Guidelines for Submission:

Second Language Teacher Education (SLTE)

Language of Publication

Submissions are welcome from all countries. English is the language of publication.

Articles

Articles may vary in length from 6,000 to 8,000 words and should not normally exceed 8,000 words (inclusive of references and appendices).

Book Reviews

SLTE does not publish book reviews.

Online Submission

We accept only electronic submissions. Online submission is a five-stage process. In order to submit an article, you need to first register as an author on the system. You will then use your username and password for all future submissions (such as revisions or other articles you may wish to submit) and to check the progress of your submission/s.

Step 1: Confirmation of Copyright

The journal accepts only original articles which have not been previously published. You will be asked to confirm that you hold copyright in the material being submitted and/or that permissions have been cleared to reproduce any included copyrighted material. You will need to clear copyright for any copyrighted material you quote or use, including artwork.

It is your responsibility as author to ensure that you have obtained any permission to reproduce any part of another work. If your article contains extracts from other works, especially figures, tables, poetry etc., please contact the authors and publishers BEFORE submitting the final version to seek permission to use their work.

If primary research data are to be included, research participants should have signed a consent form. Please refer to separate PDF (Permissions Guidelines for Authors) for more details.

Step 2: Main Text

You will then be asked to upload the main body of your article. This part of your submission should be in MS Word and should be double-spaced (including quotations and excerpts, notes, references, tables, and figure captions) and the pages of the manuscript should be numbered.

PDFs are not acceptable for submission of articles; however, you can upload a PDF as a supplementary file following submission of your Word file, by selecting 'Add Another File'.

Supplementary files are to be used for all photographs/artwork but not tables and figures. Each photograph/artwork should be entered as a separate supplementary file. Supplementary files should also be used if you wish to bring to the attention of the Editor any particular features which would be required at the layout stage or to clarify font usage. Other appropriate material to upload as supplementary files are (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, or (e) audio/video material. If there is material here that would only be appropriate for online publication, please indicate so in a note to the Editors (at Stage 1 of the submission process).

Step 3. Metadata

At Step 3 you will be prompted to supply various types of information known as metadata. This includes the name/s of all authors, their affiliations and correspondence addresses, the full title of the article, the article's abstract (maximum of 200 words), keywords (up to six) as well as other information including a short (approximately 75 words) biographical statement for each author including recent publications (see sample bio-note below) The system allows you to identify the main author for correspondence and to arrange author's names in the order in which they should appear.

You are also asked to provide appropriate Library of Congress subject classification code/s that identify the subject area/s and research focus of the article. You will find a link to the Library of Congress codes for reference when selecting codes.

This metadata is important because it facilitates the indexing of your article once it is published thus leading to more citations and greater readership. All of this information is entered separately from your article which you upload separately.

Steps 4 & 5 Confirmation Stages

These are confirmation stages allowing you to make changes and to confirm that everything is accurate.

Manuscript Preparation

Manuscripts must be typed in 12 point, New Times Roman font, double-spaced, divided into sections (Introduction, Literature Review, Method, Results, Discussion, Conclusion) by numbered headings: 1., 2., 2.1, 2.2, 3, etc. Three heading levels could be used: first-level heading (14 point, boldface), second-level heading (12 point, boldface), third-level heading (12 point, boldface and italics)

All paragraphs should be indented except the paragraph immediately following a heading. Do not add an extra space between paragraphs.

Do not use headers and footers. All pages must be numbered. Emphasized words or phrases should be italicized. Foreign words or phrases should also be italicized and followed by a translation in single quotation marks. Please avoid the use of bold face in the text.

For data transcripts with line numbers rather than turn numbers, use a maximum of 60 characters per line (including spaces).

Quotations over 40 words in length should be given as a new indented paragraph. The citation (or just the page number[s], if the author and date are used to introduce the quote) should follow the final punctuation mark of the indented quotation, with no full stop after the closing parenthesis. (Wertsch, 1991, p. 734)

Do not use endnotes or footnotes.

Appendices should be placed after references.

All excerpts should be given as indented texts in italics.

Figures and Tables

Figures will be reduced in size to fit the width. Figures should be numbered separately, i.e., Figure 1, 2, 3, etc. All figures must be cited in the text.

Line drawings and photographs (called 'Figures' in the text) must be reproducible originals.

A caption should be placed before each table.

Tables should be numbered consecutively and titled, and must be referred to in the text.

A caption should be placed before each table.

Do not use background tints in cells.

Ensure that a table will fit into the final text width (around 114mm) without the font size falling below 9 point.

