

## GUIDELINES FOR SUBMISSION OF ARTICLES

Authors of articles for The English Teacher should use the following guidelines to submit manuscripts to the journal.

### Target Audience:

ELT practitioners and researchers

### Focus/Scope

Practical applications of ELT theory for classroom-based research with findings that has implications for teaching and learning, including but not exclusive to:

- Practical techniques and strategies for ELT
- Effective classroom-tested instructional techniques
- Descriptions of procedures that can be implemented in classrooms
- Insights and understanding about ELT research and its application to the classroom

The corresponding author must ensure that the submission has not been previously published, nor is it before another journal for consideration.

## Author Guidelines for Research Paper

1. Prepare a title page for the reference of the journal editors:
  - a. The title of your paper
  - b. Names of all authors in the sequence it should appear in publication
  - c. ORCID ID of all authors
  - d. Affiliation and email addresses of all authors
  - e. Contact details of corresponding author
  - f. A 50 word bio data of each author
  - g. Add an “Acknowledgment” section if the study has been supported by a funding agency. The corresponding author is to ensure that this is added to the full paper during the post review stage before publication.
  - h. Label the Microsoft Word file submission as “TET (First 3 words of your title) Title Page”.
  - i. Upload this document in the **UPLOAD SUPPLEMENTARY FILES TAB**.
2. Prepare your manuscript for blind review:
  - a. Remove all forms of identification of the author(s) from this manuscript.
  - b. Start your paper with a title, abstract (not more than 200 words) and keywords

- (not more than 5).
- c. This is followed by the full text and references.
  - d. The research paper should be made up of the Introduction, Method, Results and Discussion, and Conclusion sections.
  - e. The paper should be single-spaced, using the 12-point Times New Roman font.
  - f. The manuscript should be between 3000-5000 words including the title, abstract, tables and figures, and references.
  - g. All references and citations should be checked for accuracy and spelling. Set spell check at English (Malaysia), English (United Kingdom) OR English (United States) for consistency, and follow APA conventions.
  - h. Where available, DOIs and URLs for the references should be provided.
  - i. Footnotes, endnotes and appendices should be avoided. Include all content within the body of the full paper.
  - j. Tables and figures must be presented within the body of the paper as it should appear in the publication.
  - k. Do not include an acknowledgement section in the manuscript submitted for blind review.
  - l. Label the Microsoft Word file submission as “TET (First 3 words of your title) Blind Review”.
  - m. Submit your manuscript via the **UPLOAD SUBMISSION TAB**.

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#### SAMPLE OF PAPER FOR BLIND REVIEW

### **Author Guidelines for Book Review**

For book reviews, include (i) a summary of key points of the book, (ii) a critical discussion of strengths and weaknesses, (iii) conclusion and recommendation.

1. Prepare a title page for the reference of the journal editors:
  - a. The title of your paper
  - b. Names of all authors in the sequence it should appear in publication
  - c. ORCID ID of all authors
  - d. Affiliation and email addresses of all authors
  - e. Contact details of corresponding author
  - f. Label the Microsoft Word file submission as “TET (First 3 words of your title) Title Page”.
  - g. Upload this document in the **UPLOAD SUPPLEMENTARY FILES TAB**.
2. Prepare your manuscript for blind review:
  - a. Remove all forms of identification of the author(s) from this manuscript.
  - b. Start your review with the title of the book you are reviewing, and keywords (not more than 5).
  - c. This is followed by the full text and references.



- d. The paper should be single-spaced, using the 12-point Times New Roman font.
- e. All references and citations should be checked for accuracy and spelling. Set spell check at English (Malaysia), English (United Kingdom) OR English (United States) for consistency, and follow APA conventions.
- f. Where available, DOIs and URLs for the references should be provided.
- g. The manuscript should be between 1000-1200 words including the title and references.
- h. Footnotes, endnotes, tables and figures, and appendices should be avoided.
- i. Submit your manuscript via the **UPLOAD SUBMISSION TAB**.

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