

TESOL in Context Manuscript Preparation Guide 2025

This guide outlines the requirements for manuscript preparation; and provides detailed instructions in proofreading and copyediting to ensure consistency and quality in submissions to TESOL in Context.

1. General Formatting

- **Manuscript Length:** The preferred length of manuscripts is around 6,000 words, including references, tables, and figures.
- **File Format:** Submit manuscripts in Microsoft Word format (.doc or .docx).
- **Font and Size:** Use Times New Roman (TNR), 12-point font for the main text.
- **Margins:** Set 1-inch (2.54 cm) margins on all sides.
- **Line Spacing:** 1.15 spacing for all text, including references and block quotations, with an extra 6 points of space after each paragraph.
- **Paragraphs:** Indicate new paragraphs by using one extra line space.
- **Page Numbers:** No page numbers used for manuscripts.

2. Abstract and Keywords

- **Abstract:** Provide a concise summary of the manuscript (up to 200 words).
- **Keywords:** Include 5-8 keywords below the abstract, italicised. All keywords are separated by semi-colons. Only the first letter of the first keyword is capitalised.

3. Main Text

- **Title & Headings:** All with only the first letter of the title/heading and, if applicable, the first letter after the colon/hyphen capitalised.
 - **Level 1:** Article title. Left aligned, Bold, TNR, 16-point font.
 - **Level 2:** Headings such as 'Introduction'. Left aligned, Bold, TNR, 14-point font.
 - **Level 3:** Sub-headings such as 'Data collection' within the 'Methodology' section. Flush Left, Bold Italic, TNR, 12-point font.
 - **Level 4:** Flush Left, Italicised, TNR, 12-point font, Ending with a Period.
- **Citations:** Use in-text citations following APA 7th edition guidelines, such as (Smith, 2020). A simple guide to APA 7th can be found [here](#).

4. Tables and Figures

- **Placement:** Embed tables and figures within the text, close to where they are first mentioned.
- **Numbering:** Number tables and figures consecutively (e.g., Table 1, Table 2, Figure 1, Figure 2).
- **Titles:** Provide a title **above** each table or **below** each figure. This provides sufficient details to understand the content without referring to the text.
- **Resolution:** Ensure figures are high-resolution (at least 300 dpi) and in an appropriate format (e.g., JPEG, PNG).
- **Colour Use:** Use colour judiciously. Ensure figures are readable in both colour and grayscale.

5. Equations

- **Formatting:** Centre equations on the page and number them consecutively, such as (1), (2). Place the equation number in parentheses flush with the right margin.
- **Software:** Use MathType or the built-in equation editor in Microsoft Word.

6. References

- **Format:** 1.15 spacing for all references, using a hanging indent of 0.5 inches (1.27 cm).
- **Style:** Follow APA 7th edition for all references. Examples:
 - Journal article: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of the article. *Title of the Periodical*, volume number(issue number), pages.
<https://doi.org/xx.xxx/yyyy>
 - Book: Author, A. A. (Year). *Title of the book*. Publisher.
<https://doi.org/xx.xxx/yyyy>

7. Appendices (if applicable)

- **Format:** Label each appendix with a capital letter (e.g., Appendix A), followed by a title.
- **Placement:** Appendices should appear after the references.

8. Graphic Design Requirements

- **Consistency:** Maintain a consistent style for figures and tables throughout the manuscript.
- **Fonts:** Use Times New Roman for labels within figures and tables.
- **Labels:** Ensure all axes, legends, and labels are clearly readable.
- **Colour Schemes:** Use accessible colour schemes that are distinguishable for readers with colour blindness (e.g., avoid red-green combinations).

9. Proofreading

- **Spelling and Grammar:** Check for spelling, punctuation, and grammatical errors. Use tools like spell check but also perform a manual review. British or American English conventions are both okay, but the same manuscript must follow only either of the conventions (Any inconsistency in using BE or AE spellings needs to be corrected).
- **Consistency:** Ensure consistency in the use of terms, abbreviations, and formatting throughout the manuscript.
- **Clarity:** Ensure the language is clear and concise. Simplify complex sentences and remove unnecessary words.
- **Flow:** Check the logical flow of ideas within and between paragraphs. Ensure smooth transitions.

10. Copyediting for Coherence

- **Thesis Statement:** Ensure the main argument or thesis statement is clear and consistently supported throughout the manuscript.
- **Structure:** Verify that the manuscript follows a logical structure with a clear introduction, body, and conclusion.
- **Headings and Subheadings:** Ensure headings and subheadings are used appropriately to organise content and guide the reader.
- **Paragraph Structure:** Check that each paragraph has a clear topic sentence and supports the main argument.
- **Repetition:** Identify and eliminate unnecessary repetition. Ensure each section contributes new information or insights.

- **Cohesive Devices:** Ensure the use of cohesive devices (e.g., transitions, conjunctions) to link ideas and paragraphs.
- **References and Citations:** Verify that all references are cited correctly in the text and that all in-text citations are included in the reference list. DOIs or URLs need to be provided if applicable.

11. Submission Checklist for Authors

- Two separate files are submitted, including the cover page file and the **anonymised** manuscript file.
- Manuscript is within the word limit.
- Both files are in Microsoft Word format (e.g., doc. or docx.).
- Cover page includes all required information including an up-to-70 words bio for each author.
- Article title, abstract, and keywords are provided.
- Manuscript follows APA 7th edition formatting and citation guidelines.
- Tables and figures are placed within the text.
- Figures are high-resolution and in an appropriate format.
- References are formatted correctly.
- Appendices (if any) are included and labelled correctly.