The ORTESOL Journal Editorial Policy and Submission Guidelines

ORTESOL Journal, a professional, refereed publication, encourages the submission of previously unpublished articles on topics of significance to individuals concerned with the teaching of English as a second or foreign language, especially in elementary and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 which 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 that is reader-friendly and therefore accessible to classroom teachers, while following the conventions of academic style. While maintaining a practical focus, the articles should, nevertheless, be well founded in research and include references to the appropriate literature. All manuscripts receive a blind review.

General Information for Authors
ORTESOL Journal invites submissions in three categories:

Full-length Feature Articles
Manuscripts should be between 2,000 and 4,500 words. In addition, include a title of 12 words or less, an abstract of 140-160 words and a list of 4-9 key words.

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 750 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.

Research Notes
The *Journal* invites short descriptions of completed studies or projects in progress. Manuscripts should be no more than 750 words.

Book reviews
The *Journal* invites reviews of book about scholarly works (not teaching materials) that have been published in the last 3 years. Each review must include complete bibliographic information, a description of the book/material, the audience for whom it is designed, and how well it accomplishes its purpose(s). Manuscripts should be no more than 750 words.

General Submission Guidelines
Please submit the manuscript as an electronic file (.rtf or .doc). Do not include identifying information about the author or the author's institution in the manuscript, but instead 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.
Submissions must not have been previously published and should not be under consideration for publication elsewhere.

Submissions should conform to the style guidelines in *The Publication Manual of the American Psychological Association* (6th edition). Writing should be concise and should follow the conventions of academic writing. The editors retain the right to change wording for the purpose of maintaining clarity or consistent style.

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.

Submission implies consent to distribute the article through the ORTESOL website as well as through licensed partners, including databases such as ProQuest and ERIC.

Send electronic files via e-mail attachment to journal@ortesol.org

The deadline for the 2018 edition is December 20, 2017, but extensions can be made for works in progress.

Please address inquiries to the co-editors, Korey Rice and Luciana Diniz, at journal@ortesol.org