

The Teaching Times Submission Guidelines for Authors & Submission Guidelines for All Documents



Submission Guidelines for Authors

The **Teaching Times** is a thrice-yearly magazine aimed primarily at teachers working in the various educational sectors of France; from young learners to 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 submitted via the online form, which is created for each edition. For example *Spring 2025*. We reserve the right to use a submission for any of our three editions. Queries can be sent to the **Teaching Times Editor**, Suzanne Barron-Hauwaert, at editor@tesol-france.org.

The online form will require the submission of 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** (*50 words only*)
3. High-resolution **photograph(s)** of author(s)
4. **Images** (*provided separately from the text as high-resolution JPG or PNG*) for authors wishing to include illustrations or their own accompanying images (*optional*)

Authors may contact the editor of the Teaching Times at any time to discuss possible submissions.

Format Requirements

TESOL France does not insist on specific requirements in terms of font, size and style,

etc. However, please use a standard sans serif font such as Arial or Cambria. The layout team will use their 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.

All decisions are based on the established Teaching Times style sheet.

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 words for a double page spread. Please keep to this word limit, otherwise cuts have to be made.

If embedding images within a word document, please be sure to upload the original images separately on the form. You are welcome to give an idea of graphics placements and such by submitting a reference document via PDF.

References

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

Please limit the number of references to **five** maximum.

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 2021 issue of the IATEFL Teacher Development SIG Newsletter.*