

Guidelines for Contributors to ELTAS News

Articles are always welcome. Please follow the guidelines to assist your submissions.

General Guidelines:

- a) Send your text as an email attachment as a Microsoft Word document.
- b) Please type your text in Arial 12.
- c) Start with the title of the article in Arial 14 bold.
- d) Please add your name, your email address and a (max) 40 word biography.
- e) Ensure you follow the word count guidelines and state the word count.

Graphics and Photos: Please number each picture, chart, etc. and state where each one should appear in the text. All graphics and photos should be sent as separate files - not embedded in the article. Please send them in the best quality possible, preferably via email as .JPGs. Please do not send low resolution files.

Note: We require a high-resolution, colour photograph if your article is accepted. Photos at 5.0 mega pixels or greater are suitable for printing.

Legal: We assume that your article/review has neither been previously published, nor is being considered for publication elsewhere. If it has been previously published and we do wish to reprint, we need to know where the article was first published and what permission you have obtained. Articles remain the copyright of their authors.

Referencing / Sourcing: Avoid footnotes. References made in the text should be listed at the end and please ensure that the information is correct. We follow APA referencing, here are some examples:

Books: Author, A. A. (year). *Title of work*. Location: Publisher.

Online books / electronic sources: Author, A. A. (year). *Title of work*. Retrieved from <http://www.xxxxxx>

Journals: Author, A. A., Author, B. B., & Author, C. C. (year). Article title. *Journal Title*,

volume number(issue number), page numbers.

For other sources, use this guide:

<http://www.usq.edu.au/library/referencing/apa-referencing-guide>

Factual information: Please make sure all facts are correct. If you're not sure, check. If you can't find out, leave it out. Printed material containing factual inaccuracies is potentially dishonest and possibly libellous, reflecting badly on a newsletter, but far worse on the person whose name is at the head of the article.

Punctuation / Style Guidelines: Make your articles as clear to read as possible. The editor reserves the right to insert / alter titles and headings where appropriate. Please spell out acronyms and abbreviations in full the first time, capitalising the first letters, followed by the acronym in brackets, e.g. English Language Teachers' Association of Stuttgart (ELTAS).

Feature Articles

1000 - 1500 words

Articles
words

800 - 1000

Note: each edition features one article on CPD and one 'more than teaching' article (i.e. tax issues, teaching in Germany, etc.)

Teaching Materials / Lesson Plans
words

500 - 1000

Include:

- a) A clear title
- b) Instructions and tips for using materials
- c) Level / groupings

ELTAS Event Reviews
words

500 - 1000

Include:

- a) Name, date and location of workshop

b)Photos from the workshop (if you have any)

ELT Website / Blog / Tool Recommendations: **Approx. 500 words**

Include:

a)Website / blog address or tool name and location (address, website, etc.)

b)A brief description

c)Is it free?

Book Reviews

Approx. 500 words

Include:

a)Book title, author, publisher, German ISBN, what the set consists of (e.g. course book, CD-ROM etc.)

b)A balanced review - If you don't like something, say why. If there's something you particularly like, give an example

c)A high quality scan of the cover as an attachment

Some tips for reviewers - you do not need to include them all!

The layout:

- Is there an easy to follow guide to the units or chapters?
- What is the page layout like? What is the effect on the reader?
- What are the pictures like?
- Is there an answer key/a tapescript/English-German vocabulary list?

The content:

- What kind of learners is it aimed at?
- How appealing are the texts (to the target learner)? How authentic are the listening texts? Are there a variety of accents / speakers?
- Even if you do not receive other resources from the package, outline what these are (CD/DVD-ROM, online materials, workbook). If you

do get the material, how well do these complement the course book (e.g. recycling, extra practice, etc.)?

Final Checklist - have I included / done the following?

- Name and email address
- Title
- Separate graphics file with photo and other graphics
- All quotations are sourced correctly
- Spell check
- Word count included
- Bio

Many thanks for your contributions – the ELTAS magazine would not exist without your support!

Send your contributions or queries to
newsletter@eltas.de