

Journal for Language Teaching

Guidelines for authors



20 August 2017 (2nd revision)

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0	08/04/2016		Anna Weideman	Susan Coetzee-Van Rooy
1	02/06/2016	Added: Document control table (p.2); Copyright notice (p.4); Page fees (p.4).	Anna Weideman	Tobie van Dyk
2	20/08/2017	Changed: Manuscripts must now be uploaded via the online submission form only (p.5); Length of abstract changed from "200 words" to "approximately 200 words" (p.5, p.6). Added: Reviewers' selection criteria (p. 4). Formatting: References moved to p.10. This document is now 10 pages instead of 11.	Anna Weideman	Tobie van Dyk
Current Revision	2			

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Focus of the Journal

The Journal for Language Teaching focuses on the publication of research in the domains of language teaching, applied language studies and language practice. The journal gives preference to the publication of research results with an empirical base (quantitative and/or qualitative).

Descriptions of language classroom interventions that do not adhere to conventional research practices, for example to include pre- and post-tests, or control of confounding variables, are typically not considered for publication in the Journal. Since the emphasis is on the analysis of teaching, assessment and other instructional practices, conceptual articles are published from time to time, but authors planning to submit conceptual work should approach the editor first to discuss the suitability of the planned article for the journal. The editor invites specific authors from time to time to prepare 'state of the art' reviews on relevant topics.

Copyright notice

Copyright for articles published in this journal is retained by the journal.

Page fees

Page fees are applicable.

Review process

A process of double blind peer review is used. The editor receives and integrates reviews and communicates with the corresponding author/s. To see what selection criteria the reviewers apply, click the [JLT_review_sheet_template.pdf](#)

Submission of manuscripts

Authors need to submit manuscripts online by uploading the files to the SAALT | SAVTO website from this page:

<http://www.saalt.org.za/online-submission-process.html>.

The following must be submitted:

1 Covering letter

The covering letter must include the following information:

- i. The full work address and email particulars of the corresponding author and the title of the paper. In case of more than one author, the name of the corresponding author (who is jointly responsible for the payment of page fees) must be marked with an asterisk (*).
- ii. The titles, names, full work and email addresses of three scholars who might be able to provide impartial and informed reviews of the quality of the manuscript submitted.

2 Copy of the article

- The article must contain:
 - the title of the paper;
 - an abstract of approximately 200 words;
 - a minimum of five and a maximum of ten keywords; and
 - the text of the paper which should be between 6000 - 8000 words.
- No authors should be indicated on this copy.
- References to particular institutions should be removed from the paper (e.g. refer for review purposes to University X rather than to the exact name of the institution).
- Acknowledgements should be added after acceptance of an article.
- Submission of a paper is taken to imply that it has not been published elsewhere and that it is not under consideration elsewhere.

- Submission of a paper also implies that it has been adequately edited for language and style.

3 Word processing

- Use 'Normal' MS Word format in Times Roman 12 point font with 1,5 line spacing and justified text. No pre-programmed style sheets should be used. Do not use automatic bullets and numbering.
- Headings should be numbered and should not be in uppercase. Use bold and italics to indicate headings. Type the heading, and leave an open line before typing the following part of the text.
- **Length of manuscripts:** maximum of 8000 words (including the article text, references and appendices).
- **Length of abstract:** approximately 200 words. All manuscripts must have an English abstract. An additional abstract in one other language is optional.

4 References: style guidelines

4.1 References in the text

When a page or part is relevant:

Smith (1997:14) or Smith (1997: 14-16)

When a whole work is relevant:

Smith (1997)

When more than one author's work is relevant:

(Smith, 1997: 14; Selepe, 2011: 3; Abrams, 2013: 4).

4.2 Reference list

GENERAL PRINCIPLES

All works referred to in the text must be listed in the Reference list, and vice versa. The chosen style must be applied consistently throughout the entire publication.

Capitalisation

A combination of sentence case and title case is used, as set out below.

'Sentence case' is the term used when the first letter is capitalised, but the rest is in lower case. Sentence case is used for the titles of books, articles, papers, reports, theses/dissertations, and series.

Haliday, M.A.K. 1989. *Spoken and written language*. Oxford: Oxford University Press.

Exception: As per the rules of normal English usage, proper nouns, such as the names of people, organisations, places or methods, are capitalised within a title.

