

Our Journal's Policies

The *Journal of English Language Teaching* (JELT), a flagship publication of the English Language Teachers' Association of India (ELTAI), is an international double-blind peer-reviewed journal. It is a bimonthly publication brought out six times a year: January, March, May, July, September, and November.

The editorial board of JELT continuously strives to raise the standards of our publications. We expect the same commitment from authors to conform to ethical norms by following our guidelines. Any violation of publication policies or ethics, or any activity that compromises the integrity of the publication process, will be considered misconduct. Suspected cases of misconduct will be investigated, and the editor, in consultation with the editorial board and editor-in-chief, reserves the right to take necessary action against unethical practices.

SUBMISSION POLICY

Only original and previously unpublished articles can be submitted through our website (<https://journals.eltai.in/jelt>) throughout the year. We no longer accept email submissions. The status of your submission can be checked by logging in to the website. Authors should upload:

1. a **blinded manuscript** by removing all author details (name, affiliation, and contact information)
2. a **plagiarism report** (JELT does not accept manuscripts with more than 15% similarity.)
3. any **supplementary files** (questionnaire, data sets or other appendices) that may assist the editorial team in evaluating your submission.

FORMATTING GUIDELINES

- Use the font 'Times New Roman, 12 points and 1.5 lines of space.
- The title of the manuscript should not exceed 12 words. And the manuscript should not exceed 4000 words, including a 150-word abstract, 3 to 5 keywords, figures, tables, and references.
- Please follow APA (7th edition) for documenting sources.
- Only black-and-white images or charts are accepted. Charts must be in an editable format.
- Tables and figures must be numbered sequentially with clear, descriptive titles. Titles should appear above tables and below figures. Tables should not be submitted as images. Their contents must be typed and included within the manuscript.

PUBLICATION CHARGES

JELT does not charge any fee for submitting or publishing articles. The publication of JELT is funded by the English Language Teachers' Association of India (ELTAI). Hence, submissions from ELTAI members will be given preference. Non-member authors whose papers are accepted for publication will be requested to become ELTAI members. Visit www.eltai.in for membership details.

PLAGIARISM POLICY

Authors are required to submit a plagiarism report along with their blinded manuscript. JELT does not accept manuscripts with more than 15% similarity. We check all submissions for potential unethical practices. If any article is found to be plagiarised before publication, we will reject the submission summarily. If any article is found to be plagiarised or reported by anybody to have been plagiarised after publication, we will retract the article from our archive, with a notice to the author. Please report plagiarism at jelt.editor@gmail.com

COPYRIGHT POLICY

Articles published in JELT are copyrighted by the journal. While authors retain moral rights to their work, JELT holds the publication rights. No article published in JELT may be republished in any other journal, book, or edited volume without explicit written permission from both the author and the publisher. Authors and readers may use, distribute, and transmit the original published versions of JELT articles for educational or non-profit purposes, provided that proper credit is given. Readers may not use the articles for commercial purposes without the written permission of both the author and the publisher. Readers may not create,

distribute, or transmit derivative or plagiarised works based on JELT articles. To report copyright violations, please contact the Editor at jelt.editor@gmail.com.

AI-GENERATED CONTENT POLICY

JELT recognises the evolving role of AI in academic research and writing. However, to maintain the integrity, originality, and scholarly value of published work, JELT enforces the following guidelines regarding AI-generated content:

- **Authorship and Accountability:** AI tools (such as ChatGPT, Grammarly, or other text-generating software) cannot be credited as authors. The use of AI tools in the writing process must be acknowledged, but final responsibility for the content remains with the human authors.
- **Permissible Use of AI:** AI tools may be used for tasks such as grammar correction, language refinement, summarisation, or generating initial ideas. Authors must critically evaluate and verify AI-generated suggestions to ensure accuracy, originality, and compliance with academic integrity standards.
- **Prohibited Uses of AI:** The following practices are not allowed: (i) submitting fully AI-generated manuscripts without substantial human contribution; (ii) using AI tools to fabricate data, generate false citations, or manipulate research findings; and (iii) relying on AI for critical thinking, argumentation, or novel insights without meaningful human intervention.
- **Declaration Requirement:** Authors must explicitly state in their manuscript if AI-assisted writing tools have been used and describe their extent. A statement such as the following should be included in the acknowledgements or a separate section: *"AI-assisted tools (e.g., ChatGPT, Grammarly) were used for language editing and refinement, but the intellectual content and argumentation are the sole work of the authors."*
- **Editorial Review and Plagiarism Check:** All submissions will undergo rigorous scrutiny to detect AI-generated plagiarism or excessive reliance on AI tools. Manuscripts that fail to demonstrate substantial human scholarly contribution may be rejected.

THE PEER REVIEW PROCESS

JELT employs a three-stage review process – editorial office, external review and editors' decision.

1. **First Stage:** On submission, a manuscript is reviewed in the editorial office to ensure that it meets the minimum requirements of the journal before it is sent to external reviewers. At this stage, the manuscript is reviewed for the following: scope, possible plagiarism, recent references, English language, structure, organisation, correctness and clarity.
2. **The Second Stage:** The second stage of the review process employs the double-blind review system. JELT considers the double-blind peer system, an anonymous review system whereby the identity of the authors of a manuscript is concealed from the selected reviewers and vice versa. Reviewers score the manuscript in terms of originality, contribution to the field, technical quality, clarity of presentation and depth of research. Finally, reviewers make one of the following suggestions about the manuscript: (i) Requires minor corrections, (ii) Requires moderate revision, (iii) Requires major revision, and (iv) Not suitable for further processing. Using the reviewers' comments, authors make corrections to the manuscript and submit a revised manuscript.
3. **The Third Stage:** Upon receipt of the revised submission, the manuscript undergoes the third and final stage of the review process. The original manuscript, the revised manuscript and all the reviewers' comments are sent to an editor of the journal. The editor reviews the manuscript and makes one of the following decisions: (i) Accept as it is, (ii) Accept with a minor correction, (iii) Requires major corrections, (iv) Send for review again, and (vi) Reject.

Authors found in violation of our policies may be subject to manuscript rejection, retraction, or other corrective measures as deemed necessary by the editorial board. For further details about our editorial board, policies, and submission guidelines, visit <https://journals.eltai.in/jelt>.