

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. 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.

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
 - 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.
 - The title should be concise but informative.
 - 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.
 - 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.
 - If there are co-authors, the corresponding author must be clearly indicated (e.g., Corresponding author: John Wang).
- Sections/subsections
 - 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.
 - 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.

Copyright

- Submission of an article implies that
 - the article has not been published or is not being considered for publication elsewhere (either in the actual or modified form),
 - the authors have the authority to publish the paper,
 - its publication is approved by all authors, and
 - if accepted for publication in RELT, the material will not be published elsewhere in the same form or in a modified form, in English or in another language, without the written consent of the copyright-holder (i.e., Centre for English Language Communication).
- Upon acceptance of an article, authors will be asked to complete a form to transfer the copyright of the article to the Centre for English Language Communication.

Language

- Please write your text in Standard American or British English.
- Authors are advised to seek assistance in language editing and submit only carefully edited articles.
- The publisher does not offer copyediting services and the editors reserve the right not to accept a paper for publication on the basis of a low standard of written English.

Language Use

- 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.
- Plagiarism
 - 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.
- Multiple publications of the same research
 - In general, an author should not publish manuscripts describing essentially the same research in more than one journal without informing the editors of the journals. Submitting the same manuscript to more than one journal concurrently is also unacceptable.
- 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.
- Important errors in published papers
 - When an author discovers a major error or inaccuracy in his/her published work, the author should responsibly notify the journal editors or publisher in the shortest time possible to correct or, if necessary, retract the paper.

For detailed information, visit the RELT website, www.nus.edu.sg/celc/research/relt.html.

