

Information for contributors

GENERAL POLICIES

The following policies apply to articles and reviews submitted for consideration to the *University of Sydney Papers in TESOL*:

- Manuscripts should conform to the requirements of the Publication Manual of the American Psychological Association (5th edition). See <http://www.apastyle.org/aboutstyle.html>. Contributors are responsible for the accuracy of references and citations.
- Manuscripts should report on original research or present an original framework related to previous research and theory and practice. A manuscript should be a minimum of 4,500 words in length, but should not exceed 8,000 words.
- Manuscripts already published elsewhere are not eligible to be considered for publication in the *University of Sydney Papers in TESOL*. It is the responsibility of the contributors to inform the Editor of any similar work already published elsewhere.
- Author(s) must inform the editor at time of submission of similar/related versions of manuscript that have appeared or are being considered elsewhere. Manuscripts submitted simultaneously for publication elsewhere, including on the Internet, will not be considered.
- The Editor of the *University of Sydney Papers in TESOL* reserves the right to make editorial changes in any manuscript accepted for publication for the sake of style or clarity. Authors will be consulted only if the changes are substantial.
- The views expressed in the *University of Sydney Papers in TESOL* do not necessarily represent the views of the TESOL Program in the Faculty of Education and Social Work at The University of Sydney.

- The *University of Sydney Papers in TESOL* expects contributors to adhere to ethical standards for research involving human subjects. All manuscripts submitted for consideration must meet the human subjects review established by the author's institution.

GENERAL INFORMATION FOR CONTRIBUTORS

- Each paper should begin with an abstract not exceeding 200 words. The abstract should summarise the research framework, methodology and major claims or conclusions of the article.
- No information that identifies the author should be included in the manuscript. Use 'author' when referring to the author's published work.
- A separate title page should be provided with the following information: title, the author's name, affiliation, address, email address and both a daytime and an evening telephone number.
- Works referred to should be separately listed as *References* at the end of the article. It is recommended that contributors consult the following article prior to their submission:
Chapelle, C. & Duff, P. (2003). Some guidelines for conducting quantitative and qualitative research in TESOL. *TESOL Quarterly*, 7, 157-178.
- Articles should be double-spaced throughout (including abstracts, reference lists, footnotes, and materials in tables) with generous margins at head, foot and both sides. Contributors should use the 12-point, Times New Roman Font in their manuscript.
- Titles should be concise and adequately informative of the content of the article.
- Pages should be numbered consecutively.
- Sections should be headed.

-
- In the manuscript, where a table or figure is needed, please use [INSERT TABLE (e.g., 1) ABOUT HERE] or [INSERT FIGURE (e.g., 1) ABOUT HERE]. All tables and figures should be placed at the end of the manuscript after a list of references.
 - Footnotes or endnotes should be avoided.
 - Manuscripts with the following characteristics are likely to be accepted: (1) strengthening the relationship between theory and practice; (2) demonstrating sound scholarship and research design with suitable interpretations of findings with reference to the theoretical framework; (3) offering insightful discussion and interpretation; and (4) having important implications for the TESOL field.

EVALUATION GUIDELINES

Manuscript Evaluation Processes

Stage 1: Inhouse Evaluation

The Editor and inhouse committee will initially review a submitted manuscript using the criteria listed below before deciding to send the manuscript out to appropriate reviewers. The aims of this evaluation are:

- to screen manuscripts that are not suitable for the journal;
- to make sure that the current form of the manuscript does not have problems such as accessibility to the readership of the journal;
- to identify problems that may negatively influence the reviewers' decision on the manuscript's acceptance.

Stage 2: Two Blind Reviews

The manuscript will then be sent out to two reviewers for blind reviews. The following criteria are used by the reviewers to assess the suitability of a manuscript.

1. Suitability for the *University of Sydney Papers in TESOL* audience.
 - The manuscript appeals to the general interest of the *University of Sydney Papers in TESOL* readership whose interest concerns research connecting theory to its application in the area of TESOL and related areas.
 - The content of the manuscript is accessible to the broad readership of the *University of Sydney Papers in TESOL*, not only to specialists in the area addressed. The manuscript explains terms or items that may be unfamiliar to those not involved in research in the area that the manuscript addresses.
2. Relevance of issue addressed:
 - The manuscript contributes to bridging the gap between theory and practice: Practical articles must be anchored in theory, and theoretical articles and reports of research must contain a discussion of implications and/or applications for TESOL practice.
 - The manuscript makes a significant (practical, useful, or plausible) contribution to the field.
3. Review of published research: The manuscript reflects sound scholarship, with appropriate, correctly interpreted references to other authors and works.
4. Methodology, design, or approach: The methodology, design, or approach selected is appropriate and properly carried out. The analytic procedures and organization of data are accurate and accessible to the general readership.
5. Discussion and Conclusion: The manuscript offers a new, original insight or interpretation to the area of TESOL.
6. Quality of writing: The manuscript is well written and organized and is likely to arouse and engage readers' interest.

7. Overall evaluation of manuscript: The overall quality, including all of the points mentioned above, and the reviewer's general assessment of the manuscript.

Stage 3: Decision Making

The Editor will make a decision on the manuscript on the basis of the reviewers' recommendations. The following are the main types of decisions and recommendations:

- *Publish as is.*
- *Publish with minor revisions.* The rewritten manuscript will be evaluated by the Editor. Itemised changes are requested with the rewritten manuscript.
- *Publish with major revisions.* The rewritten manuscript is reviewed by the Editor and one reviewer. This category, however, does not guarantee 100% acceptance for publication even if the author follows all the previous comments, since the nature of the manuscript may change accordingly. Itemised changes are requested with the rewritten manuscript.
- *Revise and resubmit.* A rewritten manuscript is reviewed a second time by one original reviewer and one new reviewer. Itemised changes are requested with the rewritten manuscript.
- *Reject for reasons given.*

SUBMISSION OF MANUSCRIPTS

Contributors should submit an electronic copy of their manuscript in a Microsoft Word format (via email attachment) to:

Aek Phakiti, Editor

University of Sydney Papers in TESOL

Faculty of Education and Social Work

The University of Sydney

NSW 2006, Australia

Ph: (+61 2) 9351 6312

Fax: (+61 2) 9351 2606

Email: a.phakiti@edfac.usyd.edu.au

Internet: http://www-faculty.edfac.usyd.edu.au/projects/usp_in_tesol/contributors.htm