

GISIG CONTRIBUTORS GUIDELINES for Newsletter articles

Dear Colleagues

Are you interested in making your voice heard? Or sharing your teaching experience with hundreds of professionals around the world?

Global Issues Special Interest Group (GI SIG in short) warmly invites you to submit an article following the **guidelines below**:

1. article length: 500-1500 words (recommended)
2. additional info: your profile up to a maximum of 30 words, plus a front (head-and-shoulder) picture with resolution no less than 300dpi
3. suggested content areas for Global Issues Special Interest Group: *peace, justice and equality, human rights and social responsibility, conflict resolution, diversity, globalization and world development, social identity, sustainable development* and the role of the English and ELT in the world.

We accept contributions such as quizzes, academic articles, teaching reflections, project reports, lesson plans, book reviews, etc.

Please send your article to the editorial team:

Stella49ksmyth@hotmail.co.uk

Global Issues IATEFL <http://gisig.iatefl.org/> is an association parented by the organisation IATEFL. <http://www.iatefl.org/>

What are Global Issues?

Challenges, trends, changes, pressing concerns facing humanity. Some of us are privileged enough to live in places where we don't experience their immediate adverse effect. The default mode of our day-to-day existence pushes them to the periphery of our consciousness. We're too busy to notice, don't have time to think ... and change.

Here are some examples: Population growth. Social inequality. Food shortages. Global warming. Environmental degradation. Lack of safe drinking water. The status of teachers around the world. Sustainable development. Rampant consumerism. The internet revolution. Disappearing species. Human rights. Climate change.

GI SIG Newsletter Author Guidelines

Please follow the guidelines below in preparing your article.

Length

Your article should be between a minimum of 500 words and a maximum of 1500 words, excluding references. If you would like to exceed this word count please contact the editor in advance of submission. There is no need to include an abstract.

Format

Either MS Word for Windows format or Rich Text Format (*.rtf). Please use Arial for headings and sub-headings (see below) and Times New Roman font, size 10 for text and single-spacing.

Headings

Format headings and sub-headings as follows:

Heading 1

Heading 2

Heading 3

Do not use numbering systems for headings and sub-headings and do not go beyond three levels of heading.

Tables and Figures

Place tables and figures in your text [not separately at the end]. Each table and figure should be numbered and have a title. Avoid colour and textured backgrounds (e.g. use shades of white, black and grey in graphs). For tables, place the number and title above it, for figures place these details below.

References

Format your reference list according to the examples below.

Single author book:

Swales, J. M. (2004) *Research genres: Explorations and applications*. Cambridge: Cambridge University Press.

Journal article:

Canagarajah, A. S. (1996) "Nondiscursive requirements in academic publishing, material resources of periphery scholars, and the politics of knowledge production". *Written Communication*, 13, 435-472.

Edited book:

Johnson, R. K., & Swain, M. (Eds.) (1997) *Immersion education: International perspectives*. Cambridge: Cambridge University Press.

Section of edited book:

Bygate, M. (1996) Effects of task repetition: Appraising the developing language of learners. In D. Willis & J. Willis (Eds.), *Challenge and change in language teaching* (pp. 136-146). Oxford: Heinemann.

Electronic source:

British Educational Research Association (1992) *Ethical guidelines*. Retrieved 22 May, 2004, from <http://www.bera.ac.uk/guidelines.html>

This free web tool for formatting references may be useful:

<http://www.citationmachine.net://www.citationmachine.net/>

Citations in your text should follow this format:

According to Smith (1990) ...

Several sources suggest that ... (Johnson, 1993; Jones, 2005)

James (1994) says that "whenever we..."

Please ensure that all sources cited in your text appear in your reference list and that the reference list only includes the sources in your text. Do not over-reference your paper.

Audience

The GI SIG Newsletter is sent to all members of the SIG. An appropriate tone for articles would be a certain level of academic formality whilst at the same time communicating in terms which will be accessible to a general readership of ELT professionals.

Please send your submission to Stella Smyth (Editor) stella49ksmyth@hotmail.co.uk