Guidelines for Articles

"Leveraging Technology for Sustainability in Language Learning"
Special Edition of LTsig Newsletter, 2025

Please, use this guide to format your article before you submit it to the IATEFL LTSIG editors in **a Word Document by email**.

Notice the following:

1. Only **articles following the guidelines** will be considered for approval.
2. Articles can be *up to 1500 words long*.
3. The manuscript must be **spelling and grammar-checked.**

ARTICLE TITLE
Arial 12 pt; Alignment: centred; single line spacing; **Bold**, Capital letters; Add space after paragraph before names
Name(s) of author(s), affiliation, and email address- No capital letters
Arial 11 pt. Alignment: centred; spacing 11 pt. After

ABSTRACT
(Arial 11 pt. Bold above)
Text: Write approximately 150 words. Arial 11 pt.; single line spacing; paragraph spacing 0 before 11 pt. After.

Introduction

If you include a section for introduction, use Arial 11 pt. bold. Paragraph spacing 11pt. before and 11pt. after

Headings

First-level headings are used to divide the chapter into its main sections; use Arial 11 pt bold.

Second-level headings- Arial 11 pt. bold. [Paragraph spacing 11 pt. before and 6 pt. After].

Side headings are used to break up sections of text and help the reader to see the focus. Side headings normally relate to a series of paragraphs all dealing with a specific aspect of the section topic. These are not usually numbered.

Third-level headings [use Arial 11 pt. bold. Paragraph spacing 11 pt. before and 6 pt. after]. As above, these are not usually numbered.

Text is Arial 11 pt. **with single line spacing**. Paragraph spacing 0 before 0 after. Justify text alignment. Put a line space between paragraphs, but do not indent the first line of the new paragraph.

If you **quote** from another writer, put the quote 'inside single quote marks' if it is a phrase or a single sentence. Longer quotes should be a separate indented paragraph. Do not use italics for quotes. And with any quote, make sure you give the page reference of the work it comes from. (Smith 1997: 35) Text is Arial 11 pt. with single line spacing. Paragraph spacing 0 before 0 after.

Check copyrights of images you may wish to add. Give credits. Charts and tables must be attached as .png files

Numbered and alphabetized lists should have no brackets around the initial number/letter:

1. List one [<List>; use Arial 11 pt. with numbering format]
2. List two
3. List three

Bulleted lists are as follows:

- Bullet one [<List>; use Arial 11 pt. with bullet format]
- Bullet two
- Bullet three.

REFERENCES
[use Arial 11 pt.]

APA - Note that there is *a maximum of 10 references* per article, and authors may include only two references to their own work.

Littlejohn, A. 1992. 'Why are ELT materials the way they are?'. Unpublished PhD thesis, Lancaster University, UK.
O'Dowd, R. (ed.). 2007. *Online Intercultural Exchange: An Introduction for Foreign Language Teachers*. Clevedon: Multilingual Matters.
Sutherland, J. 1997. 'Taking stock: assessing five years of internet in the EFL/ESL classroom'. TESL-EJ 2/3. Available at http://tesl-ej.org/ej07/fl.html (accessed on 29 August 2014).
Yoon, H. 2008. 'More than a linguistic reference: the influence of corpus technology on L2 academic writing'. *Language Learning and Technology* 12/2: 31–48.

THE AUTHOR
[spacing 11pt. before and 11 pt. After]

Include here a brief bio-data (**maximum 100 words**). Start off with your **name in bold.** See an example:

Jane Smith was involved in language teaching and teacher education in the United Kingdom for many years before moving to New Zealand. She has published mainly in the areas of language teaching methodology and language learning. She is now working in the Language Centre at the University of XXX.

In your email to us with the article, attach a photo of you.