

# Writing for the BETA E-Newsletter

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## Have you ever wondered if you should write an article for the E-Newsletter of BETA?

- Please DO! Your contribution may act as a springboard for discussions, inspiration for colleagues or facilitate the work of fellow teachers!

## What exactly do you have to do?

If you feel you have something you would like to share:

- Send us your article in MS Word format.
- Send us a photo of you (in jpeg format) and short biographical information (about 50 words) which will accompany your article.
- You will receive feedback from us within 10 days of your submission.
- Please, check the deadlines and the topics of the forthcoming issues. Note that the topics announced are just illustrative; if you would like to submit an article on a different topic, please do. It will be considered for publishing.
- We are looking forward to your contributions.

**For further information contact: [betaiatefl.publish@gmail.com](mailto:betaiatefl.publish@gmail.com)**

## Notes for Contributors

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- Your article must have not been previously published and should not be under consideration for publication elsewhere.
- The length of your article may vary - short contributions of 300 – 800 words are as good as long ones.
- Electronic submission of your article is preferred to the following e-mail address: [betaiatefl.publish@gmail.com](mailto:betaiatefl.publish@gmail.com)
- Text of the article: Calibri, 14 points, with 1.5 spacing.
- Headings and subheading: Calibri, 24 points, bold, centred; first letter capitalized.
- Author names and title as well as contact details should be submitted in a separate file accompanying the article. About 50 words of biographical data and a photo should be included.
- Author names should not appear in the file of the article itself.
- New paragraphs – to be indicated with one separate line.
- Referencing should strictly follow the MLA Style (8ed.).
- Italicize the titles of sources that are independent (they are published on their own and considered containers, e.g. books, anthologies, etc.), but use quotation marks for the titles of sources that are contained in larger works (e.g., short stories, articles, poems).
  - *The Awakening* (book)

- *The Metamorphosis* (novella)
  - “Literary History and Sociology” (journal article)
  - *Stanford Encyclopedia of Philosophy* (Web site)
  - “Free Will” (article on a Web site)
- For quotations use double quotation marks, cf. examples below.
  - In-text citations must include exact page numbers. Follow this example, According to Naomi Baron, reading is “just half of literacy. The other half is writing” (194). One might even suggest that reading is never complete without writing.

or

Reading is “just half of literacy. The other half is writing” (Baron 194). One might even suggest that reading is never complete without writing.

- The same reference must appear in the Works Cited list at the end of the paper, e.g.

#### Works Cited

Baron, Naomi S. “Redefining Reading: The Impact of Digital Communication Media.” *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

- Tables, figures or diagrams should be numbered accordingly and included in the relevant part of the text. Each should have an explanatory caption.
- The editors will not discard any material submitted, but they reserve the right to return papers for further editing when they do not follow MLA Style 8<sup>th</sup> ed. or common rules for academic integrity. The editors can make editorial changes.

- For further information about MLA 8<sup>th</sup> ed. visit the [website](#) or consult the [templates](#) provided.