

General Submission Guidelines

Please submit the manuscript as an electronic file (.rtf or .doc). Do not include identifying information about the author or the author's institution in the manuscript, but instead include, in a separate electronic file (.rtf or .doc) the author's name, full mailing address, daytime and evening telephone numbers, email address, institutional affiliation and short (50 words) bio-data. Images may be incorporated into the manuscript for review, but should also be available as separate files (as .jpeg or .pdf). All feature-length articles and teaching notes must include a 100-120 word abstract.

Submissions must not have been previously published and should not be under consideration for publication elsewhere.

Submissions should conform to the style guidelines in *The Publication Manual of the American Psychological Association* (6th edition). Please be aware of conventions for in-text citations and references in APA. Writing should be concise and should follow the conventions of academic writing. The editors retain the right to change wording for the purpose of maintaining clarity or consistent style.

ORTESOL Journal requires authors to follow ethical and legal standards for work with human subjects. All research projects in which human subjects participate, whether funded or unfunded, are subject to the federal regulations governing such research. Please adhere to your institution's human subjects review procedure, if there is one. If there is none, you must do the following:

- Inform your participants that you are doing research in which they will participate or be written about;
- Make sure they understand the nature of their involvement in your research;
- Explain the procedures;
- Guarantee the voluntary nature of the subjects' participation;
- Protect confidentiality;
- Explain potential risks, if any; and
- Obtain and keep on file a signed consent form from each participant.

Submission implies consent to distribute the article through the ORTESOL website as well as through licensed partners, including databases such as ProQuest and ERIC.

Send electronic files via e-mail attachment to journal@ortesol.org

The deadline for the 2020 edition is December 20, 2019, but extensions can be made for works in progress.

Please address inquiries to the co-editors, Jennifer Morris and Verena Sutherland, at journal@ortesol.org.