

IATEFL 2022 Conference Selections: Guidelines for Plenary Speakers

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General information

- Your paper should be a maximum of **4,000 words**. This word limit does not include your title, name or affiliation; neither does it include references. *Please consult the style guide below for your list of references.*
- If, in addition to your plenary, you have been given a linked question/answer session or workshop session, you may wish to reflect the proceedings in the text.
- Your paper should be sent not later than **Monday, 4 July 2021**. 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. Please do not send submissions to IATEFL Head Office. Attached files should be named with your family name only (nothing else is necessary).
- 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.
- When you email your paper to Deborah, your email should include the following information: the title of your plenary presentation; the name you would like to have your paper published under; your affiliation (or the word 'freelance'); and your contact information (email address, telephone number). If you do not wish your email address to be included in *Conference Selections*, please state this fact in your email; otherwise, email addresses will be published so that readers can contact you for more information.

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 don't make for easy reading in a book.
- Reports should be submitted in the following format:
 - 1 Title of the report 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

- 4 Tables should be created simply using MS Word Tables function. More complicated illustrations and figures should be submitted as jpeg or pdf files.

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.

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=HAnw168hugA>