

Active Book Club

The international literary club

INSTRUCTIONS FOR FORMAT OF THE BOOK OF CREATIVE WRITING

TITLES ON CLOUD – SUBSECTION

- ✓ The title of each section will be: font Times New Roman, font size 11, bold, align left, single line spacing, 12 f. Time "Before" and 0 f. Time "After".
- ✓ Sections should not be numbered.
- ✓ The titles of the subsections should be: font Times New Roman, font size 11, bold, align left, single line spacing. Avoid using third-level qualifications. If absolutely necessary, these titles should be size 10f. bold, align left, single line spacing.

SECTIONS

- ✓ *Throughout the text of the modules should be used typeface Times New Roman, size 11 point type, single-spaced and fully justified. There should be indented paragraph 0.7 f. In the first line of each new paragraph (in order to improve the appearance of the text). Do not leave space or blank lines between paragraphs.*
- ✓ *For additional text numbers, the format of numbering and bullets can be changed at will, eg a), b), c) and i), ii), iii) etc. But you should not use automatic numbering anywhere in the text.*
- ✓ *Caution: it should not be abused intense and italic or underline.*

FIGURES AND TABLES

- ✓ *Figures and tables should be inserted in the body, as close as possible to the point where their reference (as shown in Figure 1).*



Figure 1: The captions of the figures should be Times New Roman 10 points, centered and «shape» Times New Roman Bold

- ✓ *The caption of each table and each figure should be in font Times New Roman 10 points, centered, single line spacing. Space caption should be: before 6 points after 12 points. The words "Table" or "Figure" caption should be in font Times New Roman 10 points, bold. Great attention should be paid to the quality of the figures. Ensure that all shapes are clear, with good color contrast. Do not deform the images you place in the text. Keep the ratios of their dimensions).*