

InForm Writers' Guide

Readership and scope

InForm aims 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 reflect 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.

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
- article word count
- your full name
- your email address
- your postal address
- your institution of affiliation
- your job title.

Please also send a high-resolution profile picture to share alongside your article. (Optional)

Sections of InForm

There are two sections of InForm: the main section and the InForm Exchange. The main section contains short research articles, whereas the InForm Exchange section is more suitable for reflective pieces and reporting on interventions. More guidance on differences between the main section and Exchange can be seen below.

Length

Main section articles should be between 1,000 and 1,500 words in length.

Exchange articles should be between 500 and 1,000 words in length.

Style

Try to ensure that your article is as easy to read as possible whilst maintaining a suitable academic style. Full colour figures may be included to aid understanding. 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. Footnotes should be avoided.

Accessibility

Clearly label any tables and figures. You may also be asked to add Alt text to tables and figures – assistance can be given during the editing stage, if necessary.

Spelling

Please use spelling features of standard British English.

Format

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

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

InForm follows the [APA 7th Referencing Style](#).

Articles in the main section should have between 3 and 10 references, with no more than one citing other works by the author. Exchange articles do not require references, although they can still be included. Please remember not to over-reference your writing.

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:

Macdonald, A. (2003). *Physics (Reading into Science)*. Nelson Thornes Ltd.

Manning, A. & Nukui, C. (2007). *Transferable Academic Skills Kit*. Garnet Education.

Rowbottom, J. (2007). Libel and the Public Interest. *Cambridge Law Journal*, 66(1), 8–11.
<http://www.jstor.org/stable/4500856>

Skelton, A. (2005). *Understanding Teaching Excellence in Higher Education: towards a critical approach*. Routledge.

Wood, J. (2023). Enabling feedback seeking, agency and uptake through dialogic screencast feedback. *Assessment & Evaluation in Higher Education*, 48(4), 464-484. <http://doi.org/10.1080/02602938.2022.2089973>

Images and diagrams

Images and diagrams are encouraged, but please only include essential ones that aid understanding. They can be full colour and should be clear even when reduced to a small size. Send these as large images (high resolution) in jpeg file format at the same time as the main article by email

Article submission

Articles and any other files connected to your submission should be emailed as attachments to inform@reading.ac.uk. Please ensure you have returned the copyright licence on the following page.

Contact Details

InForm

International Foundation Programme

University of Reading

RG6 6EL

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Signature of Author

..... Date