

INFORMATION FOR CONTRIBUTORS

Editorial Policy

The ORTESOL Journal, a professional, refereed publication, encourages submission of previously unpublished articles on topics of significance to individuals concerned with the teaching of English as a second or foreign language, especially in elementary and secondary schools, and in higher education, adult education, and bilingual education. As a publication that represents a variety of cross-disciplinary interests, both theoretical and practical, the *Journal* invites manuscripts on a wide range of topics, especially in the following areas:

1. psychology and sociology of language learning and teaching; issues in research and research methodology;
2. curriculum design and development; instructional methods, materials, and techniques;
3. testing and evaluation;
4. professional preparation.

The *Journal* particularly welcomes submissions which draw on relevant research in such areas as applied and theoretical linguistics, communications, education, English education (including reading and writing theory), anthropology, psycholinguistics, psychology, first and second language acquisition, sociolinguistics, and sociology, and which then address implications and applications of that research to issues in our profession. It also especially welcomes articles that focus mainly on direct application in the classroom (methods, materials, techniques, and activities, at all levels of instruction).

General Information for Authors

The *ORTESOL Journal* invites submissions in five categories:

1. *Full-length Articles.* Manuscripts should usually be no longer than 20 double-spaced pages. Submit three copies to the Editors of *The ORTESOL Journal*, c/o Department of Applied Linguistics, Portland State University, PO Box 751, Portland, OR 97207. Include three copies of an informative abstract (not more than 200 words) together with the manuscript.
2. *Review Articles.* The *Journal* invites articles that are critical reviews of recently published scholarly texts related to the profession. In addition to summarizing the contents of the book, reviewers should include evaluative comments regarding the strengths as well as any perceived limitations in the book. The review article manuscripts should not exceed 20 double-spaced pages, but may be considerably shorter (no minimum length). Submit three copies to the Editors, *The ORTESOL Journal*, do Department of Applied Linguistics, Portland State University, PO Box 751, Portland, OR 97207.
3. *Notes and Comments:* The *Journal* welcomes comments or rebuttals of published articles (which have appeared either in *The ORTESOL Journal* or elsewhere). Manuscripts should usually be no longer than five double-spaced pages. Submit three copies (no abstracts) to the Editors, *The ORTESOL Journal*, c/o Department of Applied Linguistics, Portland State University, PO Box 751, Portland, OR 97207.
4. *Research Notes:* The *Journal* also invites short descriptions of completed studies or projects in progress. Manuscripts should usually be no longer than five double-spaced pages. Submit three copies (no abstracts) to the Editors, *The ORTESOL Journal*, c/o Department of Applied Linguistics, Portland State University, PO Box 751, Portland, OR 97207.
5. *Teaching Notes:* The *Journal* encourages the submission of brief descriptions of successful teaching projects, practices, activities, or

techniques that may be adapted and applied by other teachers in a variety of classroom settings. Manuscripts should usually be no longer than five double-spaced *pages*. Submit three copies (no abstracts) to the Editors, *The ORTESOL Journal*, do Department of Applied Linguistics, Portland State University, PO Box 751, Portland, OR 97207.

All manuscripts receive a blind review, so please include a title page with your submission on which you list your name, institutional affiliation, and a brief bio-statement (maximum 30 words). At the top of the first page of the manuscript include only the title of the piece.

All submissions should conform to the guidelines of the *Publication Manual of the American Psychological Association* (current edition). Footnotes should be reserved for substantive information and kept to a minimum, immediately following the last page of text. All tables and figures should be formatted to fit within a 4" x 6-1/2" area.

All submissions to *The Journal* should be accompanied by a cover letter which includes a full mailing address, both daytime and evening telephone numbers, and, if possible, the author's e-mail address.

If the manuscript has been prepared using a personal computer, please include a diskette—identifying the program and version used—along with three hard copies. The preferred program is Word Perfect, IBM compatible, although some other programs may be converted.

Manuscripts cannot be returned to authors; therefore, authors should retain one copy for themselves.

It is understood that all submissions have not been previously published and are not under consideration for publication elsewhere.

The Editors reserve the right to make editorial changes in any manuscript accepted for publication to enhance clarity or style. The author will be consulted only in cases where substantial editing has occurred.

**Oregon Teachers of English to
Speakers of Other Languages**
CIO PSU Dept of Applied Linguistics
PO Box 751
Portland, OR 97207-0751

ADDRESS SERVICE REQUESTED

Non Profit Org.
U.S. Postage
PAID
Portland, OR
Permit No. 2772