

The Journal of English Language Teaching (JELT) – ISSN-0973-5208

[A publication of the English Language Teachers' Association of India (ELTAI)]

Manuscript Submission Guidelines

SUBMISSIONS

The *JELT* is an international, **peer-reviewed journal** published by the English Language Teachers' Association of India based at Chennai, Tamil Nadu, India, but with about 50 chapters in different parts of India. **Please see the front inner cover for details of the establishment and objectives of the association.**

The *JELT* is published **six times a year** – February, April, June, August, October and December. The overall aim of the journal is to promote the professional development of its readers, namely English teachers teaching at all levels, researchers and teacher trainers around the world. The journal, therefore, accepts submissions on all aspects and issues relating to the teaching and learning of English in ESL settings.

CRITERIA FOR EVALUATING SUBMISSIONS

Each submission will be evaluated for its suitability for publication in terms of the following criteria.

The article should:

- Reflect current theories and practices in English language teaching.
- Be relevant and appeal to the wide readership of the journal.
- Be well written and organized, with sufficient explanation and examples to enable readers to apply the ideas and insights in their own classes.
- Discuss the topic in the context of other work related to the topic.
- Be written in clear and concise language, making it easy to read.
- Be edited for language and style.

Please see the checklist for reviewing manuscripts, given at the end of these guidelines.

GUIDELINES FOR SUBMISSIONS

There is no specific deadline for manuscript submissions for each issue and authors may send their submissions anytime.

Authors are expected to follow these **guidelines** while preparing their articles for submission:

1. The article should not have been published previously in any form (print or online). A short declaration to this effect should be given on a separate page at the beginning of the article submitted.
2. The minimum length of the article including figures and tables should be 3000 words (excluding the abstract). The manuscript should contain an abstract in 100-150 words).
3. All pages should be double-spaced with a clear margin of 1 inch on all sides.
4. The title should be brief and focused, not broad or vague.
5. The article should carry only the title, abstract and the main paper.
6. The title, author(s)' name(s) [the last name first], affiliation [i.e., the name of institution(s) the author(s) belong(s) to; city, country] and email address should be provided on a separate cover sheet for the article.
7. Only sources cited in the article should be listed as references at the end of the article.

8. The article should use the author-date format for citations and references (e.g., Anderson 1997; Anderson 1997, p.17). *See the Chicago Manual of Style (15th edn.) for more details and examples.*
9. The tables and figures used in the manuscript should have numbers in sequence and clear, descriptive titles. The titles should appear above the tables and below the figures. The tables should NOT be sent as images; the contents of the tables should be typed and included in the manuscript. Reference to the relevant table or figure should be made in the text.
10. If authentic samples of students' written output are included, they should be typed. The scanned copies of such material should be sent separately as attachments for verification.
11. A list of all the references cited in the text should be given at the end of the article.

In each reference:

- Only the author's last name and initials are to be provided.
 - The year is placed after the author's name.
 - Only the first word of the title and the sub-title (after a colon) are capitalized along with proper nouns.
 - Titles of books and journals should be in *italics*.
 - Quotation marks are not to be used in the title.
 - For electronic sources such as websites, the date of accessing the source should be given in brackets after the URL.
12. The article (in MS Word format) should be sent as an email attachment with a

cover email to: indiaeltai@gmail.com or eltai_india@yahoo.co.in with a copy (Cc) to the Editor Dr. Neeru Tandon at: neerudlitt88@gmail.com.

13. The filename of the article (in MS Word format) sent as an email attachment should contain key words from the title and the (lead) author's name.

CHECKLIST FOR MANUSCRIPT REVIEW

1. Does this article present and/or discuss **issues that are important and relevant** to the teaching and learning of English in an ESL/EFL context?
2. Is the **title** clear, short and appropriate for the content of the article?
3. Is the **abstract** brief, clear, inclusive and consistent with the content of the article?
4. Is the **introduction** relevant, meaningful and purposeful?
5. Is the **literature review** relevant to the article and focussed?
6. Does the article establish a clear **rationale** for the study and state the **problem** clearly?
7. Are the **techniques and tools** used appropriate for the study?
8. Are the **results** clearly presented and discussed?
9. Are the **findings** based on a robust analysis of the data and clearly presented?
10. Are the **conclusions** appropriate and reasonable, and linked to other studies on the topic?
11. Are **implications** of the findings discussed in the article?
12. Are the **references** appropriate, current, sufficient and consistent with in-text citations?

JOURNAL OF ENGLISH LANGUAGE TEACHING (JELT)

Journal of English Language Teaching (JELT), launched in 1965, is the oldest and flagship journal of the English Language Teachers' Association of India (ELTAI).

Recommended by the Director of School Education (Proceedings D Dis No. 75301/76 dt 21 March 1979) and the Director of Collegiate Education (RC No. 11059 / J3 / 2000 dt 28 February 2000)

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Periodicity

Journal of English Language Teaching (JELT) is published six times a year: Jan.-Feb.; Mar.-Apr.; May-June; July-Aug.; Sept.-Oct.; and Nov.-Dec.

Contributions

Articles on ELT are welcome. Share your ideas, innovations, experiences, teaching tips, teaching-learning resources with your fellow professionals.

Length: 2000-2500 words

There should be an abstract in about 100 words at the beginning and all the necessary

information about all the references cited.

Articles should be sent only as an email attachment (**AS A WORD DOCUMENT**) to: elta_i_india@yahoo.co.in or indiaelta@gmail.com (copy to: neerudlitt88@gmail.com).

CDs and hard copies will not be accepted.

It should be declared by the author(s) that the article submitted is free from plagiarised sections, that it has not already been published, and that it is not being considered by any other journal for publication.

The views expressed in the articles published in *JELT* are the contributors' own, and not necessarily those of the Journal.

JOURNAL OF ENGLISH LANGUAGE TEACHING, English Bimonthly

Journal of English Language Teaching (JELT) is the oldest journal of the English Language Teachers' Association of India. It is a bimonthly, which offers a forum for teachers and researchers to voice their views on the teaching of English language and literature.

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