

# Submission Guidelines

## Audience

The LTSIG is a global website with members in many different countries. Our online audience includes pre-school, primary, secondary and adult English language teachers, in both state and private sectors, as well as teacher educators, managers and school owners.

## Subject matter

The LTSIG committee invites articles, blogposts, interviews, videos, reviews or any other medium to express ideas and practices on a wide range of topics related to teaching English with the aid of Learning Technologies. It is advisable to contact the Website Team with a proposed title and outline of the content of your article, blog or vlog post before submission in order to check its potential suitability for the LTSIG website.

## Style

We particularly welcome content that is clearly structured and easily accessible. Please include definitions of any terms you use that may not be familiar to all readers. If you refer to theoretical principles and concepts, please ensure that their relevance and application to classroom practice is clear. Articles and blog posts that are practical and include lesson ideas and tips are also welcome.

## Submitting a contribution

Content should:

- be in English;
- have a title of no more than ten words which gives clear information about what the content is
- be no longer than 1,500 words - articles
- be no longer than 1,000 words - blogposts
- be no longer than 5 minutes - videos
- be submitted to the Editor as an email attachment in Microsoft Word 6.0 or above
- be shared through Dropbox if a video
- be typed using left justification and single line spacing in a black, 12 point Arial font (with one line space between paragraphs)
- not be in columns, indented or framed
- have no hyphenated words at the line end
- contain no headers, footers, page numbers or footnotes

- include headings and subheadings as necessary (each typed in bold on a separate line and ranged left)
- avoid using numbering or lettering systems for headings
- include a note to show the position of tables, diagrams or other illustrative material and send these separately

## Biodata

When you submit your content please also include

- two or three lines of bio-data in italics about you, the author, at the end of the article
- a photo of yourself
- a maximum of five full bibliographical details of any references used (see examples below.)

## References

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### *For books*

Cameron, Lynne (2001) *Teaching Young Learners*. Cambridge: Cambridge University Press

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### *For chapters in edited books*

Bland, Janice (2006) *Staging English, CLIL in Action*. In *Fortschritte im frühen Fremdsprachenlernen*. Schlüter, Norbert (ed) Berlin: Cornelsen, 124 – 132

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### *For articles*

Smith, Simon (2003) *Using video to look at Scaffolding*. C&TS (Children And Teenagers), IATEFL LT SIG Publication, 2/03:4 – 6

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### *For websites*

<http://enchantedlearning.com>

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## Permission

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## Terms of acceptance

1. Content which is submitted that does not follow the above guidelines cannot be considered for publication.
2. The Website Team and the LT SIG Committee reserve the right to accept or reject content for publication depending on its quality and suitability for our audience. In some cases, content creators may be asked to make revisions to their content before final acceptance.
3. If a piece of content is accepted for publication, the Website Team reserve the right to make minor editorial changes deemed necessary for reasons of e.g. space, style, clarity and accessibility. If more than minor changes are needed, the content creator will be consulted and an edited version of the content will be sent to them for approval.
4. The copyright of the content will remain with the content creator, subject to the following:  
IATEFL retains the right to publish the contribution in electronic or paper form at any time in the future.  
If the content is subsequently published elsewhere, the publication of the IATEFL LT SIG website (plus the publication date), should be acknowledged as the first place of publication.