

NOTES FOR CONTRIBUTORS

The Taiwan Journal of TESOL (TJTESOL) aims to publish quality papers on teaching English to speakers of other languages (TESOL). It is an international, refereed open-access journal dedicated to broadening epistemic horizons, deepening theoretical underpinnings, and improving practices.

The Journal welcomes contributions in all areas of TESOL, with a particular focus on the connection between theory and practice. All kinds of research methodologies are welcomed. Pedagogical and/or theoretical implications are viewed as essential for TESOL development. In so doing, the Journal hopes to provide a forum for idea exchange among scholars and practitioners worldwide.

The journal adopts a broad understanding of TESOL, so papers on contexts of EFL, ESL, ELF, bilingual education, and multilingual education are all welcomed. It also appreciates research informed by inter-disciplinary and cross-national collaboration. It welcomes topics on, but not limited to, policy, pedagogy, curriculum, assessment, technology, multiliteracies, and professional development.

The journal is jointly published by the Department of English at National Chengchi University (NCCU) and Crane Publishing (Taipei). It publishes one volume per year, composed of a Spring and a Fall issue available as both print and online versions. Research articles and book reviews are welcome as well as proposals for special issues. Contributions may be submitted from all countries and are accepted all year round. Manuscripts simultaneously submitted to other

publications cannot be accepted. The language of publication is English. The journal does not charge submission fees.

Submission Guidelines

Manuscripts submitted for consideration must follow the guidelines listed below:

- Authors must submit their manuscripts electronically by using the online submission system.
- Authors must read and conform to publication ethics. For any disputes involving publication ethics (e.g., copyright infringement, (self-)plagiarism, duplicate publication, etc.), authors should bear the legal responsibility.
- Manuscripts should be limited to 8,500 words (including references, appendices, etc.).
- Manuscripts must be submitted in MS Word with a title, abstract (not to exceed 250 words) and keywords (3-4 words) in English.
- Manuscripts must be double-spaced.
- Manuscripts should not contain any self-identifying references to ensure anonymous review.
- Manuscripts should adhere to the APA style (7th edition) (see Style Sheet below).
- Manuscripts should be carefully checked to avoid self-plagiarism and plagiarism. Authors' use of self-checking software is highly recommended.
- Prior to submission, authors must obtain written permission from the copyright owner of any material to be included in the manuscript.

- Once the manuscript has been accepted for publication, contributors must sign the Copyright License Agreement for NCCU Scholarly Journals Online for the manuscript to be included in databases designated by the *Taiwan Journal of TESOL*. Authors will receive publication-ready PDF files and one complimentary copy of the issue containing the publication.
- Revised manuscript (such as R1 version, R2 version and so on) has to be submitted as a clean copy with changes marked in red and along with a response sheet to show the reviewers what modifications have been made.

Formatting

Articles must follow the American Psychological Association (APA) style manual (7th Edition.) See information below.

Style Sheet

We require that all submissions conform to the requirements of the *Publication Manual of the American Psychological Association* (Seventh Edition, 2020), which can be obtained from the APA Publications Department, 750 First Street, NE, Washington, DC 20002, USA.

Guidelines for Text Format: APA Manual (pp. 29-65)

Spacing: Double-space between all lines of the manuscript, including the title page, abstract, text, headings, block quotations, reference list, table and figure notes, and appendices.

Margins: Use 1-in. (2.54-cm) margins on all sides (top, bottom, left, and right) of the page.

Pagination: Number all pages consecutively. Arrange the pages of the manuscript in the following order:

- **Title page**
- **Abstract**
- **Text** (start on page 3)
- **References** (following the text; start on a new page)
- **Appendixes** (start each on a separate page)
- **Author notes** (optional)
- **Endnotes** (start on a new page)
- **Tables** (each on a separate page; continue consecutive page numbering)
- **Figures** (each on a separate page; continue consecutive page numbering)
- **Headings:** If you have used a numbering system for headings, please replace it with the APA system (see section 3.03 of the APA Manual). Be sure that there are at least TWO headings in each level; a single heading will not be permitted. Running head: In the header of each page, include a shortened form of the title in the upper right-hand corner before the page number. The running head should consist of no more than 50 characters (including letters and spaces). Emphasis: Avoid the use of quotation marks and italics (underlining) for emphasis. Reserve (italics) underlining primarily for language examples. Avoid the use of boldface type in the text.

Guidelines for References: APA Manual (pp. 261-334)

In-text citations: Sources cited or referred to in the text should indicate the author's surname, publication date, and page number(s) when pertinent: (Gass, 1994; Lightbown & Spada, 1994, p. 563). If more than one citation appears in parenthetical material, they should appear in alphabetical order. When the author's name is part of the text, follow this form: Schumann (1994) argued that...

