

Author Guidelines

If you have a relevant article, ETiC would welcome it as a submission. Please submit it to: etic@xjtlu.edu.cn

Below is an outline of the kinds of things to bear in mind when making a submission to ETiC:

▪ Content

ETiC publishes articles *of interest to English language teachers working in China or English teachers outside of China teaching Chinese students*, roughly under the categories below:

Category	Content	Style	Word limit guide (excl refs & abstract)
<i>Research Report</i>	Action, primary & secondary research	Formal, with full referencing and theoretical framework/literature review, plus abstract (approx 100 words)	1500-3500
<i>Reflections</i>	Reflections on: <ul style="list-style-type: none"> ▪ Teaching theories & issues ▪ Teaching techniques & strategies 	Formal, with full referencing and, preferably, some kind of theoretical framework, plus abstract (approx 100 words)	1000-3500 1000-3500
<i>Key Concepts</i>	A concise overview/introduction to an area relevant to English teaching in China / English teaching of Chinese students	Formal; full referencing	1,000
<i>Book Reviews</i>	Descriptive or Critical	Formal; full referencing (for critiques)	500-3000
<i>Conference reports</i>	Of recently attended symposiums, conferences or colloquiums	Less Formal, but avoid colloquial language; referencing as necessary	500-2000
<i>Interviews</i>	With someone in education / linguistics / language teaching)	Less formal, but avoid colloquial language; referencing as necessary	500-3000
<i>Reader's Response</i>	A response to an article read in a previous issue. Either a critique or application to teaching.	Formal; full referencing (for critiques)	500-2000
Features Covered by Regular Contributors			
<i>List of Conferences</i>	Upcoming symposiums, conferences or colloquiums and application dates for submissions		
<i>"Insites"</i>	Reviews of IT-related teaching tools		

- Style

ETiC's aim is to be both scholarly and practical. Therefore, you should write in a style which is reasonably formal, yet also concise and accessible. It should also be appropriate to the article's genre (see **Content** section above).

Regarding the specific details of form in relation to punctuation, spelling, capitalization and formatting, see the **ETiC Style Guide**. For any issues not covered in this document, please refer to the APA Manual (6th Ed).

▪ Abstracts & Summaries

Research and *Reflections* articles as well as *Reviews* need to include abstracts (see **Content** section above for details).

▪ References & Citations

References should be set out as per the APA Manual (6th Ed). Please ensure that you include page numbers for all citations involving direct quotations.

▪ Appendices

You may include appendices at the end of your article. However, please note that if they are extensive, they may only be included in the electronic version of the article available on the website, and not in the printed journal. In these cases, please do NOT make mention of any of the appendices (e.g. see Appendix 1) in your text; instead, ensure that your text can be read and understood on its own without any of the appendices.

▪ Manuscript Preparation

Please follow these guidelines while preparing your manuscript:

▫ Length

ETiC has an upper limit of 3,500 words per *Research* or *Reflections* article, less for others (see **Content** section above). Word count excludes references (and the abstract for *Research* and *Reflections* articles, which is subject to its own length), where applicable.

▫ Document type

All articles should be submitted as Microsoft Word files.

▫ Layout & headings

Authors should put the title of the article in boldface at the top of the first page. The next line should contain the name of the author(s). The body of the text should begin on the next line.

The **ETiC Style Guide** outlines the types and sizes of font to use for the text and headings. Please do not use columns.

▪ Photos and Graphics

Please submit all photos and graphics (e.g. screenshots and images etc) separately in addition to within your text, as these will often have lost some resolution when they are embedded in the article.

Also, note that any photos which include people in them will need to have those people's consent in writing. Graphics will need a formal title (see **ETiC Style Guide** for details). Photos will need some kind of explanation to provide context.

▪ Consent

All authors will need to submit the following email statement with their submission (copy and paste):

- *By this message I confirm that my paper has either not been published elsewhere, or if it has, I have permission from that publication for its republication by ETiC.*
- *I hereby consent to its publication in English Teaching in China.*
- *I also consent for it to be used by ETiC for purposes its Editors deem fit without further reference to me, including but not limited to training and professional development.*
- *I confirm my paper does not contain any plagiarism nor collusion*
- *Where applicable, I have gained consent for inclusion of photos containing people*

[name]

▪ Author Biography

At the end of the article, please include for each of the authors: a short biography (20-30 words), a head-and-shoulders photo, and email address or other contact information for the reader.

▪ Publishing Rights

Xi'an Jiaotong-Liverpool University retains the copyright to articles published in ETiC.

▪ Address for Submitting Articles

All manuscripts and correspondence should be sent to the following email address: etic@xjtlu.edu.cn

▪ Things to Think About

Certain issues often arise when considering articles for inclusion in ETiC. Therefore, before submitting an article, it is worth considering the following points:

▫ *Supporting evidence*

Even articles based on personal experience need to avoid making unsupported or overly general statements. Remember, this is a peer-reviewed journal and thus requires a scholarly approach to presenting your points or arguments.

▫ *Style of writing*

An overly informal style is not appropriate.

▫ *Professionalism*

Articles submitted to ETiC should be final drafts, as would be expected from any peer-reviewed journal. Please ensure that your articles are as well-written as possible before submission. This will increase the likelihood of them going through the peer-review and copy-editing processes quickly, rather than being drawn out into multiple revisions and rewrites.

▫ *Formatting and referencing*

As with the previous point, the more polished an article is when ETiC receives it, the quicker it will get through the review and editing stages. Therefore, follow the **ETiC Style Guide** when formatting your article, and adhere closely to the APA Manual (6th Ed) when setting out your references.