Writing template for school news items

You can make life easier for your secretary by using this template to write news items for the school website.

Please note that your text should be submitted in both Danish and English, or in English alone.

You are welcome to attach digital photos as long as they are not protected by copyright. You are also welcome to ask your secretary to find a photo that matches the theme of the news item in question.

If you just want to refer to another website, you only need to write a heading and a lead or sub-heading (see the screenshot on the right).

This might be relevant for news items such as: *“Project XX has appointed NN – for more information, please see the project website”.*
For news items like this, you don’t need to fill in the body text field below but can just send a link to the website to which you want to refer.

**Headline** (max. 60 characters including spaces)

*Write here…*

**English translation** of headline

*Write here…*

**Lead/sub-heading** (max. 250 characters including spaces)

*Write here…*

**English translation** of lead/sub-heading

*Write here…*

**Body text** (min. 600/max. 4,000 characters including spaces. Full-length texts should include at least one paragraph/sub-heading)

*Write here…*

**English translation** of body text

*Write here…*

**Links to news items with no body text (if relevant)**

*Write here…*

**Requests for photos to accompany the text (if relevant)**

*Write here…*

**Once you have filled in the template, please save it on your computer and then send it to your department secretary:**

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Department of Linguistics, Cognitive Science and Semiotics

Department of Scandinavian Studies and Experience Economy