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GLOBAL TRENDS MEET LOCAL NEEDS

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Title: Times New Roman16pt bold.

Name(s) of author(s): Use Times New Roman 12pt bold italics.

Abstract. Use Times New Roman 12pt italics but do not use a heading. The abstract should be written in the same language as the article and contain a maximum of 150 words.

Introduction

Headings like the one above are used to divide the article into its main sections. Use Times New Roman 14pt bold.

The article should contain a maximum of 5,000 words, including references. Use Times New Roman 12 pt. Do not indent the first line of new paragraphs (Littlejohn, 1992).

If you quote from another writer, put the quote "inside quote marks" if it is a phrase or a single sentence (Littlejohn, 1992; Lightbown & Spada, 1999).

> Longer quotes should be a separate indented paragraph. This applies particularly if they are more than one sentence. Do not use italics for quotes. And with any quote, make sure you give the page reference of the work it comes from. (Takala, 2009, 184)

Figures and Tables

Insert figures and tables after they are cited in the text. Figure captions should be below the figures; table heads should appear above the tables.

Footnotes

Footnotes should come at the end of the article.

References

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