Baltra, A. 1992. On breaking with tradition: the significance of Terrell's Natural Approach. *Canadian Modern Language Review* 48 (3): 565-593.

Subtitles start with lower case after a colon (:) as in the example above, but with a capital letter after a question mark, since it is then a new sentence.

'Title case' is the term used when all major words like nouns, adverbs, adjectives and verbs are capitalised. Title case is used for:

- Proper nouns, e.g. University of Stellenbosch; Cambridge University Press.
- Legal documents such as Treaties, Acts, Notices, and Regulations, e.g. *Copyright Act, No. 98 of 1978*.
- Titles of journals, e.g. *Journal for Language Teaching*; titles of newspapers, e.g. *Sunday Express*.
- Titles of conferences, e.g. *16th AILA World Congress*.

Note: Do not capitalise prepositions (*for, of, in, at, to*), articles (*a, the, an*) and conjunctions (*and, but, or, yet, for, so*) in the middle of a title; see examples above.

Abbreviations

The edition of a work is abbreviated as ed. – in lower case – whereas Editor/Editors are abbreviated with a capital letter: Ed./Eds.

Brown, K. Ed. *Encyclopedia of language and linguistics*. 2nd rev. ed. Oxford: Elsevier.

Italics

Use italics for the titles of published books and journals. The main *source* is italicised, e.g. the *title of the book* and not the chapter, the *title of the journal*, and not the article within, the title of the *conference proceedings*, and not the paper delivered. The titles of unpublished works, e.g. theses, dissertations and reports, are not italicised.

ARTICLES IN JOURNALS

If the article is online, provide, if possible, the DOI (Digital Object Identifier). Since the DOI indicates the work's permanent electronic address, an access date need not be recorded.

Sebolai, K. & Huff, L. 2015. Academic literacy curriculum renewal at a South African university: a case study. *Journal for Language Teaching* 49(1):333-351. DOI: 10.4314/jlt.v49i1.13.

If a DOI is not available, provide a stable URL address if possible, and record the access date in square brackets.

Weideman, A. 2012. Validation and validity beyond Messick. *Per Linguam* 28(2):1-14. Available: <http://perlinguam.journals.ac.za/pub/article/download/526/558>. [Accessed: 25 March 2016].

BOOKS AND E-BOOKS

Doughty, C. & Williams, J. Eds. 1998. *Focus on form in the classroom*. Cambridge: Cambridge University Press.

Read, J. Ed. 2015. *Assessing English proficiency for university study*. Palgrave Macmillan. Available:
<http://link.springer.com/book/10.1057/9781137315694>.
DOI: 10.1057/9781137315694.

Note: If a DOI is not available, provide a stable URL address if possible, and record the access date in square brackets.

CHAPTERS IN BOOKS

Thompson, I. 1995. Assessment of foreign language comprehension. In: Mendelsohn, D.J. & Rubin, J. Eds. 1995. *A guide for the teaching of L2 listening*. San Diego: Dominic Press. pp. 14-31.

DISSERTATIONS/THESES

De la Rey, C.M. 1999. Career narratives of women professors in South Africa. PhD thesis. University of Cape Town. (Unpublished).

Note: Unpublished titles are not italicised.

Rambiritch, A. 2012. *Transparency, accessibility and accountability as regulative conditions for a postgraduate test of academic literacy*. PhD thesis. University of the Free State. Available: http://etd.uovs.ac.za/cgi-bin/ETD-browse/view_etd?URN=etd-08272013-124635. [Accessed: 30 Mach 2016].

NEWSPAPER ARTICLES

Author (if available). 2014. Title of article. *Sunday Express*, 10 April 2014, p. 12.
Available: URL. [Accessed: Date].

INTERNET

Author. Date (when information was published or created or revised). *Title of document/page*. Available: URL. [Accessed: Date].

REFERENCES

De Jager, K. & Steele, D. 2015 *Harvard UCT handbook on citation*. Cape Town: University of Cape Town. Available:
http://www.lib.uct.ac.za/sites/default/files/image_tool/images/25/resources/Harvard%20UCT%202015.pdf [Accessed: 30 March 2016].

International Standards Organization. 2010. *ISO 690 Information and documentation: guidelines for bibliographic references and citations to information resources*. Geneva: International Standards Organization.

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