TESOL AFFILIATE NEWS

Purpose

The *Affiliate News* serves as the vehicle through which:

- Affiliates share their success stories and learning experiences with their peers
- TESOL shares new initiatives the association is undergoing
- The Affiliate Network Professional Council updates the affiliates on programs/services being developed for affiliates (e.g. focus of convention sessions)
- Resources (either for members or for leaders of associations) are shared

Frequency

Traditionally the newsletter has been published twice a year. There is usually an April newsletter and an September/October newsletter. *Note: This schedule is left to the discretion of the ANPC.*

Submission Guidelines

Submissions should…

follow the style guidelines in the *Publication Manual of the American Psychological Association, 7th Edition* (APA style)

have a title in ALL CAPS
TITLE: THIS IS A SAMPLE ARTICLE TITLE

list author byline: Author's Name with hyperlinked email, Affiliation, City, State/Province, Country
Example: Michelle Kim, TESOL International Association, Alexandria, Virginia, USA

include a clear, professional author headshot as a separate file (see Page 2 for dimensions)
Example: [1a_Kim.Author]

be no longer than 1,000 words (including teasers, tables, and bios)

have headings formatted as follows:
A level heads: This Is a Sample Heading
B level heads: *This is a Sample Heading*
C level heads: This is a sample heading

be in .doc, .docx, .rtf, or .txt format

a 2-3 sentence teaser (for the newsletter homepage)

a 2- to 3-sentence author biography at the end of the article

no more than five citations

photos, figures, and tables as separate files (see Page 2)
All photos, figures, and tables wider than 400pixels will be hyperlinked to the file.

labeled and highlighted location of all photos, figures, and tables
Example: [4b_Marketsgrph]

captions for all images, figures, charts, and tables
Example: *Figure 1. A sample of a poem by Monica.*

Image Dimension Guidelines

Photo, figure, & table dimensions:
400 pixels (width) x any height





Author headshot

dimensions:
120 pixels (width) x 160 pixels (height)



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