

Information for Authors

To submit an article to The Teacher magazine, please follow the instructions in this guide which cover the most important information for articles submission. Authors are encouraged to submit all papers to The Teacher via the Internet using the e-mail addresses: ela@teacher.pl or redakcja@teacher.pl. Thank you for your cooperation.

1. Submission dates

All materials should be sent to The Teacher magazine by the 15th of every month prior to publication. However, all necessary details can be discussed individually with the authors, unless the articles belong to a fixed section and/or constitute a part of a series. Please bear in mind that the editor acts according to publishing plan and due to some unexpected changes can move the publication to the following month.

2. Language of publications

All papers must be submitted in English, unless agreed differently with the editor-in-chief. To achieve uniformity and consistency in publications authors are requested to use the standards of British English or American English, never mixing the two together. All articles submitted for publication are read and revised thoroughly by The Teacher magazine once the article is written and sent to the magazine.

3. Clearances and Copyrighted Material

Articles specifications

Authors must secure necessary clearances and written permissions for publication ideally in the form of License to Publish (to be obtained from the editor-in-chief) once the article was positively accepted for publication. If an article accepted for publication contains previously copyrighted material, authors must obtain written permission from the copyright holder(s). Additionally, when an article is first published in The Teacher magazine it is assumed that the material will not be published elsewhere without prior notice to The Teacher. Any republication of the article first published in The Teacher magazine requires the following acknowledgement: ***"The article was first published in The Teacher, magazine for teachers of English in Poland: <http://www.teacher.pl/>."***

4. Length of an article

The length of each paper including the references table, figure, or photograph accompanying the text is not strictly fixed. However, authors are encouraged to keep the minimum length no less than 7,500 words and maximum length should not exceed 20,000 words, unless the article may be split into parts, nevertheless it should be agreed with the editor-in-chief. Please remember, that each table, figure, or photograph accompanying the text counts as 250 words.

5. Author names / bio-data / picture

The names, complete mailing address, telephone number and e-mail address should be given at the end of the article for securing the contact opportunities. Additionally, however optional for the author it is to submit the bio-data and a photograph to be placed with the published article.

6. Organization of an article

Article page setup

Margins: 25.4 mm (1 in.) top, 25.4 mm (1 in.) left; adjust settings for bottom and right margins so that the text area is not more than 165.1 mm by 228.6 mm (6.5 in. by 9 in.).

Font (typeface): Times New Roman, no smaller than 10 point

Text: Single-spaced

Numbering: if necessary, insert page numbers at upper right of each page

Paragraphs: do not indent first line, however use an extra line space between paragraphs, especially between paragraphs which should be separated in printing.

Subheads: All subheads should be flush with the left margin, with one line space above.

FIRST-LEVEL SUBHEAD (all capitals, boldface, on separate line)

Second-Level Subhead (initial capitals, boldface, on separate line)

Third-Level Subhead (initial capitals, italic, on separate line)

7. References

- The reference list should contain only references that are cited in the text, numbered in the order in which they are first cited.
- Denote a reference at the appropriate place in the text with an italicized Arabic numeral e.g.,²
- Do not repeat a reference in the list, and do not use *ibid.*, *idem*, *op. cit.*, or *loc. cit.* If a reference is cited more than once in the text repeat the number first assigned to the reference Use the following content guidelines and samples in preparing reference lists:

Printed sources

Be sure that references to printed sources are complete. Include names of corporate or personal authors or editors, or both; title of article, chapter, book, or report; publisher or issuing agency; volume and issue or report number; page numbers; location of publisher; and year of publication.

Publications

Dewan, S. A., and R. E. Smith. Creating Asset Management Reports from a Local Agency Management System. In *Transportation Research Record: Journal of the Transportation Research Board*, No. 1853, Transportation Research Board of the National Academies, Washington, D.C., 2003, pp. 13–20.

Book

Newland, D. E. *Random Vibrations: Spectral and Wavelet Analysis*. John Wiley and Sons, Inc., New York, 1998.

Periodical

Dawley, C. B., B. L. Hogenwiede, and K. O. Anderson. Mitigation of Instability Rutting of Asphalt Concrete Pavements in Lethbridge, Alberta, Canada. *Journal of Association of Asphalt Paving Technologists*, Vol. 59, 1990, pp. 481–508.

CD-ROMs

References to CD-ROMs should include the same information as references to printed sources and have “CD-ROM” after the title.

Websites

References to websites should include corporate or personal authors, title of document, date of document (if available), web address (complete URL).

Unpublished papers

References to unpublished papers presented at meetings/workshops should include name(s) of author(s); title of paper; and title, sponsor(s), location, and dates or year of meeting/ workshops .

8. Extra technical information

If the article accepted for publication contains tables, figures, or photographs, each should be additionally sent on a separate page or in a separate file.

As far as photos are concerned, they should be in **jpg** or **tiff** original electronic version and definition no lower than **300dpi**