



The ELT Ireland Bulletin - Style Sheet (2016)

Readership

The **ELTIB** is an annual publication of ELT Ireland which aims to promote learning, development and best practice through shared knowledge and experiences among ELT teachers, academic managers and administrators. Its primary readership is the ELT Ireland membership which comprises professionals with an interest in any aspect of English Language Teaching in Ireland.

Subject matter

The ELTIB invites articles on a wide range of topics related to English language teaching, management and administration. Each issue aims to reflect contributions from practitioners working in all parts of the profession. It is advisable to contact the Editor with a proposed title and outline of the content of your article before submission in order to check its potential suitability for a forthcoming issue.

Style

We particularly welcome articles that are 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 that are practical are especially welcome including lesson ideas and tips.

Format of articles must:

- be in English, with any non-English phrases explained
- have a title of no more than ten words which clearly describes the content
- be between 1000 and 2000 words (unless this has been previously agreed with the Editor)
- be submitted to the Editor as an email attachment in Microsoft Word
- be word processed using left justification and single line spacing in black, 12 point Arial font (with one line space between paragraphs)
- not be in columns, indented or framed
- have no hyphenated word breaks 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 justified left)
- avoid using numbering or lettering systems for headings and avoid excessive use of bullet points
- include a note to show the position of tables, diagrams or other illustrative material and send these separately as image attachments
- contain two or three lines of bio-data in italics about the author at the end of the article (plus, a contact email address)
- include a small photo of the author with your bio data
- contain full bibliographical details of any references (see examples below) with a **maximum of 5** references per article

Copyright

Obtaining permission and meeting the costs of any fees for the use of copyright material in the article is the responsibility of the author.

Photo Permissions

Obtaining permission for the use of photos in the article is the responsibility of the author. Where the subjects of the photo are under 18 the permission of their parents or guardian must be obtained by the author.

Submission & Review Process

- Email info.eltireland@gmail.com to express an interest in contributing, giving a provisional title or area of interest.
- The editor will discuss the topic with the author and agree a word count.
- The article will be submitted by the deadline set by the editor.
- The article with identifying data removed will be sent to a reviewer.
- The review with any suggestion will be returned in 2-3 weeks and an opportunity given to make revisions.
- The revised article will be sent back to the reviewer for a final check.
- The article along with the reviewer's final recommendation will be sent to the editor.
- Some changes may be made as part of the editing process. If these are significant the revised text will be sent to the author for approval.

Terms of acceptance

1. The Editor and the ELT Ireland Committee reserve the right to accept or reject articles for publication depending on their quality and suitability for our readership. In some cases, authors may be asked to make revisions to their articles before final acceptance.
2. If an article is accepted for publication, the Editor reserves 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 author will be consulted and an edited version of the article will be sent to them for approval.
3. The copyright of the article will remain with the author, subject to the following: ELT Ireland retains the right to publish the contribution in electronic or paper form at any time in the future. If the article is subsequently published elsewhere, the publication in the ELT Ireland Bulletin (plus the issue and date), should be acknowledged as the first place of publication.
4. If the article has been previously submitted elsewhere this must be clearly indicated and the author must have secured written permission for its reproduction.

Referencing

For books

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

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

For articles

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

For websites

<http://enchantedlearning.com> (Accessed 07/10/2014)