Associació de Professors i Professores d'Anglès de Catalunya
info@apac365.org
https://www.apac365.org

Carrer Girona, 53, baixos, 08009 Barcelona
Tel. 646 26 74 56

APAC ELT Journal 2019

APAC ELT Journal
Submission guidelines

APAC's ELT Journal, which is now fast approaching its 100th issue, was created as a platform for teachers to share their thoughts and resources, and to help the APAC community stay up to date with the latest developments in the field of ELT with a local touch.

The APAC encourages its members, partners and speakers to submit their work for publication in its journal, using one of the formats outlined in the following page. All submissions should be addressed to info@apac365.org, indicating in the subject "ELT Journal".

Some further considerations before you submit your paper:

- **AUDIENCE:** APAC members and partners are the first ones to receive the journal in their inbox. At the end of the year, we make all issues available online in APAC's webpage. Journals are available in chronological order, starting with the latest ones. Feel free to promote your text in your professional context.

- **FORMAT**: As the journal is primarily intended to be online, you can include **hyperlinks** and other **interactive** elements in your text. You may also include links to your social profiles or your blog, for example.

- **VISUALS**: Pictures, screenshots and other visual support are very welcome, and will help readers follow your thoughts more easily. Please do not include images which are not your own, unless you have permission from the authors and you provide their names as well.

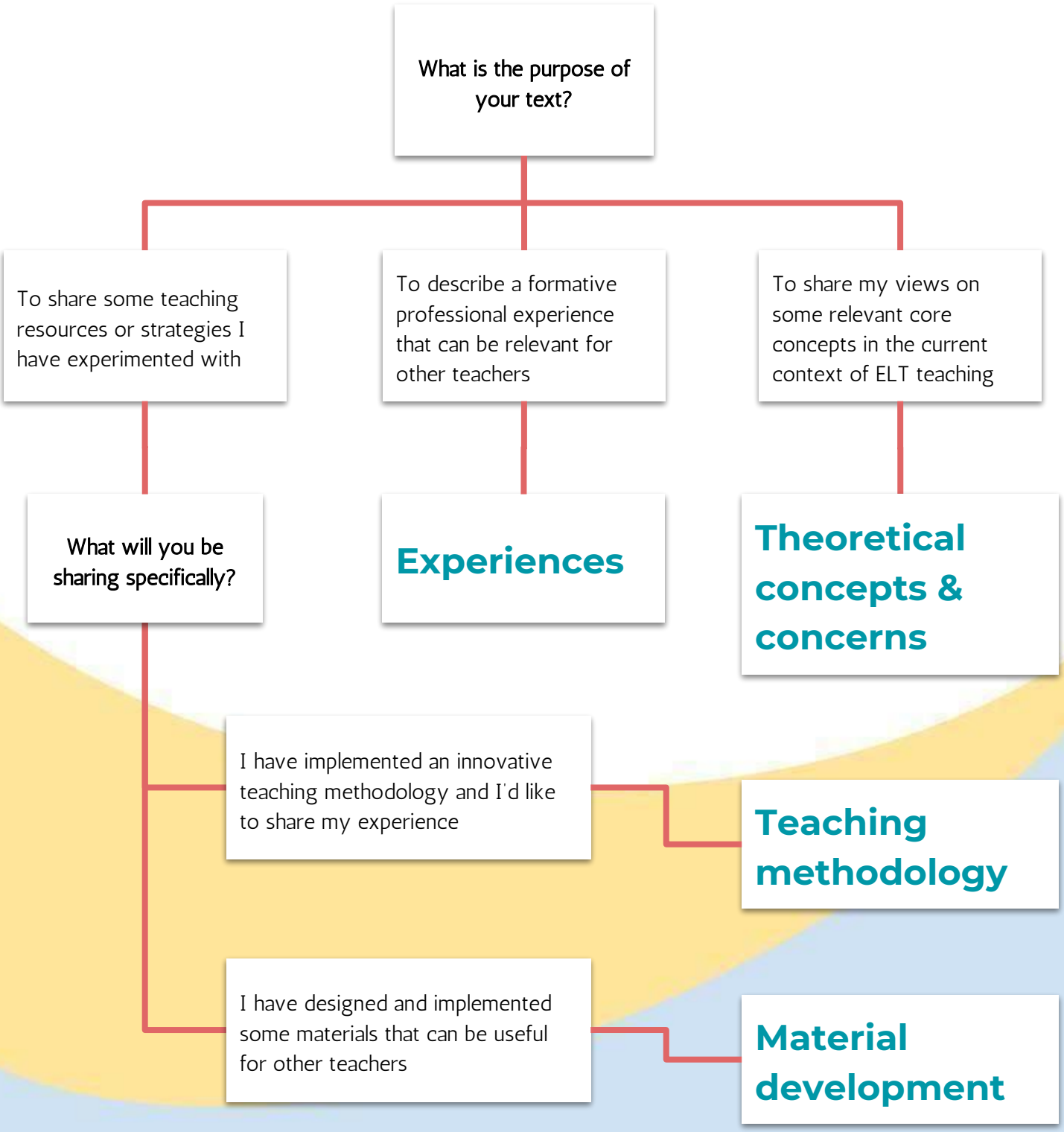
- **TIMING**: We publish three issues throughout the year: One in **January**, one in **June** and one in **October**. The deadline to submit materials for each issue is **one month before it's due to appear** - first week of December for the January issue, first week of May for the June issue, and first week of September for the October one.

