



VICTORIAN ASSOCIATION FOR THE TEACHING OF ENGLISH

2023 VATE Idiom Style Guide

Idiom is VATE's online journal for members and the wider English teaching community. It provides a space for the voices of English educators here in Victoria, as well as in other states and also internationally. Thank you for offering to contribute to this edition of Idiom – we value you sharing your knowledge, experiences and expertise with your English teaching colleagues.

Length

We often get asked how long articles for Idiom should be. The length will depend on the focus of your submission – it may include a combination of text and tables/diagrams and images. As a guide, aim for between **1000 – 2500 words** or **1 ½ - 3 ½ pages**. Previous editions of Idiom can provide a model to assist with writing, length and structure: <https://www.vate.org.au/idiom>

Formatting

- Please format the body of your article in **Calibri size 11 font**, and headings in **Calibri size 12 font** or larger.
- *Italicise* book or film titles.
- Use **single quotation marks** for the titles of poems and short stories.
- Use **single quotation marks** for integrated quotes. No need for quotation marks for block quotes.
- Format **page numbers** as (p. 12) and (pp. 16-17).
- Please use **single sentence spacing**.

Abstract

Please prepare a short abstract as an introduction to your Idiom submission, providing an outline of the focus of your article or the impetus for your contribution to this edition. As a guide, aim for between **80-100 words**.

Writer/s profile

Please provide a few lines to accompany your article, providing any relevant professional and/or biographical details, for example, your place of work or educational expertise. As a guide, aim for between **30-50 words**.

Title

Please provide a short and succinct title for your article.

Referencing

For all sources used and recommended resources, please use the **APA style of referencing (7th edition)** which includes **in-text citations** and a **References list**. There are many online guides available including:

<https://studyguides.lib.uts.edu.au/education/referencing#s-lg-box-21596448>

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Images

- Please check the copyright permissions for all images/diagrams you wish to use.
- All images/diagrams used (even copyright free) should be acknowledged – please get in touch if you need assistance with referencing any images/diagrams.
- As well as including the images/diagrams in the body of your article, please also send these as **separate files (jpg)** to assist with layout and typesetting.

File format

Please save and send your article as a **Word doc** – please include your name in the file name when saving so your submission can be easily identified.

Submitting your article

Please email your article and any accompanying image files to idiom@vate.org.au