

Information for Contributors

INTESOL Journal

The *INTESOL Journal*, a professional, refereed journal, encourages submission of previously unpublished articles on topics of significance to individuals concerned with language teaching and learning.

As a publication that represents a variety of cross-disciplinary interests, both theoretical and practical, the *INTESOL Journal* invites manuscripts on a wide range of topics, especially in the following areas:

- psychology and sociology of language learning and teaching
- issues in research and research methodology
- testing and evaluation
- professional participation
- curriculum design and development
- instructional methods, materials, and techniques
- language planning professional standards

Because the *INTESOL Journal* is committed to publishing manuscripts that contribute to bridging theory and practice in our profession, it particularly welcomes submissions that address the implications and applications of research in, for example,

- anthropology
- applied and theoretical linguistics
- communication
- education
- English education, including reading and writing theory
- psycholinguistics
- psychology
- first and second language acquisition
- sociolinguistics
- sociology

The *INTESOL Journal* prefers that all submissions be written in a style that is accessible to a broad readership, including those individuals who may not be familiar with the subject matter.

GENERAL SUBMISSION GUIDELINES

- All submissions to the *INTESOL Journal* should conform to the requirements of the Publication Manual of the American Psychological Association (6th ed.), which can be obtained from
American Psychological Association
Book Order Department
P.O. Box 92984
Washington, DC 20090-2984 USA
- All submissions to *INTESOL Journal* should be accompanied by a cover letter that includes a full mailing address and both a daytime and an evening telephone number. Where available, authors should include an email address and fax number.
- Authors of articles should include a very brief biographical statement (in sentence form, maximum 50 words), plus any special notations or acknowledgments that they would like to have included, and an article abstract. Double spacing should be used throughout.
- Manuscripts submitted to *INTESOL Journal* cannot be returned to authors. Authors should be sure to keep a copy for themselves.
- It is understood that manuscripts submitted to *INTESOL Journal* have not been previously published and are not under consideration for publication elsewhere.
- It is the responsibility of the author(s) of a manuscript submitted to a *INTESOL Journal* to indicate to the Editor the existence of any work already published (or under consideration for publication elsewhere) by the author(s) that is similar in content to that of the manuscript.
- The Editor of *INTESOL Journal* reserves the right to make editorial changes in any manuscript accepted for publication to enhance clarity, concision, or style. The author will be consulted only if the editing has been substantial.
- The Editor's decisions are final.
- The views expressed by contributors to *INTESOL Journal* do not necessarily reflect those of the Editor, the Editorial Advisory Board, or INTESOL. Material published in the *INTESOL Journal* should not be construed to have the endorsement of INTESOL.

SUBMISSION CATEGORIES

The *INTESOL Journal* invites submissions in two categories:

Full-length Articles

Contributors are strongly encouraged to submit manuscripts of no more than 15-20 double-spaced pages or 7,000 words (including references, notes, and tables). Submit one copy plus an informative abstract of not more than 200 words. If possible, indicate the number of words at the end of the article. To facilitate the blind review process, authors' names should appear only on a cover sheet, not on the title page; do not use running heads. Submit manuscripts to the editor of *INTESOL Journal* by email at journal@intesol.org

When evaluating a manuscript for publication in the *INTESOL Journal*, reviewers consider the following factors:

- The manuscript appeals to the general interests of INTESOL's readership.
- The manuscript strengthens the relationship between theory and practice: Practical articles must be anchored in theory, and theoretical articles and reports of research must contain a discussion of implications or applications for practice.
- The content of the manuscript is accessible to the broad readership of the *INTESOL Journal*, not only to specialists in the area addressed.
- The manuscript offers a new, original insight or interpretation and not just a restatement of others' ideas and views
- The manuscript makes a significant practical, useful, plausible contribution to the field.
- The manuscript is likely to arouse readers' interest.
- The manuscript reflects sound scholarship and research design with appropriate, correctly interpreted references to other authors and works.
- The manuscript is well written and organized and conforms to the specifications of the *Publication Manual of the American Psychological Association* (6th ed.).

Special-Topic Issues

The *INTESOL Journal* is an annual publication; however, one additional issue per volume may be devoted to a special topic. Topics are approved by the *INTESOL Journal*'s Editorial Advisory Board. Those wishing to suggest topics or serve as guest editors should contact the editor. Issues will generally contain both invited articles designed to survey and illuminate central themes as well as articles solicited through a call for papers.

These guidelines are largely adopted from the *TESOL Quarterly* guidelines (09/2004).

INTESOL Small Program Development & Applied Research Grant Guidelines and Information

INTESOL members may apply for grants of up to \$1,000 to support program development or research. Up to \$4,000 will be awarded each year.

While all requests will be considered, this grant money is primarily intended to

- Assist ESL programs to develop their programs with one-time expenditures. Examples of expenses INTESOL will consider supporting include the purchase of resource books (for either students or staff), curricular supplies, and computer software and hardware. INTESOL will also consider providing financial support for in-service workshops that promote ESL instruction including the costs of a workshop leader or consultant. Funds cannot be used to pay salaries or stipends for program staff.
- Assist either programs or individuals with one-time expenditures in support of research directly related to ESL in Indiana. Examples of expenses INTESOL will consider supporting include travel expenses to collect data within Indiana, expenses related to data analysis, and stipends for research subjects/programs. Funds cannot be used to pay salaries or stipends to research staff. In order to receive an INTESOL Small Program Development & Applied Research Grant, you must
 - Be a current member of INTESOL
 - Complete an application form
 - Write an article for the INTESOL newsletter describing your project and/or present it at the next INTESOL annual conference

Grants will be awarded on an on-going basis based on the merit of the proposal in any amount from \$100 to \$1,000 as funds are available.

For more information, visit the INTESOL website at <http://www.intesol.org>

JOIN INTESOL TODAY!

INTESOL Membership Includes

- Two issues per year of the INTESOL newsletter, *tesolin*'
- Periodic email updates through the INTESOL listserv
- A copy of the *INTESOL Journal* (annually)
- Opportunities to attend and present at the annual INTESOL conference
- Reduced conference fees
- Eligibility for an INTESOL Travel Grant of up to \$200 for conference presentations
- Eligibility for an INTESOL Small Programs Development & Applied Research Grant of up to \$1000
- Advanced notices of conferences, seminars, and other events with special relevance to professionals in the ESL field.

Participation in INTESOL gives you the opportunity to network with other professionals in the state of Indiana, as well as the surrounding regions. We encourage you to let your voice be heard for language education in the state of Indiana through your membership in INTESOL.

**For additional information about INTESOL,
visit our website:**

www.intesol.org