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12. Thought should be given to making the publication accessible for people with reading disabilities.
Here is a list of recommendations:

- Font – use evenly spaced font such as Arial, Comic Sans, Century Gothic, Tahoma, Verdana
- Avoid white backgrounds – instead use cream/soft pastel colours
- Avoid text on pictures – anything in a magazine style format is difficult to access.
- Avoid green and red/pink/purple/blue as these are difficult for colour-blind individuals.
- Ensure text is black on cream background and avoid colour coding.
- Avoid underlining, BLOCK CAPITALS for headings and titles. Instead use bold and lower case.
- Avoid narrow columns and long lines (max 60-70 characters per line).
- Use 1.5 spacing and avoid starting a sentence at the end of a line.
- Avoid abbreviations if/when possible.
- Be concise and to the point and avoid overly long sentences.
- Ensure that documents are presented in an accessible format for people with visual impairments

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Last reviewed: 25 April 2017

Related documents

- IATEFL’s mission, goals and practices (available on website)
- IATEFL’s code of conduct (pending – to be made available of website)
- IATEFL’s Facebook Group Guidelines (available on IATEFL Facebook Group)
- IATEFL’s complaints procedure (under review – to be made available on website)
- IATEFL SIG Handbook (available on website)
- IATEFL Voices article guidelines