

TESOL France - Teaching Times

Submission Guidelines for Authors

The Teaching Times is a trimesterly magazine aimed primarily at teachers working in the various educational sectors of France; from young learners to *formation continue* (adult education), although we would hope that others within the field – training managers, editors and publishers, in France or abroad - would also benefit from its content. Its purpose is to provide a forum for the sharing of ideas, research and insights into the world of English Language Teaching, disseminate important information to TESOL France members and to facilitate ongoing interaction between them. TESOL France welcomes contributions in English or French that are practical or theoretical, from practitioners based either in France or abroad.

1. All contributors to the Teaching Times will receive a copy of the issue in which their work appears either in pdf or print formats, as preferred by the author.
2. The editor reserves the right to make editorial changes to any manuscript accepted for publication for the sake of style or clarity. If major changes are necessary, either the item is returned to the author for him/her to amend or the edited version will be sent to the author for their approval.
3. Manuscripts sent to TESOL France by post cannot be returned to the author(s).
4. Authors of accepted manuscripts will assign to TESOL France the right to electronically distribute their article, although authors will retain copyright. After the article has appeared in the Teaching Times, authors may republish their text (in print and/or electronic form) on condition that they clearly acknowledge TESOL France Teaching Times as the original publisher.
5. The views expressed by contributors to the Teaching Times do not necessarily reflect those of the editor, the Executive Committee or the TESOL France membership as a whole. Material published in the Teaching Times should not be construed as having the endorsement of TESOL France.

Submission Guidelines for All Documents

Contributions should be sent as an e-mail attachment (Word document) to Peter Strutt at editor@tesol-france.org, copied to peterstrutt@gmail.com together with the following information:

1. Contact details: name, affiliation (where appropriate), email address (your email address will be printed in the magazine unless you wish it to be withheld).
2. A brief bio (30-50 words only)
3. High-resolution photograph(s) of author(s)
4. Images (provided separately from the text as high-resolution jpgs) for authors wishing to include illustrations (optional)

Authors may contact the editor of the Teaching Times at any time to discuss possible submissions. There exists a rolling policy for submissions to the trimesterly issues of the magazine, distributed as follows:

Winter issue: February (including highlights from the Annual Colloquium)

Spring issue mid May (launched for the TESOL France Spring Day)

Autumn issue: early October (just prior to and available at the TESOL France Annual Colloquium)

Format Requirements

TESOL France does not insist on specific requirements in terms of font, size and style, etc. However, please use a standard font such as Arial, Times New Roman or Cambria. The graphic designer will use his/her judgment in terms of layout to select the most appropriate font and sizes, etc. according to the space available and the general layout of the magazine.

It's best to avoid dense text and where possible use sub-headings to make the text lighter on the page. We work on the basis of 1,200 – 1,400 words for a double page spread. Please keep to this word limit, otherwise cuts have to be made.

References

Any sources cited in a text should also be referenced at the end of the article. References should use a standard format.

Jenkins J. (2000) *The phonology of English as an international language*. Oxford: Oxford University Press.

Larsen-Freeman, D., & Celce-Murcia, M. (2015). *The grammar book: Form, meaning and use for English language teachers*. (3rd edition). Boston, MA: Heinle/Cengage/National Geographic Learning.

If your article has already appeared in another publication, include an acknowledgement at the bottom of the page, e.g. **NB:** This article was originally published in the autumn 2015 issue of the IATEFL BESIG Newsletter: *Business Issues*

Please limit the number of references to five maximum.

Academic Articles

Academic articles are accepted on a variety of topics of interest to members and non-members; teachers, teacher trainers, Directors of Studies, etc. Topics can range from applied linguistics, specific classroom action research, to a particular pedagogical issue or a paper presented at a recent conference.

However, TESOL France would discourage the submission of articles that do not demonstrate implications for the classroom practitioner.

Word count: 1200 words.

Teaching Articles

Teaching articles are more practical in approach. These range from discussion of successful classroom techniques and practices to a description of teaching conditions in a specific sector or region. TESOL France welcomes articles for the following sectors:

- Primary (including Very Young Learners)
- Secondary (collège and lycée)
- Higher Education (IUT, universities, Grande Ecoles)
- Adult Learning (in general)
- Business & English for Specific Purposes
- Technology in Language Teaching
- Skills (Listening, Speaking, Reading, Writing)
- Systems (phonology, lexis, discourse, grammar)
- Professional development

Word count: 600 or 1200 words (for a 1 or 2 page article)

Interviews

1. An Interview with ...

This constitutes an interview with a renowned expert in the field of ELT or a person who has led a TESOL France regional workshop.

2. Meet the Pros

This style of interview is aimed at local professionals based in France occupying positions in a particular aspect of the field. Examples include, the CEO of a foreign language bookshop, Director of Studies of a language school and the Paris based representative of a well-known ELT publisher.

The 'interviewer' should send a list of 6-10 questions to the editor who will then assume responsibility for the interview, liaising with the interviewee, either face-to-face or by email.

Word count: 600 words approximately (including questions)

Bridging the Gap

We invite members of TESOL France to share their particular experience with the readership: e.g. a change of situation, a spell volunteering in a school in India, a promotion, an exceptional

experience. These may all make for interesting articles in this particular section of the magazine, with the proviso there is link with the world of ELT.

Word count: 600 or 1200 approx.

Meeting Reports

The Teaching Times is interested in receiving articles from delegates who have recently attended a conference or workshop as a means of sharing the experience with other members not fortunate enough to attend.

Such events are not limited to those organised by TESOL France but should be of relevance to its members. The reports should as far as possible be written in an engaging style. Authors are encouraged to write about what stands out in their mind about the experience, sessions, speakers or setting and to send a photo to illustrate the event if possible.

Word count: 600 words max

Activities

This section of the magazine is given over to the exchange of effective, ready-to-use classroom or self-study activities: from a list of useful websites to a single activity or a complete 2-hour lesson plan. This section gives first-time authors the opportunity to reach the entire TESOL France membership, enabling them to share their materials with like-minded teachers.

Activities should include the following:

- Target group (university, primary, etc.)
- Level
- Title
- Objective(s) / Rationale (30 words approx.)
- Step-by-step plan of activity (please use numbers to identify the different stages. Make the stages as clear and user-friendly as possible)
- Materials / technologies required
- Links to any additional resources to compliment the activity
- Cite external references used in preparing the activity
- Pictures and illustrations to accompany the activity are very welcome.

Word count: 600 or 1200.

Reviews

1. Recent materials

TESOL France invites succinct, positive reviews of professional materials or websites new to the ELT market.

2. Stand-by Classics

The editor welcomes short descriptions from members of their all time favourite materials. Such materials are not restricted to ELT publications; fiction, picture books, films, etc. may also be included in this section and materials can be aimed any level or for any sector. The author must briefly demonstrate how the title can be used in the teaching of English.

All book reviews should include the following information:

- Book title
- Author
- Publisher
- Year of publication
- ISBN number

Word count: 600 words