

Dear Presenters

**We warmly encourage you to submit a summary of your presentation for inclusion in IATEFL BESIG Berlin 2019 Conference Selections.**

This eighth volume in the *Annual Conference Selections* series will be available as a digital edition to BESIG members. It is scheduled for release in spring 2020.

The summary should be a description of your session, in that it should reflect not only what was presented but, where appropriate, the feedback from and interaction with the audience. The summary should be a complete article with paragraphs and subheadings, and be between 600 and 1000 words.

Your summary is primarily intended for publication in this new edition of Conference Selections but you may publish a version in Business Issues or elsewhere. Please contact the BESIG Editorial Team before submitting if you're considering this.

**The deadline for submissions is 31 January 2020. Please send submissions to [bet@besig.org](mailto:bet@besig.org)**

#### **Further guidelines for submission**

- Your article should be written in 11-point font in Arial or Times New Roman, and in .doc/.docx format.
- Be sure to set the language of your article to UK or US English in your word processing program.
- Bullet points should be kept to a minimum.
- Videos or pictures will not be accepted. However, self-created figures and diagrams are permitted if integral to the summary. They should be labelled accordingly, editable, and sent as *a separate document*.
- Please include your affiliation/country with your name at the beginning of your article.
- Please include your email address at the end of your article. You may also include one personal website URL.
- Please also include affiliation, country and email address of any co-presenters.
- A maximum of three references is permitted. Please format them according to APA 6<sup>th</sup> edition. There are many sources with the most recent updates of APA 6<sup>th</sup>. For further reference, see the [APA Style website](#).

#### **APA referencing at a glance**

<b>In-text citation</b>	(Stanley, 2011); as Stanley (2011) points out ...
<b>Book</b>	Dudeney, G., Hockly, N., & Pegrum, M. (2013). <i>Digital Literacies</i> . Harlow: Pearson.
<b>Journal</b>	Belcher, D. (2006). ESP: Teaching to Perceived needs and Imagined Futures in Worlds of Work, Study, and Everyday Life. <i>TESOL Quarterly</i> 40(1), 133–156.
<b>Electronic Source</b>	TEDtalksDirector (2010). <i>Derek Sivers: Keep your goals to yourself</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=NHopJHSIVo4">http://www.youtube.com/watch?v=NHopJHSIVo4</a>

**Please note that summaries greatly exceeding or falling under the word limit and summaries actively promoting an institution or organization will not be considered for inclusion.**

We will of course accept summaries that refer to new or recent publications which are an integral part of the presentation.

Please don't hesitate to contact us at [BET](#) should you have any queries.

We look forward to receiving your submission!

**The BESIG Editorial Team**