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8. The contents of the publication should not have, as the sole or main aim, the objective of promoting a publication, product, service or business. It should be relevant to the interests of IATEFL members and not be solely commercial.
9. Whilst critical debate is encouraged, contributions should not defame the work of a fellow professional.
10. IATEFL branding should be included in the publication, as well as IATEFL information and advertising wherever appropriate and where space allows. (For SIG publications please refer to relevant checklist.)
11. Advertising of materials within a publication or newsletter should only be for materials for which the author has already signed off on permission for the material to be published and sold.
12. Thought should be given to making the publication accessible for people with reading disabilities.



Here is a list of recommendations:

- Font – use evenly spaced font such as Arial, Comic Sans, Century Gothic, Tahoma, Verdana
- Avoid white backgrounds – instead use cream/soft pastel colours
- Avoid text on pictures – anything in a magazine style format is difficult to access.
- Avoid green and red/pink/purple/blue as these are difficult for colour-blind individuals.
- Ensure text is black on cream background and avoid colour coding.
- Avoid underlining, BLOCK CAPITALS for headings and titles. Instead use **bold** and lower case.
- Avoid narrow columns and long lines (max 60-70 characters per line).
- Use 1.5 spacing and avoid starting a sentence at the end of a line.
- Avoid abbreviations if/when possible.
- Be concise and to the point and avoid overly long sentences.
- Ensure that documents are presented in an accessible format for people with visual impairments

IATEFL reserves the right not to publish, or to withdraw, any publication found not to meet these criteria.

IATEFL reserves the right to accept or reject articles for publication depending on their quality and suitability for the Association's readership.

IATEFL reserves the right to make minor editorial changes should they be deemed necessary.

IATEFL retains the right to republish any publications or to make them available in electronic form for the benefit of its members.

Last reviewed: 25 April 2017

Related documents

- IATEFL's mission, goals and practices (available on website)
- IATEFL's code of conduct (pending – to be made available of website)
- IATEFL's Facebook Group Guidelines (available on IATEFL Facebook Group)
- IATEFL's complaints procedure (under review – to be made available on website)
- IATEFL SIG Handbook (available on website)
- IATEFL Voices article guidelines