, size 14, bold. The style contains a numbering with Arabic numerals without a dot. Paragraph spacing before sub-heading 24pt, after 12pt.

1.1.1 Sub sub-heading

For the sub sub-heading Style Heading 3 should be used, written with small letters font Arial, size 14, bold. The style contains a numbering with Arabic numerals without a dot. Paragraph spacing before 24pt, after 12pt. Sub sub-heading should have smaller extend, just to clarify main elements needed for understanding content of the sub-heading.

All further sub-heading (4th level) should be set just exceptional (example 1.1.1.1 - small letters, size 12, non-bold). All sub sub-heading should be applied only in case if sub heading has at least two more sub-headings.

Style settings

On the Home tab you will find styles group. In the paper we use styles: **Normal**, **Heading 1**, **Heading 2**, **Heading 3** ... Each style has to be set properly. Normal style is used for body text. To change (sets) style use right clicking the style in the Styles pane and click Modify. Set the right structure. Use the same process for Heading style additional apply numbering.

NUMBERING SETTINGS

To indicate the indents, the symbol - should be used. If the indent has more than one level, the symbol - should also be used. Set the left side offset by 2 cm and the next level by 3 cm.

FRONT PAGE

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| <p>Name of your institution Logo of your institution</p> <p>Mednarodna strokovna konferenca Kreativna učna okolja Creative Learning Environments International Professional Conference (12 pt, small letters)</p> <p>TITLE OF THE PAPER (16 pt, capital letters, bold)</p> <p>Name and surname of the author, professional title (12 pt, small letters)</p> |
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FIGURES, TABLES, GRAPHS

Each figure/table/graph should be placed in the centre of the page. The caption for a figure/table/graph should be placed below the graphic, the source directly next to the caption in brackets. Default numbering should be used.

Signature of the graphical elements

Use right clicking the figure/table/graph and click Insert the text. Choose the appropriate label and write down the description.

LITERATURE AND REFERENCES

Each citation in the paper should have a complete reference (a detailed bibliographic description of the literature that was used) in the list of the literature. Each reference should be cited at least once in the paper. The literature should be arranged in numerical order of reference in the paper. Each bibliographic reference should be in its own line, without marking or numbering, with a full stop at the end. There should be blank lines between two references.

References should be listed in alphabetical order by the author's surname or, alternatively, by the title of publication.

For more informations you can also use [Instructions for referring](#).

ATTACHMENTS

Attachments should be placed at the end of the paper and numbered. The titles of the attachments should be written with capital letters, size 16, bold, for example: ATTACHMENT 1, ATTACHMENT 2 ...

IMPORTANT!

Contribution can be written in Slovene or English language and it can be maximum 15.000 characters (with spaces) or 8 pages long (without list of literature and references and without attachments).

Abstract of the contribution should be written in Slovene AND English language.

Contribution should be proofread and designed in coherence with the instructions for the contribution writing, published on the website of Creative Learning Environment International Conference.

Contribution should be supplemented by the signed Author's statement, published on the website of Creative Learning Environment International Conference.

Contribution should be send in docx and PDF by e-mail to: konferenca@sc-celje.si, the deadline is 24th of August, 2020. All contributions will be reviewed by the Programme Committee. You will be notified about the results by 25th of September, 2020 by e-mail. All the accepted contributions will be published in full in the e-publication (conference proceedings).

The final version of presentation should be sent till November 2nd, 2020 to the konferenca@sc-celje.si.