

# NYS TESOL JOURNAL

## How to Submit

Submit manuscripts online at: <http://journal.nystesol.org/submitnow2.html>

### **Aim and Scope**

The *NYS TESOL Journal* is the official journal of the New York Association of Teachers of English to Speakers of Other Languages (NYS TESOL). It is a refereed academic journal published biannually each winter and summer. Articles in the *NYS TESOL Journal* focus on theory, research, pedagogy, and educational policy related to the teaching of English to speakers of other languages, including U.S.-born bilinguals, "generation 1.5" students, immigrants, and international students. Articles may focus on any educational level, from kindergarten to university, as well as on adult school and workplace literacy settings.

### **Guidelines for Submission**

Submission is open to all; you do not need to be a member of the NYS TESOL association to submit a manuscript. The editorial board seeks submissions in the following four categories:

**1. Feature articles** (20-25 pages inclusive of references, tables, and figures): These articles focus on theory, research, pedagogy, and/or educational policy. Feature

articles should show evidence of rigorous scholarship, make an original contribution to the field of education, contain ample references, and provide readers with insights relevant to TESOL learning and teaching. Feature articles should be driven by pedagogical problems and research questions that address those problems. We welcome all methodological research paradigms; in all cases we ask authors to keep the literature review and methods sections succinct and emphasize the findings and the applications of those findings to pedagogical issues. Articles that contain statistical analysis must be accessible to a general audience of educators. All submissions are blind peer reviewed.

**2. Brief reports** (8-10 pages inclusive of references, tables, and figures): These articles are briefer and less formal than feature articles. Based on current or emergent trends in the field of TESOL, brief reports include (a) pilot studies, (b) research in progress, (c) action research, or (d) policy briefs. All submissions are blind peer reviewed.

**3. Materials reviews** (2-4 pages): The *NYS TESOL Journal* welcomes submissions of ESOL resources in print, e-version or web-based. The materials should be related to teaching practices. Currently, we encourage prospective reviewers to select the materials for review and check with the Editors for relevance. If you wish to review resources on technology or anything related to e-sources or software, please be mindful of the most recent editions or observe the up-to-two-year publishing date. Reviews are typically 2-4 pages long, double-spaced. All submissions are peer-reviewed.

**4. Readers' comments and views** (1-2 pages): The *Journal* welcomes comments from the readership on published articles in any of the following formats: a reflection, reaction, short analysis, brief critique, or a personal experience connected to any of the article topics or issues. It should be no more than 500 words in length. This contribution is editor-reviewed.

## **Manuscript Format**

- Manuscript style and bibliographic references should conform to the conventions specified in the Publication Manual of the American Psychological Association, 6th Edition.
- All submissions should be double-spaced in 12 point Times New Roman font, with 1 inch margins on all sides.
- The page number and running head should be placed in the upper right-hand corner of each page.
- The title page should be submitted as a separate document and include each author's name, affiliation, address, telephone numbers, and email address.
- Submitted manuscripts should begin with a 150-word abstract, with a list of 5-10 keywords, numbered as page 1.
- The review process is anonymous so authors should not be identified anywhere within the body of the article.
- One submission per author per call.
- Allow 3-5 months for manuscript status notification.

## **Submission Procedure**

To submit a feature article, a brief report, a review, or a reader's comment, visit our online submission system at <http://journal.nystesol.org/submitnow2.html>. This is the preferred method of submission.

If you cannot use the online submission form, please send an email with the manuscript (with no identifying author information) and a separate title page with identifying information to the Editors at [submissions@journal.nystesol.org](mailto:submissions@journal.nystesol.org). If submitting via email, please make sure your subject line clearly indicates what type of manuscript you are submitting (i.e., "NYS TESOL Journal submission/Feature article" or "NYS TESOL Journal submission/Materials review").

It is understood that manuscripts have not been previously published and are not currently under consideration for publication elsewhere.

Review of manuscripts will begin after the call for proposals deadline. In some cases, accepted manuscripts may undergo several rounds of substantive revision before they are ready for publication.

When a manuscript has been formally accepted for publication, authors will be required to submit a complete electronic copy of the final version, including all figures, charts, tables, appendices, and illustrations.

### **Editorship and Ethics**

- The *NYS TESOL Journal* reserves the right to make non-substantive editorial changes for style, clarity, and consistency.
- For Special Themed Issues, the *Journal* reserves the right to make the final article selection for the publication.
- We expect all reviewers, editors and authors to consider fair practices and to inform the *Journal* of any possible conflict of interest situations.

### **Open Access Statement**

The *NYS TESOL Journal* is a peer-reviewed, open access academic journal. We believe that open access to scholarship is critical for scholarly communication. For

that reason we pledge to make all articles freely accessible and we allow authors to self-archive their publications on the web.

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Examples of permanent URLs are:

<http://journal.nystesol.org/monthyear/articletitle.pdf> or

<http://dx.doi.org/insertDOInumber>

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