

MinneWITESOL Journal Submission Guidelines

The *MinneWITESOL Journal* is a professional, refereed journal produced by the Minnesota and Wisconsin TESOL affiliates, MinneTESOL and WITESOL. The journal invites the submission of previously unpublished articles on topics of significance to individuals concerned with the teaching of English as a second language.

Submission Topics

A specific issue of the journal may have a special topic; see the Call for Papers for more information at www.minnewitesoljournal.org.

1. research on language learning, teaching and methodology with implications for ESL
2. curriculum design and development; instructional methods, materials, and techniques
3. testing, assessment and evaluation in ESL
4. professional preparation and standards
5. learner perspectives about language learning
6. sociopolitical issues in ESL

Submission Categories

Full-length articles: Contributors are strongly encouraged to submit manuscripts of approximately **7,000 words** (including references, notes, and tables). Articles should include an abstract of about 200 words.

The following factors are considered when evaluating the suitability of a manuscript for publication in the *MinneWITESOL Journal*:

- The manuscript appeals to the general interests of the *MinneWITESOL* 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 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* (5th ed.).

Brief Reports and Summaries: Short reports on any aspect of theory or practice in the profession. Manuscripts that either present preliminary findings or focus on some aspect of a larger study are encouraged. The discussion of issues should be supported by empirical evidence collected through qualitative or quantitative investigations or supported by current research. Submissions to this section should be approximately **3,400 words** (including references, notes, and tables). Reports should include an abstract of about 100 words.

Reviews: Evaluations of books or materials on professional development or teaching English as a second language. Reviews should provide a descriptive and evaluative summary and a brief discussion of the significance of the work in the context of

current theory and practice. Submissions should generally be no longer than **500 words**.

Review articles: Comparative discussions of several publications that fall into a topical category (e.g., pronunciation, literacy training, teaching methodology). Review articles should provide a description and evaluative comparison of the materials and discuss the relative significance of the works in the context of current theory and practice. Submissions should generally be no longer than **1,500 words**.

General Submission Guidelines

Style: All submissions should conform to the requirements of the Publication Manual of the American Psychological Association (5th ed) <http://www.apastyle.org> excepting spacing/heading/reference guidelines outlined below.

Formatting Guidelines

All submissions should be submitted via email as an attached word or text document I think we need to be more specific here. Do you mean a Microsoft Word file? What does 'text' mean?, single-spaced, and adhere to word count limitations.

- No paragraph indentation, use one empty space to separate paragraphs
- Use bold and caps to indicate section headings This doesn't include everything we agreed on for the headings and subheadings.
- Font: Verdana 10 - includes charts and data in tables
- References – single spaced, no indentation, divided by one space

Check journal website for examples of formatting at www.minnewitesoljournal.org

Author information: all authors should provide the following information.

1. telephone number(s)
2. email address(es)
3. brief biographical statement(s) in sentence form, maximum 50 words

Permissions and edits: It is understood that manuscripts submitted to MinneWITESOL have not been previously published and are not under consideration for publication elsewhere. The editor may also suggest and make changes in the manuscript to enhance clarity or style. Editors may recommend changes to the manuscript based on reviewers' comments and/or APA guidelines.

Informed Consent Guidelines

Authors submitting publications should adhere to ethical and legal standards for work with human subjects, i.e.

1. You have informed participants in your study, sample, class, group, or program (a) that you will be conducting research in which they will be the participants or (b) that you would like to write about them for publication.
2. You have obtained from each participant (or from the participant's parent or guardian) a signed consent form that sets out the terms of your agreement with the participants.

All submissions should be emailed to MinneTESOL or WITESOL journal editors.