

# Writing for *Reflections on English Language Teaching*

*Reflections on English Language Teaching* or RELT is a peer-reviewed publication of the Centre for English Language Communication, National University of Singapore. It aims to explore the range of issues of current concern to those who teach and do research in the field of English as a Second Language (ESL) or as a Foreign Language (EFL) in Asia and other regions. It is particularly interested in studies with sound theoretical frameworks and clear pedagogical implications and/or applications in the following areas: second language reading/writing, learning/teaching strategies with the application of IT, cultural dimensions of language teaching and materials preparation, curriculum design and development, testing techniques and/or evaluation, and impact of language/educational policies on classroom practice.

Authors are requested to follow the procedures spelt out in the instructions for authors below and submit their papers electronically by emailing them to the editors at [celcj@nus.edu.sg](mailto:celcj@nus.edu.sg). The editors will only consider submissions that follow the procedures.

## **Instructions for Authors**

### *Submission Types*

- Full-length articles should not exceed 7,000 words and should not be less than 4,000 words.
- Brief reports should be around 2,000 words or not more than 4,000 words.
- Manuscripts must be submitted in MS Word files to the editors at: [celcj@nus.edu.sg](mailto:celcj@nus.edu.sg).

### *Style and Format*

- Submissions must follow the 6th edition of APA style, outlined in the *Publication Manual of the American Psychological Association*.
- Manuscripts should be double-spaced in a 12-point Times New Roman font.
- Graphics, such as tables and charts, should be submitted in .jpg, .tif, or .gif files and should be placed directly into the text.
- Acknowledgements should be given in a separate section at the end of the article before the references.

### *Article Structure*

- The Title Page
  - a. The first page should contain the title of the article, author's name (the first name followed by the last name) and affiliations, the abstract, a

maximum of 6 keywords (for indexing purposes), and a short note (of not more than 100 words) about each author.

- b. The title should be concise but informative.
  - c. Write the author's affiliation address below the name and include the full mailing address of each affiliation and the e-mail address of the author.
  - d. The abstract should be concise, informative, and not more than 200 words. It should state briefly the aim of the research, the main results, and the conclusions. References to the literature should preferably not occur in the abstract or kept to a minimum.
  - e. If there are co-authors, the corresponding author must be clearly indicated (e.g., Corresponding author: John Wang).
- Sections/Subsections
    - a. Each article should be organized into numbered sections and subsections. Sections and subsections should be numbered 1., 2., 3., and 1.1., 1.2., etc.
    - b. Every section/subsection should be given a heading and each heading should appear on the same line as the section number (e.g., "1. Introduction").
  - Appendices
 

Appendices should be marked as A, B, etc.

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  - a. the article has not been published or is not being considered for publication elsewhere (either in the actual or modified form),
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- Please write your text in Standard American or British English.
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- The journal supports the use of non-discriminatory language. The use of third person plural pronouns as third person singular ones to avoid sexist language use is acceptable (i.e. “they did this” to mean “he/she did this”).

### *Duties of Authors*

- Reporting standards  
The authors should present their work (including data) clearly and accurately and discuss its significance objectively. The inclusion of inaccurate statements and data knowingly is unacceptable.
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It is the authors’ responsibility to ensure that their works are entirely original. Plagiarism in any form is unacceptable. The use of other people’s work and ideas, including words and ideas obtained formally or informally from conversations and correspondence (e.g., emails), must always be properly acknowledged.
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- Authorship  
The first and corresponding author should ensure all co-authors have seen and approved the final version of the paper for publication.
- Human subjects  
If the research involves the use of human subjects, the author should state in the paper that all procedures were performed in accordance to institutional guidelines and that the relevant institutional committees have approved these procedures. Where applicable, authors should state that consent was obtained from the human subjects regarding the use of private information.
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