



CoTESOL 41st Annual Fall Convention
Launching the Future, Reaching the Stars
November 3 & 4, 2017 ~ Radisson Hotel Denver Southeast

EDITING GUIDELINES FOR CONVENTION PROPOSALS

In the interest of consistency and standardization of all convention proposals, please follow the editing guidelines below. CoTESOL reserves the right to make editing changes in the convention abstracts as submitted.

1. Do not assume that all readers have an insider's knowledge or state of the profession. Write out abbreviations, acronyms, and other ambiguous terms that some participants may not know.

Examples: *WIDA, SIOP, CBI, EGTC, CCA, ELC, TPR, SACPIE, W-APT, ELF, CBLA, CBI, LMS, PDP*

2. Do not use any titles such as Dr., Mr., Mrs., Ms., etc.
3. Use a comma after the penultimate item in a series: 1, 2, and 3.
4. Minimize the use of capitals, especially in names of positions: She is director of the center. He is editor of the magazine.
5. No periods in academic degrees: BA, MA, PhD, MD, etc.
6. Write out numbers less than 10 used in sentences: *five* not 5.
7. Avoid informal vocabulary: *receive* NOT *got*, *many* NOT *a lot of*, etc.
8. Use lower case for majors: *She received her MA in education.*
9. Use hyphens in the following types of expressions: *full-time instructor, ready-to-go materials, 24-year career.*
10. For proposals based on established theory and/or research, CoTESOL encourages presenters to make reference to the relevant literature by including appropriate citations and references.

All presenters will receive a \$10 discount on their convention registration fees. This is CoTESOL's way of showing its appreciation for your support of ESL professional development. To get the discount, enter this online presenter code: presenter.

