

Articles' Submission and Review Process

The journal of Teaching Language Skills is a peer-reviewed journal published by the Shiraz University Press, Shiraz, Iran. Authors are encouraged to submit complete unpublished and original works which are not under review in any other journal. They are kindly requested to refer to the journal website: <http://jtls.shirazu.ac.ir/>, to register according to the instructions given. Once registered each author will be provided with a username and a password enabling him/her to follow up the reviewing process. The next step is to send the paper to the journal to be considered for reviewing. But before sending the manuscript to our three internal/external reviewers, the Managing Editor will check it using some authentication software.. This is due to the fact that members of the Editorial Board have a strict policy against plagiarism.

Review: Each reviewer reviews his/her assigned article and judges it according to four categories: publish as is, publish with minor revisions, publish with major revisions, and reject. Reviewers present detailed basis for their judgment. In case of major revisions, the parts to be revised are highlighted and commented on.

Reporting Review Results: Reviewers submit two documents: ١. The reviewed manuscript with comments and ٢. A “Review Sheet” including an evaluative section for publication status, and another for items to be revised.

Editorial Board Meeting: The Editor-in-Chief calls an editorial board meeting to order Saturday fortnight. The provided reviews are discussed during the meeting. Final publication decisions are made according to which of the ٣ categories, the majority of the three reviewers of each article decided on. In case a majority cannot be established, the decision is postponed till an additional referee gives her/his judgment. Finally, When revisions are received, they will be sent to one of the three reviewers who have reviewed the article for a final judgment.

Notification of results: The Editor-in-Chief sends the author(s) an acceptance letter whose article has been finalized and approved by the Editorial Board members.

General Writing Style Guidelines

۱. File submission : Manuscript files must be written in MS Word.

۲. Length: Length of manuscripts should be between ۶۰۰-۸۰۰ words, A۴ paper size.

۳. Submission: Submission of manuscripts should be sent electronically via the journal website: <http://Jtls.shirazu.ac.ir> according to the paper submission template. A cover letter should accompany the manuscript and must include the following: manuscript title, author name(s), affiliation, department, surface mail address, phone number (home, office, and mobile phone), fax number, e-mail address. In case of a multiple authored manuscript, the first or corresponding author must be designated in the letter and acknowledged in a footnote in the manuscript. (e.g., first author: Mina Razm; second author: Hassan, Ayat).

۴. The Journal does not publish more than one article, whether single- or multiple-authored, in a single volume.

۵. Margins: top ۵,۵cm, bottom ۵,۵cm, left ۵cm, right ۵cm, header 1cm, footer 1cm

۶. Line spacing: ۱۲pt excluding abstract, body of tables/figures

۷. Referencing style: Authors need to follow the exact style of the APA in their referencing list and in-text citations (references). Samples are provided in this volume.

Reference List - APA Style [Times New Roman; ۱۰ point; ۱,۴ cm indentation starting from the second line]

[Journal article]

Bacon, S. M., & Finnemann, M. D. (1990). A study of the attitude, motives, and strategies of university foreign language students and their disposition to authentic oral and written input. *The Modern Language Journal*, 75, 459-473.

[Journal article with volume number]

Lee, M-B. (2002). A closer look at language learning strategies and EFL performance. *Foreign Languages Education*, 10 (1), 115-132.

[Edited book]

Jeremage, S. (Ed.). (1980). *Bilingual education: Teaching English as a second language*. Cambridge:CambridgeUniversity Press.

[Paper in conference proceedings]

Saeki, T. (2001). A study on English learning motivation between Japanese and Korean college students. *Proceedings of the PAAL*. Tokyo, 8, 361-365.

[Poster presented at a conference]

Ruby, J. & Fulton, C. (1993, June). *Beyond redlining: Editing software that works*. Poster session presented at the annual meeting of the Society for Scholarly Publishing, Washington, DC.

[Unpublished conference proceedings paper]

Lanktree, c., & Briere, J. (1991, January). *Early data on the trauma symptom checklist for children (TSC-C)*. Paper presented at the meeting of American Professional Society on the Abuse of Children, San Diego, CA.

[Unpublished master's theses]

Almeida, D. M. (1990). *Fathers' participation in family work: Consequences for fathers' stress and father-child relations*. Unpublished master's thesis, University of Victoria, Victoria, British Columbia, Canada.

[Unpublished doctoral dissertation]

Zimmerman, C. B. (1994). *Self-selected reading and interactive vocabulary instruction: knowledge and perceptions of word learning among L2 learners*. Unpublished doctoral dissertation, University of Southern California, LA.

[Article in periodical]

Kandel, E. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

[Unpublished manuscript]

Peterson, E. N. & Kim, S. (1998). *Coherence and academic writing: Some definitions and suggestions for teaching*. Unpublished manuscript, State University of New York at Buffalo.

[Same author, same year of publication: arranged in alphabetical order by title of publication]

Peterson, J. R. (1996a). A Study of ...

Peterson, J. R. (1996b). Investigating....

[Non-English journal article: original title and in brackets, the English translation]

Van Dijk, U. (1988). Biit ibozen van English in hot oblamden zoschrenden *Pedagogik Studem*, 28, 45-78.

[Electronic media]

Internet, follow guidelines for book or journal, cite date of publication or update or the date of retrieval.

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>

Borman, W. C. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsyArticles database.

Footnotes

.... was videotaped weekly in a fixed-point manner of observation¹.

¹. The video camera was fixed in one corner of the room where the whole classroom can be framed in. another reason to adopt this way of videotaping was not to bother the children and disturb the class.

[Times New Roman; 9; line spacing: 12pt]

Reference citation in text

[Direct citation 1]

She stated, "the 'placebo effect' ... disappeared when behaviors were studied in this manner" (Miele, 1993, p.276), but she did not clarify which behaviors were studied.

[Direct citation 2] Fewer than forty words

Lee (1999) found that "The EAP writing curriculum incorporate reading and analysis of major academic journal articles in the specific field to identify macro-level organization and obligatory 'moves' in conjunction with writing practice." (p. 21).

[Direct citation ۳] More than forty words

Miele (۱۹۹۳) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when reed rings were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p. ۲۷۶)

[margin; left ۰.۸۸cm, right ۰.۸۳cm spaces]

[Indirect citation ۱]

Brown (۱۹۹۸) compared discourse styles....

[Indirect citation ۲]

In a recent study of second language acquisition (Brown, ۱۹۹۸) ...

[One work by two authors]

Smith and Takamoto (۱۹۹۷) argued that. ...

In recent study ofSLA(Smith & Takamoto, ۱۹۹۷) ...

[One work by multiple authors: use et al

First citation: Jones, Benson, and Collins (۱۹۹۷) found that...

In a recent study of second language acquisition (Jones, Benson, & Collins, ۱۹۹۷)

Subsequent citations: Jones et al. (۱۹۹۷) further argued that. ...

In a recent study of second language acquisition (Jones et al,

۱۹۹۷) ...

[One work by multiple authors, more than ۶] First citation: Dresler et al. (۱۹۹۲). Showed that...

In a recent study of second language acquisition (Dresler et al., ۱۹۹۲) ...

[Multiple works: arrange in alphabetical order]

Previous research (Lass, ۱۹۹۲; Meyer & Sage, ۱۹۷۸, ۱۹۸۰; Nichols, ۱۹۸۷a, ۱۹۸۷b; Oats et al., ۱۹۷۳) ...

For works not included in the above examples refer to *Publication Manual of the American Psychological Association* (۶th Ed.).