

Notes for contributors to IATEFL Voices

Items for inclusion in IATEFL Voices are always welcome. We hope the following guidelines will be of help.

General:

- a) Please don't send hand-written texts. Type your text double-spaced on A4 paper with a 4 cm margin on each side. Type on one side only in 12 pica or larger. Please number each page clearly.
- c) Send your text as an email attachment to Alison Schwetlick aschwetlick@tiscali.co.uk. Files may be saved in Microsoft Word, Word Perfect or any text (ASCII) file.
- c) Please mark everything clearly with your name, postal and email addresses and phone number.
- d) IATEFL will not return copy of articles submitted.

Content:

Voices is a newsletter and not a refereed journal. We do not usually publish specialised, academic or highly theoretical papers which might be more suitable for one of the SIG newsletters.

Length:

Please don't write more than 1500 words unless agreed otherwise with the editor. Preference is generally given to articles of 800 words (one page). Short contributions (up to 250 words) are particularly welcome; stimulating and provocative articles are often short and pithy.

Illustrations:

Please send each diagram, chart, etc. on a separate sheet of paper. Draw or print your graphic material in black ink on white paper. Number the items and indicate clearly where each one is to appear. Illustrations sent via email attachment should be formatted as TIFF (Hi-res), EPS or PICT files. Please do not send low resolution files. All graphic files should be accompanied by a printed version, black and white on film or white bond, minimum definition 600 dots per inch and preferably higher.

Legal:

We assume that your article/review **has neither been previously published**, nor is being considered for publication elsewhere. If we do wish to reprint, we need to know where the article was first published and what permission you have obtained. IATEFL asserts its copyright over complete editions of *Voices* but articles remain the copyright of their authors. IATEFL retains the right to republish in printed or electronic format.

References:

Avoid footnotes. References made in the text should be listed at the end. Please ensure that the information is correct and list these in alphabetical order, as follows: author(s), date of publication, Title (*in italic script*), Place of Publication, Publisher
e.g. Stornaway R. 1964. *Nail on the Banister* (Bristol: The Ragged Trouser Press)
For Journals and electronic quotations we follow the model: Author/Editor. Year of publication. Title [online]. Place of publication: Publisher. Available from URL [Accessed date].
e.g. Holland, M. 1996. *Threads in ESP* Poole: Bournemouth University. Available from http://bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardszst.html [Accessed 15 Jul 2007].

Biographical:

Please include not more than 50 words about where you work, your experience and/or qualifications, areas of interest or research and anything else of relevance to accompany your article.

Photo:

If your article is accepted for publication, we require a good quality, black and white, full face, passport-style photograph. Please send original photographs by post with your name on the back or make sure anything sent as an email attachment is high resolution - GIF and JPG files designed for a website may not be suitable.

Style:

You should try to make your article as clear to read as possible. Try to avoid all language that may be offensive to others (e.g. sexist, racist and such terms).

Special symbols:

If you need phonetic or other symbols and can not print them in your text, please write them as clearly as possible in a hard copy version so that we can type them for you.

Titles, headings and subheadings:

The editor reserves the right to alter titles and headings where necessary. Please do not use more than three levels of headings and subheadings.

Acronyms and abbreviations:

Please spell these out in full the first time, capitalising the first letters, followed by the acronym in brackets. Afterwards use the acronym only, e.g. Alpha Centauri Federation of English Language Teaching Associations (ACFELTA).

Factual information:

Please get your facts straight. If you're not sure, check. If you can't find out, leave it out. Printed material containing factual inaccuracies is sloppy, potentially dishonest and possibly libellous, reflecting badly on a newsletter, but far worse on the person whose name is at the head of the article.

Deadlines:

Voices Deadlines for Contributors Issue	Date	Copy Deadline
208	May/Jun 2009	27 February 09
209	Jul/Aug 2009	24 April 09
210	Sep/Oct 2009	3 July 09
211	Nov/Dec 2009	4 September 09
212	Jan/Feb 2010	30 October 09
213	Mar/Apr 2010	18 December 09
214	May/Jun 2010	26 February 10
215	Jul/Aug 2010	25 April 10
216	Sep/Oct 2010	2 July 10
217	Nov/Dec 2010	3 September 10

Finally if you have any questions, email the editor, Alison Schwetlick at aschwetlick@tiscali.co.uk. We look forward to hearing from you.