

## ***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.

*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.

***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 strictly the following 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 maximum length of the article including figures and tables should be 2000 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. **Please note that the author(s) need NOT send their photo(s).**

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 (15<sup>th</sup> 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.
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 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? on the topic?
9. Are the *findings* based on a robust analysis of the data and clearly presented? 11. Are *implications* of the findings discussed in the article?
10. Are the *conclusions* appropriate and reasonable, and linked to other studies 12. Are the *references* appropriate, current, sufficient and consistent with in-text citations?

### **Consultancy Services by ELTAI**

ELTAI is happy to announce its consultancy services in any area of teaching English, especially the use of technological tools for the teaching and learning of communication skills in English. The consultancy will specifically provide resource persons for conducting training workshops on virtual learning, covering the use of digital tools for teaching English in the context of the 21st century, including the following:

- Virtual Classroom
- Wiki
- Google Drive
- Google and Yahoo Groups
- Blogging
- Social Networking
- Mobile Learning
- Flipped Classroom

ELTAI resource persons may also conduct workshops on using these tools and technological resources for developing specific language skills, i.e. listening, speaking, reading and writing, as well as teaching vocabulary and grammar interactively and in context.

Institutions which require consultancy in these areas may write to Prof. S. Rajagopalan at [elta\\_india@yahoo.co.in](mailto:elta_india@yahoo.co.in) with CC to Dr. P. N. Ramani at [ramanipn@gmail.com](mailto:ramanipn@gmail.com).

ELTAI also encourages its members to design and undertake action research (AR) projects at school and college levels and will be happy to support such projects financially as and when such proposals are called for and to the extent possible. After announcements to this effect, teachers may submit their AR project proposals to either Prof. Rajagopalan or Dr Ramani, as indicated.

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**JOURNAL OF ENGLISH LANGUAGE TEACHING, English Bimonthly**

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*Printed and Published by Dr. K. Elango on behalf of the Society for the Promotion of Education in India. Printed at **SRI AIYNAR PRINTERS**, New No. 10, Sowrashtra Nagar, II Street, Choolaimedu, Chennai-600 094.*