

***IN* MAGAZINE**

SUBMISSION GUIDELINES 2018 / 19

IN magazine is a publication of IATEFL Slovenia and is aimed primarily at English teachers working in Slovenia in all teaching contexts. We strive to promote a sense of community among our members and report on our ongoing activities, as well as promote all aspects of EFL teaching. IN magazine welcomes contributions focusing on practical and theoretical aspects of teaching from teachers and other education professionals working in Slovenia and abroad.

GENERAL

1. All contributors to the IN magazine will receive a copy of the issue in which their work appears either as a link to the online issue or print format.
2. The editor of IN magazine reserves the right to make editorial changes to any manuscript accepted for publication for the sake of style, length or clarity. If major changes are necessary, either the item is returned to the author for them to amend or the edited version will be sent to the author for their approval.
3. Authors retain copyright to their manuscript, but give IATEFL Slovenia the right to electronically distribute their article. Authors may republish their text in any form on the condition that they clearly acknowledge the original publication (in IATEFL Slovenia's IN magazine).
4. If for some reason your article cannot be published in the issue following your submission, we will make every effort to ensure your article is published in the following issue. The editor reserves the right to select which articles will be published first.
5. If you have not been directly commissioned to write the article, please contact the editor beforehand with your proposal.

FORMAT

Submit all manuscripts to the editor: lea.koler@iatefl.si

All manuscripts should be submitted as editable text files, preferably in Word format.

The font and size are not set, but if your article includes any special characters, you should make a note of this in your submission email.

All pictures should be sent separately from the document, not as inline attachments in the document itself. The pictures should be .jpg format, at least 640x480 px, to ensure adequate printing quality.

All references and citations should follow the APA standard (<http://www.apastyle.org>)

Please include your name, affiliation (if applicable), and e-mail address. If you wish your email address to be printed alongside your article, please indicate this clearly within the document itself and clearly write: I hereby allow IATEFL Slovenia to publish my e-mail address alongside my article in *IV* Magazine.

Authors are encouraged to submit an author photo and a short bio of up to 100 words.

MANUSCRIPT TYPES

The editor reserves the right to accept any other types that follow the topics and editorial policy of the magazine.

FEATURE ARTICLES

An in-depth analysis of a particular issue relating to teaching or teachers. The article should bear the intended audience (Slovenian teachers of English as a Foreign Language) in mind and be researched and relevant. References should follow APA guidelines (<http://www.apastyle.org>)

Suggested word count: up to 3,000 words.

ESSAYS

We accept thoughtful essays on the topic of teaching and teacher's issues. They do not need to be research-based. The article should focus on a single issue and be of relevance to the intended audience (Slovenian teachers of English as a Foreign Language).

Suggested word count: 1,000 – 1,500 words

ACTIVITIES AND MATERIALS

Activities and practice-aimed ideas for teachers, across all ages and levels. Please clearly indicate the following within your manuscript: Aims, Target group (YL, Adults, Business English, ESP students...), any external links that accompany your activities.

You can either focus on several activities or submit a complete lesson plan. Single activities will be considered for publication as well.

Images and photos of students' work are encouraged, but we will be reluctant to publish photos of the students themselves without written consent.

There is no suggested word count for this section, it should be negotiated with the editor.

REPORTS

Winners of raffles and delegates to conferences are required to submit a report. We suggest that the authors choose several activities that they were part of or taught and describe them for the readers. That way, you best disseminate the knowledge to your peers and give them valuable insight into the teaching practices they may not otherwise be a part of.

Photos are encouraged (See guidelines above).

Suggested word count: up to 1,000 words

INTERVIEWS

Conversations, face-to-face or online, with practicing teachers and well-known professionals. We especially encourage interviews with teacher practitioners and innovators.

Suggested word count: up to 800 words. Lengthier interviews should be negotiated with the editor.

REVIEWS

Reviews of both new materials and tried and tested literature, as well as useful online materials. Please include Author, Title, Publisher (if applicable), ISBN/ISSN (if applicable), URL (if applicable).

Suggested word count: 300-400 words

TEACHER READING CORNER

Any books, fiction and non-fiction you would recommend to your peers, either for professional reasons (ELT books) or for language and style (fiction and non-fiction). The recommendations should be short and to the point and should state the author and title.

Suggested word count: up to 50 words.

Questions or suggestions? Write to the editor at lea.koler@iatefl.si