

# **SUBMISSION GUIDELINES**

## **for contributors to ELTA Newsletters & MELT**

ELTA Newsletter/ MELT is a practical magazine for English language teachers, directors of study and school owners. We welcome contributions for any of the regular and occasional sections that the magazine has.

1. All submissions should be sent electronically to [newsletter.elta@gmail.com](mailto:newsletter.elta@gmail.com).
2. Submissions should be in the form of Word documents, sent as attachments.
3. The Word document should contain:
  - the author's choice of/suggestion(s) for a title;
  - the author's name;
  - the name/location of the author's organisation.
  - key words (all types of columns except for Students' Corner, Cooking around the Globe and...)
4. The submission form should be completed and sent together with the article.
5. Word count: 400- 2500 words (in some columns e.g. *Cooking around the globe* word count is expected to be lower than in *Academic corner*) Limit your work to 5 pages.
6. Make sure you use the proper font

**TITLE: Arial/ 14/ bold/ align center**

**(below the title - include your name and place of work)**

**Arial/12/ bold/ align center**

SUBTITLES: Arial/ 11/ align center

**Key words (Arial/9/ bold/ align left):** The most representing words from your article - Arial/ 9/ align left

BODY: Arial / 11/ ALIGNMENT: justified (this creates a clean look along the left and right side of the page)

SPACING: 1.5 lines

STYLE: NORMAL

MARGINES: NORMAL - top/ bottom/ left/ right/ 1" all

REFERENCES: If any, see examples below

\*\*\*\*\*

BIOGRAPHY: Make sure you include a short biography at the end of your article which is to be written in a third person singular.

*See the example of a possible layout.*

**Title of your article**

**By Your Name, School / Location**

Subtitle if any

**Key words:** content, mistake free, editorial team, requirements

Content of your article should be mistake free. Our editorial team reserve the right to make necessary changes to ensure that it complies with the requirements provided by the regulations.

References: (if any)

Kramsch, C. 1993 Context and culture in language teaching. Oxford University Press, Oxford.

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**Your Name** has graduated from the University...

7. Photos/artwork for Newsletters should be contained within the document and below the photos a caption should provide additional information to the readers
8. Photos be of a size (i.e. no more than 300 KBs) suitable for electronic publication.
9. Photos/artwork for MELT should be sent separately, as jpgs, and of a size suitable for printing (i.e. around 80KB).
10. Submissions aimed at a specific issue of ELTA Newsletter /MELT should be sent at least 15 days prior to 'going to print'.
11. In submissions of a more academic nature footnotes should be kept to a minimum.
12. References should take the following form:

within the text give the author's name, the date of publication and, for an actual quotation, the page number – as below

"The search for points of contact between cultures, that can transform cultural barriers into cultural bridges ..." [Kramersch, 1993:223]

and in the "References" section at the end of the article, as

Kramersch, C. 1993 *Context and culture in language teaching*. Oxford University Press, Oxford.

13. The author should obtain permission for reproducing photos/artwork etc in their articles and send it to the above-mentioned e-mail address.
14. The author should send their permission allowing us to publish their photos/artwork.

15. Submissions will be edited to some extent.

Adherence to these guidelines will help us all. The time and information they provide us will often allow us to inform contributors about proposed editorial changes to their submissions prior to publication.

We thank you, in anticipation of your cooperation.

Editorial board