

IATEFL 2015 Manchester *Conference Selections*:

Guidelines for Symposiums, Panel Discussions & Signature Events

We encourage you to submit a summary of your presentation for consideration for inclusion in *IATEFL 2015 Manchester Conference Selections*, an IATEFL publication. Reporting your presentation is an effective way of getting your ideas across to professionals worldwide and performs a valuable service for members who are unable to attend the conference. *Conference Selections* is a refereed publication and carries an ISBN number.

When submitting your summary for consideration, please bear in mind that your readers will be members of IATEFL who did not attend your session/the conference and who receive *Conference Selections* as part of their membership entitlement.

Writing your paper

- Your summary should be written after your presentation; it may include points made by members of the audience as well as your own ideas.
- Your summary should be a maximum of **1,600 words**. This word limit does not include your title, names or affiliations; neither does it include references.
- Diagrams may be included, but please understand that we cannot publish papers that rely on the extensive use of diagrams. Please limit these to one or two short tables or simple diagrams.
- You may include one reference per speaker in the reference list. Please consult the style guide below for your list of references.
- Put all speakers' email addresses at the end of your report; if you do not wish your email addresses to be published, please state this when you submit.
- If you ask someone to look over your paper, please don't use the tracking feature of Word, as this has a habit of reappearing.
- Don't insert footnotes, page numbers, your institution's logo, or anything else at the top or bottom of your pages.
- Don't include names of authors who did not actually present at the conference.

Submitting your paper

- Your summary should be sent not later than **Friday June 12, 2015**. Please send your summary by email to the Editor, Tania Pattison, at cseditor@iatefl.org. Please do not send submissions to IATEFL Head Office. The preferred way to submit your paper is as a standard attached file in MS Word. Attached files should be named with the name of your event.
- You will receive an acknowledgement of receipt within two or three days. If you don't receive an acknowledgement, please email Tania at the above address or at tania@taniapattison.com.

- Please avoid changing your paper after submission and sending multiple versions. With the volume of papers we receive, this can become very confusing. The paper you send needs to be your final version.
- In the interest of fairness to everyone, late submissions will only be accepted in special circumstances and if you have made prior arrangements with Tania before the deadline.
- Final decisions on acceptance will be communicated to authors by email in November 2015. If your email address changes after submission, please let Tania know.

Page layout and design

- Well-chosen headings and sub-headings make it easier for your reader to follow your report.
- Avoid long lists of bulleted points; these work well for PowerPoint but don't make for easy reading in a book.
- Papers should be submitted in the following format:
 - 1 Title at the beginning, using upper case only at the beginning and for proper nouns.
 - 2 On a new line below the title, your name, institution (or the word 'freelance'), town/city and country. You don't need to give your job title.
 - 3 Fonts are as follows:

Article heading	16 pt. regular Arial
Author	12 pt. bold Arial
<i>Author affiliation</i>	12 pt. italic Arial
Subheadings	14 pt. regular Arial
Body text	12 pt. regular Times New Roman, 1.5 space
Tables	11 pt. Arial, column/row headings in bold
<i>In text emphasis</i>	italic, not bold
<i>Foreign words, book/film/etc. titles</i>	italic

How are papers chosen for *Conference Selections*?

Not all submissions can be included, and all summaries are read 'blind' by an Editorial Committee (i.e. with identifying details removed). The Committee members will be looking for descriptions of work which contribute to the development of language teaching and are of direct use to readers; they will exclude summaries which exceed the word limit or which promote particular institutions or commercial products. We recognise that you may want to refer to a book you have written yourself; this is fine, as long as your paper is not promotional, i.e. you should focus on the activities or information in the text, rather than on the merits of the text itself.

References

Within the body of the paper

A direct quotation

Give the author(s), year of publication, and page number(s):

Computers have made it possible to analyse large collections of texts containing millions of words 'with the aim of making statements about a particular language variety' (Adolphs 2006: 3).

Summarised or paraphrased material

Give the author(s) and year only:

Comics include richness in story content and character development, and reflect authentic language and culture (Kossack and Hoffman 1987).

Where there are more than two authors, give the first author only and add *et al.*, for example, Byram *et al.* Note the full point after '*al*' and the use of italics. (In the references all authors should be listed.)

At the end of the paper

Use the heading 'References'. List only those works you have referred to in your report; do not include general background reading. Remember to limit your references to three.

A book with one or more authors

Kramersch, C. 1993. *Context and Culture in Language Teaching*. Oxford: Oxford University Press.

Tomalin, B. and M. Nicks. 2008. *The World's Business Cultures and How to Unlock Them*.

London: Thorogood.

An edited book

Gibbs, G. and A. Jenkins (eds.). 1992. *Teaching Large Classes in Higher Education*. London:

Kogan Page.

A single chapter/paper in an edited book

No page references needed:

Stubbs, M. 2007. 'On texts, corpora and models of language' in M. Hoey, M. Mahlberg, M. Stubbs and W. Teubert (eds.). *Text, Discourse and Corpora: Theory and Analysis*. London: Continuum.

An article from a print journal or magazine

Kitchen, J. and D. Stevens. 2008. 'Action research in teacher education'. *Action Research* 6/1: 7–28.

Bruton, A. 2005. 'Power to the people?'. *IATEFL Voices* 185: 11–12.

An article in a language other than English

List the source as published in the original language:

Archan, S. and H. Dornmayr. 2005. *Fremdsprachenbedarf und –kompetenzen.*

Unternehmensbefragung zu Ausbildungsqualität und Weiterbildungsbedarf. (ibw-Schriftenreihe; Nr. 131) Vienna: Institut für Bildungsforschung der Wirtschaft.

An article from an online source

Coombe, C. and C. Canning. 2002. 'Using self-assessment in the classroom: rationale and suggested techniques'. *Karen's Linguistics Issues*, February. (Retrieved 28 November 2007 from <http://www3.telus.net/linguisticsissues/selfassess2.html>.)

A general reference to a website

ICC—The European Language Network—What is EUROLTA? http://www.icc-languages.eu/what_is_eurolta.php

An unpublished thesis/dissertation

Cheffou, I. 2004. *Designing Peace and Disarmament Education Tasks for Elementary Schools of Niger.* Unpublished Master's Thesis, School of International Training, Brattleboro, Vt.

An unpublished conference presentation

Jonkman, R. 1996. 'Non-convergent discourse in Friesland as a special type of codeswitching'. Paper presented at the Sociolinguistics Symposium 11, Cardiff, UK, 5–7 September 1996.