Information for ORTESOL Journal Contributors

Editorial Policy

ORTESOL Journal, a professional, refereed publication, encourages the submission of previously unpublished articles on topics of significance to individuals concerned with the teaching of English as a second or foreign language, especially in elementary and secondary education, and in higher education, adult education, and bilingual education. As a publication that represents a variety of cross-disciplinary interests, both theoretical and practical, the *Journal* invites manuscripts on a wide range of topics. The following areas are of special interest:

1. curriculum design and development
2. instructional methods, materials, and techniques
3. testing and evaluation
4. professional preparation
5. politics and pedagogy
6. technology-enhanced learning

The *Journal* particularly welcomes submissions that draw on relevant research with a focus on direct application in the classroom (methods, materials, techniques, and activities) at all levels of instruction. Journal articles should be written in a style which is reader-friendly and therefore accessible to classroom teachers. While maintaining a practical focus, the articles should, nevertheless, be well-founded in research and include references to the appropriate literature.

General Information for Authors

ORTESOL Journal invites submissions in three categories:

1. Full-length Feature Articles. Manuscripts should usually be between 2,000 and 4,500 words.
2. Research Notes. The *Journal* invites short descriptions of completed studies or projects in progress. Manuscripts should be no more than 500 words.
3. Teaching Notes. The *Journal* invites brief descriptions of successful teaching projects, practices, activities, or techniques that may be adapted and applied by other teachers in a variety of classroom settings. Manuscripts should be no more than 500 words. Notes should specify guidelines that other professionals can follow and include objectives, class and preparation time, target audience level, implementation techniques, and suggestions for alternatives.

General Submission Guidelines

1. All manuscripts receive a blind review.
2. Please submit the manuscript as an electronic file (.rtf or .doc). Also include, in a separate electronic file (.rtf or .doc) the author's name, full mailing address, daytime and evening telephone numbers, email address, institutional affiliation, and short (50 words) bio-data. Images may be incorporated into the manuscript for review, but should also be available as separate files for printing.
3. Submissions must not have been previously published and should not be under consideration for publication elsewhere.
4. *ORTESOL Journal* requires authors to follow ethical and legal standards for work with human subjects. All research projects in which human subjects participate, whether funded or unfunded, are subject to the federal regulations governing such research. Please adhere to your institution's human subjects review procedure, if there is one. If there is none, you must do the following: inform your participants that you are doing research in which they will participate or be written about; make sure they understand the nature of their involvement in your research; explain the procedures; guarantee the voluntary nature of the subjects' participation; protect confidentiality; explain potential risks, if any; and obtain and keep on file a signed consent form from each participant.
5. Send electronic files via e-mail attachment to:

Bill Walker   or   Deborah Healey
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