



TESOL France - *Teaching Times* Submission Guidelines for Authors

The *Teaching Times* is a quarterly 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 disseminate important information to TESOL France members, to facilitate ongoing interaction between members and to provide a forum for the sharing of ideas, research and insight into the world of English Language Teaching. TESOL France welcomes contributions in English or French that are practical or theoretical, from practitioners based either in France or abroad.

General Policies

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 the 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 Ros Wright tesol@enst.fr together with the following information:

1. Contact details: *name, affiliation* (where appropriate), *email address*. (Please specify whether or not you wish us to print your email address in the magazine).
2. A brief bio (30-50 words only)
3. Photograph(s) of author(s)
4. Images 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 quarterly issues of the magazine, distributed as follows:

<i>Spring issue</i>	early March	
<i>Summer issue</i>	mid June	(launched for the TESOL France June Day)
<i>Autumn issue</i>	early October	(just prior to and displayed at the TESOL France Annual Colloquium)
<i>Winter issue</i>	end December	(follow up to the TESOL France Annual Colloquium)

Format Requirements

TESOL France does not insist on specific requirements in terms of font, size and style, etc. However the editor will use his/her judgement 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. Contributors may however make suggestions in this regard.

References

Any sources cited in a text must also be referenced at the end of the article. References should include: *author(s), publication title (title of article + page number + title of publication in which it appears), year of publication, publisher*



TESOL France accepts submissions for the following text types:

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 specific classroom action research, to a particular pedagogical issue, or a paper presented at a recent conference. TESOL France would discourage, however the submission of articles which are purely theoretical in nature, not demonstrating application or implications for the classroom practitioner.

Word count: 1,300 words max (not including references)

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
- Testing & Exams (all levels)

Word count: 1000 words max

Interviews

1. An Interview with ...

This constitutes an interview with a renowned expert in the field of ELT. To date, these have included Jeremy Harmer, Steve Flinders and John de Jong.

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: 800 words approx (including questions)

Bridging the Gap

We invite members of TESOL France to share their particular experience with the readership: a change of situation, a spell volunteering in a school in India, a promotion, an experience out of the norm; 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: 800 approx.

Dear Bethany...

TESOL France's 'agony aunt' responds to questions from the readership related to English language teaching as well as (certain) economic conditions and legal issues concerning teachers in France. Questions should be sent to the editor. TESOL France guarantees such questions will be treated in confidence and will appear anonymously in the magazine. Where adequate responses can not be provided, the enquirer will be notified immediately.

Word count: 100 words max (per question)

Meeting Reports

The *Teaching Times* would be 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: 500 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: to be negotiated with the editor

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: to be negotiated with the editor