

Submission Guidelines

AJELT encourages submission of data-driven manuscripts that (1) link ESL/EFL theory, research, and pedagogy and (2) relate specifically to teaching English to Asians at the university level. Essay reviews (i.e., special issues or professional trends as well as books and multimedia resources) and reports of ongoing projects are also welcome (guidelines are provided below).

Research Articles and Reports

Manuscripts. Research articles should no more than 25 pages double-spaced in length; reports should be no longer than 12 pages. Authors should include a cover page with the full title of the paper, the author's name, e-mail address, postal address, phone number, and fax number. The author's name should not appear elsewhere in the article. Manuscripts should be sent as e-mail attachments (i.e., Microsoft Word files) to Editors Gwendolyn Gong <ggong@cuhk.edu.hk> and Ali Shehadeh <Ali.Shehadeh@uaeu.ac.ae>.

It is important to include a statement indicating that the submission (1) has not been previously published (in English or other languages) and (2) is neither currently being reviewed nor will be submitted for review while the manuscript is being considered by AJELT.

References. In the text, references should be cited using the author's last name and year of publication. If quotations are used, these should additionally have page numbers (Wong & Lam, 1993, p. 291). The reference list should be arranged alphabetically following the guidelines of the *Publication Manual of the American Psychological Association* (6th ed.). *TESOL Quarterly* and *English for Specific Purposes Journal* follow these guidelines.

Abstracts. All articles should have an abstract between 100 and 200 words in length.

Tables and Figures. Numerical tables can be typeset. Figures (graphs, illustrations, symbols) must be submitted as camera ready.

You will receive acknowledgement of receipt of your article, followed

by comments from referees. Articles accepted for inclusion in the next volume should be revised and returned in two forms: on paper and in electronic form.

The editors reserve the right to make minor changes within articles prior to publication.

Review Papers

The *Asian Journal of English Language Teaching (AJELT)* publishes two types of review papers: one type reviews published works, including academic and professional books, multimedia resources and textbooks within the scope of *AJELT*. The other type reviews an academic or professional theme, drawing on a number of published books and research articles, e.g. a theme could be: Teaching English Writing Skills to Non-English Majors in Chinese Universities.

Authors should include a cover page with the full title of the paper, the author's name, e-mail address, postal address and phone number, as well as a brief biographical statement (in sentence form, maximum 50 words). Please follow the required reference style of the *Publication Manual of the American Psychological Association* (6th ed.). Review papers should be sent as e-mail attachments (Word documents) to *AJELT* Reviews Editor, Lixian Jin <jin@dmu.ac.uk>.

Reviewing Published Works (up to 1,000 words)

We expect reviews to be not just descriptive, but also critical and evaluative. Specifically, a good review includes all or most of the following:

1. description and summary of the published work;
2. any special features of the work of interest to teachers, linguists, or students in the region;
3. strengths and weaknesses of the work: a critical assessment of the work according to its stated purposes, considering relevant professional and linguistic contexts, the theoretical orientation, any significant implications, applications or omissions in the work;
4. any classroom applications of the work;
5. the reviewer's personal reaction and comments (optional).

Review of published works should follow the general guidelines required by *AJELT* and include the necessary details as in the following format:

Doing Second Language Research

James Dean Brown & Theodore S. Rodgers. Oxford University Press, 2002. xiv + 314 pp.

Reviewing an Academic or Professional Theme in ELT

There are two kinds in this type of review: one is a short review (about 3,000 words) focusing on a topic in ELT, applied linguistics, or an overview of the development of a certain topic. The other (up to 7,000 words) is more like a state-of-the-art review that systematically evaluates the topic with a substantial number of references.

Authors are advised to send in their review papers including most of these elements:

1. descriptive outline of the theme reviewed;
2. summary of the key development of the theme;
3. discussion of common features of the theme across several published items;
4. critical evaluation of strengths and weaknesses: a critical assessment of the published works related to the theme, considering relevant professional and linguistic contexts, theoretical orientations, any significant implications or applications in the theme;
5. reflection of possible impact and identification of trends and development;
6. a proposed research agenda for moving the field forward.

It is understood that review manuscripts submitted to *AJELT* have not been previously published and are not under consideration for publication elsewhere.