Avoid vertical rules in tables. Minimal horizontal rules will be applied during production to bring tables into house style.

In-Text Citations

Citations in the text should give the surname of the author(s) or editor(s), year of publication, and page numbers where appropriate, in the **APA 7** style (the only exception to APA 7 to be followed is to include up to 7 authors when a text is first mentioned in the article):

(Smith, 2002)

(Smith 2000: 24)

(Smith, 2002, pp. 250-253)

(Smith et al., 2003, p. 10)

(Smith, 1979, 2001)

(Smith & Jones, 1976)

(Smith 1970a, 1970b)

 (Jones, 1992; Smith, 1991)

(Smith, 2004 [1992])

Do not use 'ibid' or 'op cit.' but repeat the author, date and page citation. In referring to information from a particular work, please give the exact page numbers, e.g. (Smith, 1979, pp. 54–59), not '54ff'. List citations in the text in alphabetical order (e.g., Arnold, 2009; Smith, 2005; Thomas, 2002). All works cited in the text, and only those, must be fully listed in the Reference section at the end of the manuscript,

in alphabetical order by the author. All entries for book publications must include the publisher but not the place of publication. Please be sure to give the page numbers of articles in both books and journals, as well as the volume and issue numbers, and DOIs in the case of journal articles.

Do not abbreviate the names of journals.

References

APA 7 should be followed for references, as described below:

Book

Freidson, E. (1970). *Profession of medicine: A study of the sociology of applied knowledge*. Dodd, Mead & Company. (Do not include the place of publication)

Book chapter

Heath, S. B. (1979). The context of professional languages: An historical overview. In J. Alatis & G. Tucker (Eds.), *Language in public life* (pp. 102-118). Georgetown University Press. (Do not include the place of publication)

Journal article

Levinson, S. (1979). Activity types and language. *Linguistics 17*(5/6), 365-399. https://doi.org/10.1515/ling.1979.17.5-6.365

Include volume number in italics, issue number, page references, and the DOI in journal citations. (Use hyphens in number spans, also for book chapters)

Dissertations and theses

Thomas, J. A. (1986). *The dynamics of discourse: A pragmatic analysis of confrontational interaction* (Unpublished doctoral thesis). Lancaster University, Lancaster.

Electronic references

Farrell, Thomas S. C. and Magdalena Guz (2019). 'If I wanted to survive I had to use it': The power of teacher beliefs on classroom practices. *TESL-EJ, 22*(4). http://www.tesl-ej.org/wordpress/issues/volume22/ej88/ej88a4/

Spelling and punctuation

Our default house style uses British spellings and punctuation conventions. However, the American style of spellings and punctuation can be used if it is used consistently throughout the article.

Our house style avoids hyphens, e.g. in 'sociolinguistics', 'multicultural', 'overrepresentation', etc.

In the default British style, unspaced dashes are avoided and replaced with spaced dashes.

When you use the British style, single quotation marks should be used, except where material is quoted within quotes, in which case double quotation marks should be used. When you use the American style, double quotation marks should be used, except where material is quoted within quotes, in which case single quotation marks should be used.

List styles

Linguistics articles often contain lists of various kinds, and sometimes lists within lists. Please use the following guidance when numbering such lists.

(1) Use Arabic numbering for lists, Roman numbers for lists within lists, and lower case letters (where necessary) for lists within lists within lists.

(2) Using brackets:

(i) Use a bracket before and after the number.

(ii) Never use a full stop after the number.

Whatever scheme you use for number hierarchies, apply this systematically throughout the book.

Ensuring a Blind Peer Review

All articles are peer reviewed. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

1. Do not include your name or bio statement as the author in the article. However, if you cite your own publications in the article, do not substitute the word 'author' for your name. Use your name but avoid referring to your publication as 'my study'.

2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.

3. On any PDF uploaded, remove author names from Document Properties found under File on Adobe

Sample Bio-Note

Jan James received her PhD in semiotics from the University of Cosmos and is currently associate professor at the University of Virtual Space. Her research interests include lifestyle learning, professional belief systems and research ethics. Her most recent book-length publication is Expert Communication in Intercultural Organisational Contexts (2010, Blue Sky Press).

Decisions and Revisions

It may take three to four months for a decision on your submission. Most papers are revised before being accepted for publication and you will normally be sent a report from the Editors with suggestions drawn from referee's reports and their own suggestions for changes. If your paper is accepted, please download, sign and return a copy of the Contributor Agreement to the Publisher. This agreement can be found on the Author page of the journal.

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