IATEFL 2022 Conference Selections: Guidelines for Signature Events, Debates and Panel Discussions

We encourage you to submit a summary of your presentation for consideration for inclusion in *IATEFL 2022 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, and please note that the printed version of *Conference Selections* is a black and while publication. 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 **Monday, 4 July 2022**.
- Please send your paper as an attached file in MS Word (**not pdf or google doc**) by email to the Editor, Deborah Bullock, at **cseditor@iatefl.org**. Attached files should be named with the name of your event.
- Please do not send submissions to IATEFL Head Office. You will receive an acknowledgement of receipt within two or three days. If you don't receive an acknowledgement, please email Deborah at the above address.
- 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 Deborah before the deadline.
- Final decisions on acceptance will be communicated to authors by email by the end of January 2023. If your email address changes after submission, please let Deborah 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
Author affiliation	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
In text emphasis	italic, not bold
Foreign words, book/film/etc. titles	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
Please use APA style (7th edition) as shown below. For more examples, refer to https://apastyle.apa.org/

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, p. 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 & 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'. (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 six.

A book with one or more authors
Kramsch, C. (1993). *Context and culture in language teaching.* Oxford University Press.
Tomalin, B., & Nicks, M. (2008). *The world's business cultures and how to unlock them.* Thorogood.

A chapter in an edited book

Leki, I. (1990). Coaching from the margins: Issues in written response. In B. Kroll (Ed.), *Second language writing: Research insights for the classroom* (pp. 57–68). Cambridge University Press.

A journal article

Kitchen, J., & Stevens, D. (2008). Action research in teacher education. *Action Research, 6*(1), 7–28.
If there is a DOI, enter it at the end of the reference.

A magazine article

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., & Dornmayr, H. (2005). *Fremdsprachenbedarf und –kompetenzen. Unternehmensbefragung zu Ausbildungsqualität und Weiterbildungsbedarf.* (ibw-Schriftenreihe; Nr. 131). Institut für Bildungsforschung der Wirtschaft.

An online source

You do not need to include a retrieval date:

Brann, A. (2017, April 11). Creativity. Is your intelligence having fun? *Synaptic Potential*. http://synapticpotential.com/creativity/creativity/

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.

A YouTube video

Stanford Graduate School of Business. (2014, December 4). *Think fast, talk smart: Communication techniques* [Video]. YouTube. https://www.youtube.com/watch?v=HAnw168huqA