

Fonts:

- Headings: Times New Roman.
- Text: Times New Roman.

Font size: see example.

Margin: top 3,3 cm, bottom 4,3 cm, left 3 cm, right 3 cm.

Alignment: justified.

Special: first line 1 cm.

Line spacing: 14 pt.

Space between heading and text: 1 blank line.

Space between text and next heading: 2 blank lines.

Quotations: Name (year: page).

Bibliography (14 pt.)

Surname, First Name (Year): *Book title. Book subtitle.* Place: Editor.

----- (Year): *Book title. Book subtitle.* Place: Editor [additional information in brackets].

Surname, First Name (Year): "Title of the essay. Subtitle". In: First Name Surname (ed.): *Book title. Book subtitle.* Place: Editor. Pp. xx-xx.

Surname, First Name (Year): "Title of the essay. Subtitle". In: *Title of Journal. Subtitle.* Nr. xx. Place. Pp. xx-xx.

Surname, First Name (Year): "Title of the essay. Subtitle". In: <http://www.xxx.xx> [accessed xx/xx/xx].