Guidelines for Submission of Articles for the LAM SIG Newsletter

Many thanks for considering writing an article for the Newsletter. The guidelines below are designed to make your life easier as well as the life of the editor!

Title

Please give your article a brief, clear, and informative title.

Length

Submissions should be between **800** and **2,500** words. Please include a word count at the end of your article. (Word counts do not include tables, appendices, the abstract or the list of references).

Font

Please use Arial size 12 for the title and section headings, and Times New Roman size 10 for the running text.

Style and Format

Please make your article is as easy to read as possible. Use short headings and subheadings to make the structure of your article clear. In addition use examples, diagrams, tables, etc. If your article contains essential illustrations (including diagrams, tables, charts, etc.), please supply them in electronic form in a separate file from the main document, labeled Figure 1, Figure 2, etc. References to illustrations should be clearly indicated in parentheses in the text, e.g. (Insert Figure 1 here). Any accompanying photographs should be in black and white.

References in the text

If you make references in the text to other publications, please do so in the following way:
If the reference is to a general argument or topic covered by the author, page numbers should be omitted (Cook 2010). If the reference is to a particular point or quotation please write, if known, author's surname, date, and page number in parentheses, e.g. (Cook 2010: 35).

List of references

Please give full details of references and list them in alphabetical order of author, following the style of the examples given below:

Donato, R & Brooks, F (1994) Looking across collaborative tasks: capturing L2 discourse development. Paper presented at AAAL Conference, Baltimore, Maryland.

Johnson, K (2008) *An Introduction to Foreign Language Learning and Teaching* (Second edition). Harlow: Pearson Longman.

Littlejohn, A (1992) Why are ELT materials the way they are? Unpublished PhD thesis, Lancaster University, UK.

Nunan, D (1990) 'Action research in the language classroom' in J.C. Richards and D. Nunan (Eds.)

Wenden, A (1986a) Helping language learners think about learning. *ELT Journal* 40/1: 3-12.

Wenden, A (1986b.) What do second language learners know about their language learning? *Applied Linguistics* 7/2: 186-201. Available at: www.webaddress.com

Please remember that your References section should only cover those sources referred to in your text and have a maximum of 15 references.

Also please send a head and shoulders photo and brief biodata of yourself (max 50 words) and an email address (not included in the word count), if you are happy for readers to contact you direct.

Terms of acceptance

1. The Editor does not undertake to return any copies of the manuscript. Contributors are advised to retain at least one copy for themselves.
2. The Editor will let you know whether your contribution will be published within 6 weeks of your submission being received.
3. The Editor reserves the right to make editorial changes to any manuscript accepted for publication to enhance style or clarity.

Please submit your article to George Pickering, LAM SIG Newsletter editor, at: georgeuk32@aol.com
Closing date for submissions for the next Newsletter is 31 December 2015.