

# How to write successfully for IATEFL *Conference Selections*



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# What is *Conference Selections*?

- an IATEFL publication: plenaries, signature events, panel discussions, forums, individual talks
- refereed by Editorial Committee (3 members)
- print version sent to 4000+ IATEFL members in 100+ countries
- digital version also available to members.



# Why write for *Conference Selections*?

- You can share your research, teaching tips, etc. with IATEFL members who could not attend the Conference.
- It provides a record of the Conference – a nice souvenir in years to come.
- It gives you a publication for your CV; many employers ask for a list of presentations and publications.

# What are we looking for?

- Papers that describe your talk in **700–750 words**.
- Your paper should be **easily understood by someone who was not at your talk**.
- Papers that are **interesting and/or relevant** to readers outside your immediate context.

# Your paper could be...

- a report of some research you have carried out
- a description of a teaching approach or technique
- a 'think piece' in which you present your opinion.

If you presented it at the Conference, you can submit it for consideration for *Conference Selections*.

Exception: any paper that is essentially an advertisement for a book, product, organisation, etc. is unlikely to be published.

# Some characteristics of a successful paper

- The writer explains their context and any context-specific terminology. Don't make your reader guess!
- The writer describes something they have done in their own context, but their ideas are applicable elsewhere.
- The paper presents a challenge that many teachers can relate to, and then gives a solution.
- Readers can take something away; they may be encouraged to try this approach themselves.

## Some characteristics (cont.)

- The paper is balanced – theory/application; problem/solution.
- The presentation is clear. Diagrams help to show exactly what happened.
- The writing is easy to follow. Nothing is obscure; readers who did not attend this talk can grasp what happened.
- The writer **follows the guidelines** (word count, references (3 max for an individual talk, etc.).
- The paper is submitted on time.

# What about style?

- Look at past issues of *Conference Selections* to see what these papers look like (available to members via 'My Resources' on the IATEFL website).
- *Conference Selections* has a variety of styles, from academic to quite informal. We try to retain the voice of the writer.
- You do not need to be overly formal, e.g. it's okay to use 'I'.
- Important: Your paper needs to read as a *paper*, not as a collection of bullet points from PowerPoint slides.



# Potential problems

- The paper is simply a summary of well-known information – there's nothing new.
- The writer tries to cover too much ground for the word limit; some presentations are best written as longer articles for other journals.
- The paper relies on visual items or material not available to *Conference Selections* readers (e.g. a lot of pictures). If you have a paper with a lot of images, consider sending it to the editor of *Voices* instead.
- The paper is excessively long. A few extra words can be edited down; 500 extra words cannot.
- The paper is submitted late without checking in advance.

# Two things that make NO difference

- This is your first submission. *Conference Selections* always contains papers by first-time writers/presenters, as well as by well-known writers. First-time authors are very welcome!
- You got the font slightly wrong, or the margins were too wide, etc. This won't disqualify you!

# Timeline: from presentation to publication

- April 2023: IATEFL Conference; start to think about your paper as early as possible.
- **Monday, 05 June 2023: submission deadline.** I will acknowledge receipt of your paper; if you don't hear from me, contact me at [cseditor@iatefl.org](mailto:cseditor@iatefl.org).
- Early summer 2023: papers sent 'blind' to Editorial Committee. They read them, grade them, and make comments.

## Cont. ...

- December 2023: decisions made and authors informed; minor queries to authors; editorial/design process.
- Feb/March 2024: *Conference Selections* printed and shipped.

# As you write...

- Ask someone who has not seen your talk to read your paper. Can your reader follow it? What questions does your reader have?
- **Don't** use track changes. Tracked comments tend to reappear.
- **Don't** add page numbers, your school's logo, or anything else at the top or bottom of your paper. No footnotes or endnotes, please.
- **Don't** include copyrighted material (songs, etc.).
- Make sure the version you send is the final one (it gets confusing if people send revised submissions) as an attached file in MS Word (**not pdf or google doc**) named with your family name.

# If your paper is accepted...

- You will receive a copy of *Conference Selections* in Feb/March 2024. Make sure IATEFL has your current address on file (do this through the membership page on the IATEFL website).
- You will retain copyright of your own paper (IATEFL has copyright of the collection). You are free to publish it elsewhere, as long as you acknowledge that it first appeared in *Conference Selections*.

# If your paper is turned down ...

- In many cases, there were simply too many papers submitted (and too many on a similar topic).
- Maybe your article is best suited to a more specialised publication, or a publication that accepts longer papers.
- Consider a local publication, an IATEFL SIG publication, IATEFL *Voices*, or a journal.
- Don't be put off next year!

# FAQs

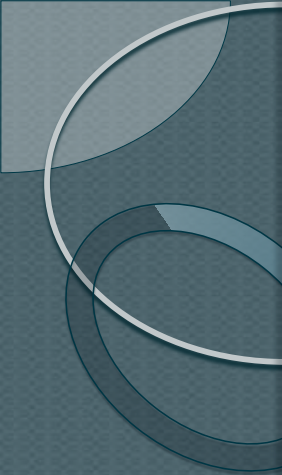
I was scheduled to present, but I couldn't make it to the Conference; can I still submit a paper?

- *No; only those papers actually presented can be published.*

I presented alone, but I would like my colleague / thesis supervisor / friend to write the paper with me. Is that acceptable?

- *Only speakers at the Conference can be named as authors. Sometimes writers acknowledge the help of a colleague, etc. This can be done at the end of the paper.*





I was in a forum. Do I need to submit a joint paper with the other forum speakers?

- *No. You may do so if you wish (e.g. if you arranged your own forum), but you can also submit separate papers.*

My talk was in the Interactive Language Fair, or I had a poster. Can I still write it up?

- *Yes! Every issue has papers that started out as poster presentations or ILF contributions.*

Can I refer to a book that I wrote?

- *Yes, but please focus on the pedagogy behind the activities rather than on the merits of the book.*



How many charts, diagrams, etc. can I include?

- *No more than two, and please keep them short! Photos are unlikely to be published unless crucial to the paper. Don't use lengthy tables as a way to get around the word limit. Remember, too, that the printed version is a black-and-white publication, so diagrams that rely on colour won't work.*

What is included in the word count?

- *Just the main text; not your title, name, affiliation or references.*

# Questions?

- Good luck with your writing! Feel free to email me if you have any questions.
- I am looking forward to receiving your paper.

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