

Think CLIL International Conference Publication **Stylesheet guidelines for presenters**

Full texts of papers are to be unpublished and should be written using the downloadable style sheet and following the guidelines specified in the present document.

General information

- Full papers should be sent not later than *15th November 2014*. Please send your paper to the Conference e-mail address at clilvenice2014@unive.it. All submissions will be acknowledged within 15 days, so please get in touch if you do not receive an acknowledgement.
- Papers should be approximately 3,000–word long (6-8 pages), abstracts, keywords, tables, figures, illustrations, final notes, and references included.
- Papers must be written in English, with text that is grammatically correct and free of typographical errors.
- Paper should be submitted following the downloadable style sheet.
- Papers should be sent by e-mail, preferably as a standard attached file in MS Word. Attached email files should be named with your family name.
- Final decisions on acceptance will be communicated to authors by email by *30th January 2015*.

Information on tables and images

- Diagrams, pictures, etc. may be included, provided that they do not add inordinately to the overall length. The print will be black and white, i.e. if you are referring to colours in pictures, these will not be visible in the printed version. Also, you will need to make sure that colours in graphs and the like are still distinguishable in the black and white version.
- Images (black and white only):
 1. Use TIFF files for producing images or photographs
Use EPS files for vector graphics (illustrations)
Include all images including photographs in the main Word file
 2. Take into account the size of pages when including images – neither too large nor too small
The image should not be more than its original 100% size. Do not insert Images at more than 100% of their original size
Ensure images have a resolution of at least 300 dpi
 3. Name pictures or illustrations and number them in order of apparition in the text: Fig. 00
- Tables:
 1. Tables should where possible be created simply using MS Word Tables function.
 2. Use light grey (20%) for the title row or column of a table
 3. Put text of titles in bold
 4. Name the tables and number them in order of apparition in the text: Table 00.