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 (6th edition) see http://www.apastyle.org/aboutstyle.html. Contributors are responsible for the accuracy of their 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, and should not exceed 8,000 words, including tables, figures and the bibliography.

- It is the responsibility of contributors to inform the Editors 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 Editors 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 Editors of the University of Sydney Papers in TESOL reserve 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 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:
- Articles should be double-spaced throughout (including abstracts, 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.
- 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 Editors and the Associate Editor 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.

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 organised 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 Editors 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 Editors. Itemised changes are requested with the rewritten manuscript. The Editors 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 Editors 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 Office Word format (via email attachment) to:

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