

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.

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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.

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- 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

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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.

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