

Guidelines for Submitting Articles

Please use this guide to format your article before you submit it to the IATEFL LTSIG editors.

Articles can be up to 1500 words long. The manuscript must be “spell and grammar checked”.

For detailed guidelines, see below:

ARTICLE TITLE

Arial 12 Pt Alignment: centred; single line spacing

Name(s) of author(s); Arial 11 pt. Alignment: centred; spacing 11 pt. after

ABSTRACT

Arial 11 pt. bold.

Write an abstract here of approximately 150 words. Use 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

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

Put a line space between **paragraphs**, but do not indent the first line of the new paragraph.

Text is Arial 11 pt. with single line spacing. Paragraph spacing 0 before 0 after.

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.

Charts and tables must be attached as .png files

Second-level headings- Use 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.

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.

Third-level headings [use Arial 11 pt. bold. Paragraph spacing 11 pt. before and 6 pt. after]

As above, these are not usually numbered.

NOTES

[Use Arial 11 pt.]

1 Any footnotes should come here at the end of the article.

2 Any footnotes should come here at the end of the article.

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** and if you wish, include at the end a photo and/or your email address. 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.

