

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 type your text double-spaced on A4 paper in Arial 11. Please number each page clearly.
- c) Send your text as an email attachment to <editor@iatefl.org> as a Microsoft Word document.
- c) Please start with the title of the article, your name, a 40-word biography, the article text, **your email address** and postal address
- d) IATEFL will not return 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 1700 words** including **no more than 5** references. Preference is generally given to articles of 800 words (one page) or less.

Illustrations: Please number each diagram, chart, etc. and indicate clearly where each one is to appear. Illustrations sent via email attachment should be formatted as JPEG or TIFF (Hi-res) files. Please do not send low resolution files.

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: At the top of the article, please include not more than 40 words about where you work, your experience and/or qualifications, areas of interest or research and anything else of relevance.

Photo: If your article is accepted for publication, we require a high resolution, colour, full face photograph that is clearly labelled with your name. Photos designed for a website are not generally 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 cannot 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 insert/alter titles and headings where appropriate. 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, e.g. English Teachers' Association Switzerland (ETAS).

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 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.

Forthcoming deadlines for all copy to be with the editor can be found on the current issue of pg 1 of *Voices*, the IATEFL newsletter.

Finally thank you for struggling through all this.

Send your copy to Alison Schwetlick, Editor, PO Box 3182, Pewsey, SN9 5WJ, UK or editor@iatefl.org