

January 2023

# APAC ELT Journal



## Submission guidelines



APAC's ELT Journal was created as a platform for teachers to share their thoughts and resources, and to help the APAC community stay up to date with the latest developments in the field of ELT with a local touch.

APAC keenly encourages all its members, partners and speakers to submit their work for publication in the association's journal, using one of the formats outlined in the following pages.

Submissions should be presented through our website at:

<https://www.apac365.org/submissions-to-apac-elt-journal>

Address any inquiries to [info@apac365.org](mailto:info@apac365.org), indicating in the subject "ELT Journal"

APAC's editorial board

Some further considerations before you submit your paper:

### **TARGET AUDIENCE**



APAC members and partners are the first ones to receive the journal in their inbox. At the end of the year, we make all issues available online in APAC's webpage. Journals are available in chronological order, starting with the latest ones.

Feel free to promote your text in your professional context by linking to our website: [www.apac365.org/elt-journal](http://www.apac365.org/elt-journal)

### **FORMAT of the TEXT**

As the journal is primarily intended to be online, you can include hyperlinks and other interactive elements in your text. You may also include links to your social profiles or your blog, for example. Use the flowchart on the following page to choose the most suitable type of contribution.

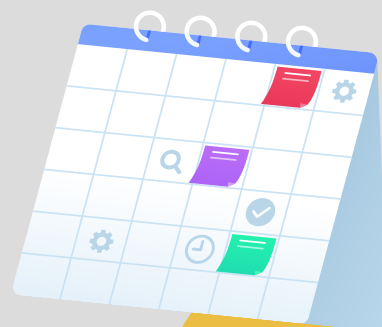


### **USE of VISUALS**

Pictures, screenshots and other visual support are very welcome, and will help readers follow your thoughts more easily. Please do not include images which are not your own, unless you have permission from the authors and you provide their names as well.

### **TIMING for SUBMISSIONS**

Depending on submissions, we publish a maximum of three issues throughout the year: One in January, one in June and one in October. The deadline to submit materials for each issue is one month before it is due to appear - first week of December for the January issue, first week of May for the June issue, and first week of September for the October one.



Is your contribution related to teaching or material design?

Yes

No

Is it a review of a book or any teaching materials?

Yes

No

Did you write it?

Yes

No

Does it present actual materials or methods you have used?

Yes

No

**Experiences**

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# Experiences (1,500 words)

Descriptions of interesting and formative professional experiences such as stays abroad, exchanges, training courses, etc.

The aims of this type of text are 1) to share your unique experience with the audience, 2) to sum up the practical details that may help someone else organise a similar experience, and 3) to discuss the reasons why it was so formative for you and who else may find it useful.

The text you send us should include:

- **Title** – Maximum 25 words. Content words capitalised and function words in lower-case letters. For example: What a Wonderful Title we Came Up With
- **Author(s)** – Author's name and surname and affiliation (if applicable).
- **Photo** – Send us a recent photo of you in portrait format, if possible with a clear background. Use JPEG format and a good quality resolution. If you have written the paper with someone else, feel free to send individual photos or a photo of you together.
- **Biodata** – 150-word summary of your career. You can write one for each author, or one for all of them. Use the third-person singular and begin with the author's name. For example: "Joan Bosch is a teacher in La Farga Elementary School in Manlleu..."
- **Abstract** – A summary of the content of the text in about 200 words.
- **Relevant quotes** – Choose two or three quotes from the text that you would like us to highlight.
- **Images** – If you can, send us some images of your own to illustrate your text, and indicate in the body of the text where exactly you would like us to insert them. Do not paste the images in the text itself, but do include in the body of the text the caption you want us to attach to each image.
- **Section headings** – If you want to include different sections in your paper (very recommendable), include the titles in bold type on separate lines.
- **References** – If you cite sources in your text, include a bibliography after the conclusion, with the title References. Only include the sources cited in your text and footnotes. Follow the APA (American Psychological Association) guidelines for formatting your entries.
- **Footnotes** – Put them at the bottom of each page, numbered 1, 2, 3, etc.

# Reviews by teachers (1,000 w)

Review of books, papers or resources you have used in your classes or are planning to use in your classes, including its main features, and a critical description of their possible use and the learning outcomes you expect to achieve.

The aim of this type of text is to 1) to share with the teaching community some materials they may want to explore; 2) to critically reflect on their impact..

The text you send us should include:

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- **Author(s)** – Author’s name and surname and affiliation (if applicable).
- **Photo** - Send us a recent photo of you in portrait format, if possible with a clear background. Use JPEG format and a good quality resolution. If you have written the paper with someone else, feel free to send individual photos or a photo of you together.
- **Reference entry** - Identify the book or materials being discussed and where to find them.
- **Biodata** – 150-word summary of your career. You can write one for each author, or one for all of them. Use the third-person singular and begin with the author’s name. For example: “Joan Bosch is a teacher in La Farga Elementary School in Manlleu...”.
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# Reviews by students (1,000 w)

Review of books, films, manga, exhibitions, shorts or any other materials in English written by one or more students. The aim of this type of text is to 1) to share with the teaching community students' views on English-medium culture and give them ideas of materials to use in their sessions; 2) to showcase students' good work and give them a wider audience.

The text you send us should include:

- **Title** – Maximum 25 words. Content words capitalised and function words in lower-case letters. For example: What a Wonderful Title we Came Up With
- **Author(s)** – Author's name (or nickname) and school context.
- **Photo** - (optional) Send us a recent photo in portrait format, if possible with a clear background. Use JPEG format and a good quality resolution. You can also share a photo of the school or academy.
- **Reference entry** - Identify the book or materials being discussed and where to find them.
- **Biodata** – 150-word introduction written by the student(s). It can be written in the first or third person.
- **Images** – If you can, send us some images of your own to illustrate your text, and indicate in the body of the text where exactly you would like us to insert them. Do not paste the images in the text itself, but do include in the body of the text the caption you want us to attach to each image.
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# Methodology (3,000 w)

Description of an innovative implementation of a teaching methodology (such as task-based learning or problem-based learning), and assessment of its implementation and the resources used.

The aim of this type of text is 1) to describe an innovative and effective teaching methodology based on reliable sources (ex: task-based learning or problem-based learning); 2) to critically analyse its implementation in a specific context; 3) to share the resources used; and 4) to suggest possible future lines of action.

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- **References** – Include a bibliography after the conclusion, with the title References. Only include the sources cited in your text and footnotes. Follow the APA (American Psychological Association) guidelines for formatting your entries.

# Teaching materials (3,000 w)

Presentation of materials of one's own creation, critical description of their use and assessment of their implementation.

The aim of this type of text is to 1) to share with fellow teachers some materials of your own creation; 2) to critically reflect on their use; 3) to assess their implementation in a specific context; and 4) to suggest possible future lines of action. Make sure that you provide enough context for readers to understand who is the target audience of the materials and how to use them.

The text you send us should include:

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