

# InForm Writers' Guide

## Readership and scope

**InForm** has been devised in order to disseminate teaching and learning related good practice amongst those members of the academic teaching community associated with International Foundation Programmes (IFPs). **InForm** seeks to present a range of articles which reflects the variety of academic disciplines commonly taught within IFPs. Although the scope of **InForm** is broad enough to include some issues associated with language learning, it is not primarily a language teaching journal.

## Subject matter

**InForm** invites submissions which address a number of defined criteria. Articles will be selected which:

- **draw on** experience of particular teaching methods or techniques in subject areas which constitute part of an IFP. Where possible, practical applications should be highlighted so that readers can see how they might learn from your outcomes.
- **describe** research or experiments that throw light on a topic which is of relevance to your particular subject area and are of interest to teachers of IFP students in general.
- **highlight** the pedagogical needs and requirements of international students at this level of higher education.
- **discuss** transition issues either between secondary education and IFPs or IFPs and undergraduate programmes.
- **investigate** the development of transferable skills or language skills required for undergraduate study through the teaching of other academic subjects.

Writers will need to give due consideration to certain factors when preparing a submission for **InForm**. Articles should:

- be clearly and coherently written;
- have interest and appeal to IFP teaching professionals;
- relate to particular subject areas, but content should be presented in a way which highlights issues and implications which may be of interest to the wider IFP community;
- not presume any more than a basic understanding of subject-specific theory or vocabulary;
- contain no less than three and no more than 10 references. No more than one of these references should relate to the writer's own work.

# Article preparation

## Coversheet and Abstract

An electronic coversheet which includes the following information should be attached as the first page of your article:

- the article title
- an abstract of no more than 100 words (for selection purposes only)
- article word count
- your full name
- your email address
- your postal address
- your institution of affiliation
- your job title.

## Length

Articles should ideally be between 1,000 and 1,300 words in length. It is not possible for us to accept articles over 1,500 words.

## Style

Try to ensure that your article is as easy to read as possible. Organise your discussion through the use of subheadings where appropriate. If technical or subject-specific terms and vocabulary are used, please provide definitions for the non expert reader. Avoid the use of personal pronouns and observe the common features of academic writing as far as possible. Footnotes should be avoided.

## Spelling

Please use spelling features of standard British English.

## Title and abstract

Please give your article a brief and informative title of no more than two lines in length.

## Format

Articles should be submitted in Microsoft Word format using single spacing and font *Times New Roman* size 12.

## Pagination

Pages should be clearly numbered in the bottom right-hand corner.

### **Headings and subheadings**

Both headings and subheadings should be placed on a separate line and situated to the left of the page. Headings should be underlined but subheadings should be left without underlining. Font size should remain Times New Roman size 12.

### **In-text referencing**

Any references in the article should be given in the following format: author's surname, date and page number in brackets, for example (Skelton, 2005 p.105). If you are referring to the text in general, the page number can be omitted. Please remember not to over-reference your writing (maximum 10 references).

### **Bibliographic references**

Please include a full bibliography as the last page of your document. Items should be listed in alphabetical order following the style below:

- Ball, D. (2007). Subjective Mathematics. *Mathematics Teaching*, 20(4), 42–44.
- Brown, C.R. (1995). *The Effective Teaching of Biology*. London; New York: Longman.
- Macdonald, A. (2003). *Physics*. Cheltenham: Nelson Thorne.
- Manning, A. & Nukui, C. (2007). *Transferable Academic Skills Kit*. Reading: Garnet Publishing.
- Rowbottom, J. (2007). Libel and the Public Interest. *Cambridge Law Journal*, 66(1), 8–11.
- Ryan, J. & Oxford Centre for Staff Development. (2000). *A Guide to Teaching International Students*. Oxford: Oxford Centre for Staff and Learning Development.
- Skelton, A. (2005). *Understanding Teaching Excellence in Higher Education: towards a critical approach*. London: Routledge.

### **Images and diagrams**

Please only include essential images or diagrams and send these as a jpeg file at the same time as the main article by email. Please note that the inclusion of images may require a reduction in the amount of text in order for the article to fit on two pages of A4 in double columns.

### **Article submission**

Articles and any other files connected to your submission should be emailed as attachments to [inform@reading.ac.uk](mailto:inform@reading.ac.uk).

**Contact Details:**

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PO Box 217

RG6 6AH

Email: [inform@rdg.ac.uk](mailto:inform@rdg.ac.uk).

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