

How to write successfully for IATEFL *Conference Selections*



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Conference Selections Editor
IATEFL, Glasgow 2017

What is *Conference Selections*?

- IATEFL publication containing papers based on conference presentations: plenaries, signature events, individual talks.
- Refereed by Editorial Committee (3 members).
- Print publication, sent to 4000+ IATEFL members in 100+ countries.
- Digital version also available to members.



Why write for *Conference Selections*?

- It allows you to share your research, teaching tips, etc. with IATEFL members who could not attend the conference.
- It provides a record of the conference—a nice souvenir in years to come.
- It give you a publication for your CV; many employers ask for a list of presentations and publications.

From presentation to publication

- April 2017: IATEFL Conference; start to think about your paper as early as possible.
- **Monday, 29 May, 2017: submission deadline.** I will acknowledge receipt of your paper; if you don't hear from me, contact me at ceditor@iatefl.org or tania@taniapattison.com
- Summer 2017: papers sent 'blind' to Editorial Committee. They read them, grade them, and make comments.

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- Autumn 2017: decisions made and authors informed (usually November); minor queries to authors; editorial/design process.
- January 2018: *Conference Selections* printed and shipped. Make sure IATEFL has your current address on file (do this through the membership page on the IATEFL website).

What are we looking for?

- Papers that describe your talk in 700-750 words. Your paper should be easily understood by someone who was not at your talk.
- Papers that are interesting and/or relevant to readers outside your immediate context.
- Papers that are clear and well written. Your paper needs to read as a *paper*, not as a collection of bullet points from PowerPoint slides.

To improve your chances ...

- Read *Conference Selections 2016* to get a sense of what we're looking for.
- Make sure you explain your context and any context-specific terminology. Don't make your reader guess.
- Have someone read your paper who has not seen your talk. Can your reader follow it? What questions does your reader have?
- Make sure any references are full and accurate.
- Submit on time.

On the other hand ...

Your paper will not be accepted if any of the following apply:

- Your paper is essentially an advertisement for a book, product, organisation, etc.
- Your paper is excessively long. A few extra words can be edited down; 500 extra words cannot.
- Your paper is submitted late without checking in advance.

Other potential problems

- Your paper is simply a summary of well-known information.
- You tried to cover too much ground for the word limit; some presentations are best written as longer articles for other journals.
- Your paper relies on visual items or material not available to *Conference Selections* readers (e.g. a lot of pictures).

Two things that make NO difference

- This is your first submission. *Conference Selections* always contains papers by first-time writers/presenters, as well as by well-known writers. First-time authors are very welcome!
- You got the font slightly wrong, or the margins were too wide, etc. This won't disqualify you!

As you write, please...

- Don't use track changes. Tracked comments tend to reappear.
- Don't add page numbers, your school's logo, or anything else at the top or bottom of your paper. No footnotes or endnotes, please.
- Don't include copyrighted material (songs, etc).
- Make sure the version you send is the final one. It gets confusing if people send revised submissions.

A sample paper

- This sample paper was submitted after IATEFL 2016 in Birmingham and was well received by the Editorial Committee. Thanks to Peter Levrai and Averil Bolster for permission to use this paper.

Why was this paper successful?

- The writer describes something they have done in their own context (Macau), but their ideas are applicable elsewhere.
- The paper presents a challenge that all writing teachers can relate to, and then gives a solution.
- Readers can take something away; they may be encouraged to try this approach themselves.
- The balance is successful – theory/application; problem/solution.

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- The presentation is clear. Diagrams help to show exactly what happened.
- The writing is easy to follow. Nothing is obscure; readers who did not attend this talk can grasp what happened.
- The writers follow the guidelines (word count, references, etc.).

If your paper is turned down ...

- In many cases, there were simply too many papers submitted (and too many on a similar topic).
- Maybe your article is best suited to a more specialised publication, or a publication that accepts longer papers.
- Consider a local publication, an IATEFL SIG publication, IATEFL *Voices*, or a journal.
- Don't be put off next year!

FAQs

I was scheduled to present, but I couldn't make it to the conference; can I still submit a paper?

- *No; only those papers actually presented can be published.*

I presented alone, but I would like my colleague / thesis supervisor / friend to write the paper with me. Is that acceptable?

- *Only speakers at the conference can be named as authors. Sometimes writers acknowledge the help of a colleague, etc.*

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I was in a forum. Do I need to submit a joint paper with the other forum speakers?

- *No. You may do so if you wish (e.g. if you arranged your own forum), but you can also submit separate papers.*

My talk was in the Interactive Language Fair, or I had a poster. Can I still write it up?

- *Yes! Every issue has papers that started out as poster presentations or ILF contributions.*

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How many charts, diagrams, etc. can I include?

- *No more than two, please! Photos are unlikely to be published unless crucial to the paper.*

Can I refer to a book that I wrote?

- *Yes, but please focus on the pedagogy behind the activities rather than on the merits of the book.*

What is included in the word count?

- *Just the main text; not your title, name, affiliation or references.*

Thank you!

- Good luck with your writing! Feel free to email me if you have any questions.
- I am looking forward to receiving your paper.

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