

FOLIO Guidelines for authors

For all queries and submission email the editor: freda.mishan@ul.ie

Content

- Articles from teachers, publishers, teacher educators, trainee teachers, researchers, materials writers, students of materials development, applied linguistics, TESOL, language education policy makers and administrators are all very welcome.
- Articles should concern an aspect of materials development for language teaching and offer perspectives such as:
 - **Research perspectives:** articles based on research relevant to materials development
 - **Individual perspectives:** articles describing a point of view or experience of individuals or groups of individuals related to materials development
 - **Student perspectives:** articles, materials or viewpoints from materials development students
 - **Publishing perspectives:** articles related to commercial materials development

Also welcome are:

- **Spotlight on a Materials Writer:** Ten probing interview questions put to an established materials writer
- Samples of Materials for our **Materials Spot**
- Contributions to our **Student Spot**
- **Letters, responses to FOLIO articles**
- **Book reviews**
- **Books for review;** these should be sent to the editor freda.mishan@ul.ie

Articles should preferably be in the region of 3000 - 4000 words but on occasion longer articles can be accepted.

Please provide (a) a title and subtitle (if appropriate), (b) section headings and sub-headings, (c) full bibliographic references (see below) (d) appendices if applicable (e) a brief biodata (5-6 lines) and your email address for inclusion at the end of the article.

Formatting

Italics

Italics are used for titles of published works and may be used for emphasis in quotations.

Bold

Bold is used for emphasis and to mark headings.

Underlining

Underlining may occasionally be required, e.g. to mark individual words in sample sentences.

Other

No double spaces after punctuation.

No double tabs - set one tab at required point.

Where necessary, include layout instructions in square brackets [], in red type. Try not to use [] for anything else, unless required by conventional notation.

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Punctuation

Full points - e.g. i.e.

Where the final letter of the abbreviation is the final letter of the word, no full point, e.g. Mrs, Ltd and vs.

Quotation marks

Use single quotes '...'. For quotes within quotes, use "...".

References

Samples:

Block, D. (2003). *The Social Turn in Second Language Acquisition*. Edinburgh: Edinburgh University Press.

Parks, S., and Raymond, P. (2004). 'Strategy use by non-native English speaking students in an MBA program: Not business as usual', *The Modern Language Journal*, 88(3), 374-389.

Rubin, J. (2005). 'The Expert Language: a review of good language', in K. Johnson (ed.), *Expertise in Second Language Learning and Teaching*. Basingstoke: Palgrave MacMillan, pp.37-63.

Oliver, M. and Trigwell, K. (2005). 'Can Blended Learning be redeemed?', *E-Learning*, 2(1), 17-26, available: http://www.worldwords.co.uk/elea/content/pdfs/2/issue2_1.asp#top [accessed 14 Jan 2014].

File format

Save as Microsoft Word (.doc or .docx)

Pictures

Send as black-and-white GIF, JPEG, PICT or TIFF.