Block quotations (40 words or more):

Start a block quotation on a new line and double-space the entire quotation. Indent the whole block 0.5 in. from the left margin. Cite the source in parentheses after the quotation's final punctuation. Do not add a period after the closing parenthesis.

Reference list: All in-text citations must be listed in full in the reference list at the end of the article. Begin the reference list on a separate page titled "References" and double-space throughout. Each entry must include the author's name, co-authors (if any), publication date, and title of the work. For a journal article, also provide the name of the journal, volume and issue numbers, and page numbers for the article. For an article in an edited volume, include the editor's name, title of the volume, and page numbers of the article. For a book or monograph, include the edition, and name of publisher. Punctuate and capitalize as illustrated in the following examples:

- **References**

Eckman, F. R. (1993, April). *Local and long-distance anaphora in second language acquisition*. Paper presented at the annual meeting of the American Association of Applied Linguistics, Atlanta, GA.

Ellis, R. (1994). *The study of second language acquisition*. Oxford University Press.

Lakshmanan, U. (1989). *Accessibility to Universal Grammar in child second language acquisition* [Unpublished doctoral dissertation]. University of Michigan.

Meisel, J. (Ed.). (1994). *Bilingual first language acquisition: French and German grammatical development*. Benjamins.

Trahey, M., & White, L. (1993). Positive evidence and preemption in the second language classroom. *Studies in Second Language Acquisition*, 15(2), 181-204.
<https://doi.org/10.1017/S0272263100011955>

Zuengler, J. (1993). Explaining NNS interactional behavior: The effect of conversational topic. In G. Kasper & S. Blum-Kulka (Eds.), *Interlanguage pragmatics* (pp. 184-195). Oxford University Press.

Guidelines for Tables and Figures: APA Manual (pp. 195-252)

For spacing purposes, keep the number of tables and figures to a minimum. Copyright permission is required for tables, texts, and figures reproduced from another source.

Tables should:

- Include the basic components in the following order: table number, title, headings, body, and notes.
 - Table number: Appears above the table in bold font (e.g., **Table 1**).

- Title: Appears one double-spaced line below the table number in italic title case. (e.g., *Curriculum of the ICT training course*).
 - Headings: Provide a heading for each column. Be brief but explanatory.
 - Body: May be single-spaced, one-and-a-half-spaced, or double-spaced.
 - Notes: Appear below the body as needed.
- Use horizontal lines but not vertical lines
 - Explain abbreviations in a note under each table
 - Be referred to in the text of the article

Figures should:

- Include the basic components in the following order: figure number, title, image, legend, and notes.
 - Figure number: Appears above the figure in bold font (e.g., **Figure 1**).
 - Title: Appears one double-spaced line below the figure number in italic title case.
 - Legend: Be positioned within the borders of the figure.
 - Notes: Appear below the body as needed.
- Be prepared with each figure on a separate sheet without legends or captions.
- Include labels for parts of a figure as close as possible to the components being identified.
- Be combined with other similar figures when appropriate to facilitate comparisons.

- Include parallel figures of equal size and scale when appropriate.

Manuscript Policies

- Manuscripts received: Manuscripts received are acknowledged (usually via e-mail), and files are made for each submission. Double submissions will be rejected.
- Inhouse evaluation: The inhouse committee will first discuss the paper in terms of content, methodology, and appropriateness. If the paper seems suitable for external evaluation, readers are selected. If the paper does not merit external evaluation, a rejection letter will be sent to the contributor.
- Rejection after inhouse evaluation: If the paper is to be rejected at this point, a rejection letter is sent out and the file is closed.
- External evaluation: If the paper is to be sent out, we generally select 2 or 3 external reviewers from the list of readers. It usually takes 12 weeks before all the evaluations have been received. However, sometimes the process takes longer if, for instance, evaluators do not respond in a timely manner.
- Rejection after external evaluation: If the majority of the evaluations are negative, the paper is generally rejected.
- Acceptance after external evaluation: If all of the evaluations (or at least the vast majority) are positive, we usually accept the paper contingent upon completion of a final revised version based on the comments provided by the evaluators.
- Form corrections: After the manuscript has been accepted, and after it has been scheduled to appear in a particular future issue, the editorial assistants go through the paper and make corrections in terms of (a) APA editorial guidelines, (b) reference accuracy,

(c) overall organization, and (d) overall readability. The corrected manuscript is then sent back to the author for corrections and final submission of a hard copy and a diskette.