In the following pages, you'll find some more specific guidelines to help make the process go smoothly. Thanks for chipping in!

Choosing the format of your contribution

APAC ELT Journal

Use the flowchart to pick the text type, then click on each text type to see more detailed guidelines for prospective authors



EXPERIENCES (1,500 words)

Descriptions of interesting and formative professional experiences such as stays abroad, exchanges, training, etc.

The aim of this type of text is 1) to share your unique experience with the audience, 2) to sum up the practical details that may help someone else organise a similar experience, and 3) to discuss the reasons why it was so formative for you and who else may find it useful.

The text you send us should include:

- **Title** – Maximum 25 words. Content words capitalised and function words in lower-case letters. *For example: What a Wonderful Title we Came Up With*
- **Author(s)** – Author's name and surname and affiliation (if applicable).
- **Photo** - Send us a recent photo of you in portrait format, if possible with a clear background. Use JPEG format and a good quality resolution. If you have written the paper with someone else, feel free to send individual photos or a photo of you together.
- **Biodata** – 150-word summary of your career. You can write one for each author, or one for all of them. Use the third-person singular and begin with the author's name. For example: "**Joan Bosch** is a teacher in La Farga Elementary School in Manlleu...".
- **Abstract** – A summary of the content of the text in about 200 words.
- **Relevant quotes** – Choose two or three quotes from the text that you would like us to hightlight.
- **Images** – If you can, send us some images of your own to illustrate your text, and indicate in the body of the text where exactly you would like us to insert them. Do not paste the images in the text itself, but do include in the body of the text the caption you want us to attach to each image.
- **Section headings** – If you want to include different sections in your paper (very recommendable), include the titles in bold type on separate lines.
- **References** – If you cite sources in your text, include a bibliography after the conclusion, with the title **References**. Only include the sources cited in your text and footnotes. Follow the APA (American Psychological Association) guidelines for formatting your entries.
- **Footnotes** – Put them at the bottom of each page, numbered 1, 2, 3, etc.

MATERIAL DEVELOPMENT (3,000 words)

Presentation of materials of one's own creation, critical description of their use and assessment of their implementation.

The aim of this type of text is to 1) to share with fellow teachers some materials of your own creation; 2) to critically reflect on their use; 3) to assess their implementation in a specific context; and 4) to suggest possible future lines of action. Make sure that you provide enough context for readers to understand who is the target audience of the materials and how to use them.

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- **Footnotes** – Put them at the bottom of each page, numbered 1, 2, 3, etc.

- **Section headings** – If you want to include different sections in your paper (very recommendable), include the titles in bold type on separate lines. Feel free to write your own titles for the sections.. In the case of materials, we recommend you include at least:
    - a section on **Context**,
    - one on **Theoretical Framework**,
    - one on **Design**,
    - one on **Implementation**
    - and one on **Ideas for further development/Conclusion.**

TEACHING METHODOLOGY (3,000 words)

Description of an innovative implementation of a teaching methodology (such as task-based learning or problem-based learning), and assessment of its implementation and the resources used.

The aim of this type of text is 1) to describe an innovative and effective teaching methodology based on reliable sources (ex: task-based learning or problem-based learning); 2) to critically analyse its implementation in a specific context; 3) to share the resources used; and 4) to suggest possible future lines of action.

The text you send us should include:

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- **References** – If you cite sources in your text, include a bibliography after the conclusion, with the title **References**. Only include the sources cited in your text and footnotes. Follow the APA (American Psychological Association) guidelines for formatting your entries.
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THEORETICAL CONCEPTS AND CONCERNS (2,000 words)

Critical review and presentation of theoretical concepts from the field of ELT based on analysis of relevant academic literature.

The aim of this type of text is 1) to justify your choice of topic/area/concern in the current context of ELT in Catalonia; 2) to describe the process you followed to carry out the literary review; and 3) to share your conclusions and the implications derived from this review for your work and at a more general level.

The text you send us should include:

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