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 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, including Tables, Figures and the Bibliography.

- It is the responsibility of contributors to inform the Editor of any similar work already published elsewhere. Manuscripts already published elsewhere are not eligible to be considered for publication in the University of Sydney Papers in TESOL.

- Author(s) must inform the editor at the 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 to any manuscript accepted for publication for the sake of style or clarity. Authors will be consulted only if these 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

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the Faculty of Education and Social Work at The University of
Sydney, or the editorial board of the journal.

- 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 ethics requirements 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 own
  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:

  quantitative and qualitative research in TESOL. *TESOL

- Articles should be double-spaced throughout (including ab-
  tracts, reference lists, footnotes, and materials in tables) with
  generous margins on all sides. Contributors should use 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.

Last updated: October 2010
Sections should be headed with a sub-title.

All tables and figures should be placed at the end of the manuscript after a list of references. In the manuscript, where the table or figure is needed, please use [INSERT TABLE (e.g., 1) ABOUT HERE] or [INSERT FIGURE (e.g., 1) ABOUT HERE].

Footnotes or endnotes should be avoided.

Manuscripts with the following characteristics are likely to be accepted: articles which (1) strengthen the relationship between theory and practice; (2) demonstrate sound scholarship and research design with suitable interpretations of findings with reference to the theoretical framework; (3) offer insightful discussion and interpretation; and (4) have important implications for the field of TESOL.

EVALUATION GUIDELINES

Manuscript Evaluation Processes

Stage 1: In-house evaluation

The Editor and the Associate Editors 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 manuscript is accessible 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 review. The following criteria are used by the reviewers to assess the suitability of a manuscript.
Information for Contributors

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.

Last updated: October 2010
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:

- *Accept as is.*

- *Accept subject to minor revisions.* The rewritten manuscript will be evaluated by the Editor. Itemised changes are requested with the rewritten manuscript. The Editor will send another letter to inform/confirm whether the manuscript is accepted as is or if further work on the manuscript is needed.

- *Accept subject to major revisions.* The rewritten manuscript is reviewed by the Editor and one reviewer. This category, however, does not guarantee 100% acceptance of publication even if the author follows all the previous comments, since the nature of the manuscript may have changed in the revision process. 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.* Reasons will be given to the author/s for this decision.
SUBMISSION OF MANUSCRIPTS

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

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