

**isIPAL Inc. Middle East TESOL**  
**Post-Conference Instructions for submission of Papers**  
[www.pedagogy.org.au](http://www.pedagogy.org.au)

**Step 1**

***Prepare your paper according to the attached Submission Guidelines.***

**Step 2**

***Double check that you have considered all the criteria by completing the check list provided with the Guidelines.***

**Step 3**

***Complete the Submission Form that***  
***(a) tells us your contact details and affiliation and***  
***(b) tells where you would like to publish your paper (which journal or the book).***

**Step 4**

***E-mail your paper and completed form by 06 January 2014 to***

***(a) [Abbas@adamhousepress.com.au](mailto:Abbas@adamhousepress.com.au) and***

***(b) cc it to [pedagogies@gmail.com](mailto:pedagogies@gmail.com)***

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**Target dates**

1. Rigorous double blind peer review process during January to March 20 2014 (depending on number of papers).
  2. Feedback to authors by April 20 2014.
  3. Revisions returned by May 14 2014.
  4. Journal publications – depend on numbers of papers but can be in July and December issues 2014.
  5. Book will be published by end of September 2014.
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**Author Guidelines**

The following are the guidelines for authors for submission through isIPAL Inc.

We suggest that you follow them very closely as this will make the process of review more efficient and speedy. We thank you very much in advance for submitting a manuscript. We would like to acknowledge the time and effort you have devoted to this crucial task and offer our appreciation of your choice of publication.

## Author self-assessment advice on composing a research paper

Since reviewers consider the following aspects of a manuscript please consider each one as you are writing your paper as this will help you critically self-assess and submit a stronger paper.

Question
1. Is the introduction clear?
2. Is the literature review relevant and tightly focused? Does it provide a basis for the research questions?
3. Is there a research theoretical/conceptual framework evident that clearly underpins the research contribution to knowledge?
4. Is the research design/methodological framework justified in rigorous research terms? How original is the approach?
5. Is the data analysis sufficiently strong to be convincing?
6. Is the interpreting of the data valid and reliable/trustworthy? ( E.g. if reporting interviewee comments please give each interviewee an identification number or pseudonym; convey specific numbers rather than such “some”, “a few”, “many” or “most”. Remember changing to percentages allow comparison not raw scores).
7. Overall could any of the findings be conveyed to the reader in a more effective way or supported more effectively with the graphical portrayal of information rather than words alone?
8. Have ethical issues been considered and ethics approval acknowledged?
9. Are the implications of the research findings evident and sufficiently broad and deep?
10. Is the focus of the conclusion clear and relevant to the research questions and not beyond the scope of the data?
11. Is the central argument logical and well supported?
12. Does the paper make a strong case for its ability to contribute to new knowledge – if so how/why?
13. Overall is the paper written with clear expression?
14. How accurate and complete are the references in text and in the reference list? Are they in keeping with APA style? See <a href="http://www.usq.edu.au/library/referencing/apa-referencing-guide">http://www.usq.edu.au/library/referencing/apa-referencing-guide</a>
15. Has the advised style and format of the paper been followed?

**Standard pointers for writing and finalising articles and book chapters for  
isIPAL Publications**

**Article finalisation Checklist**

Make sure your manuscript shows:	
1. Title case – e.g. A study of pedagogies in the work place.	
2. Author/s name and affiliation and email address in that order	
3. Abstract	
4. Keywords – three to six	
5. Single spacing	
6. Left justification, Times New Roman 12 point font	
7. NO <u>special formatting</u> to the file.	
8. All headings and subheadings in 12 point font in bold – please do not underline	
9. The ethical clearance procedure details.	
10. APA Style for all referencing with single spacing <a href="http://www.usq.edu.au/library/referencing/apa-referencing-guide">http://www.usq.edu.au/library/referencing/apa-referencing-guide</a> .	
11. Accurate reporting style of several references in sequence and notes the need for alphabetical order e.g. (Brown, 2010; Green, 2005; Peters, 2001) – NO first names or initials in text.	
12. Acknowledgments (if any) placed immediately before the list of references.	
13. ALL references in the text are in the list of references.	
14. ALL references in the reference list are in the text.	
15. Accurate application of APA rules on style when there are several authors.	
16. Accurate application of “et al” re number of authors, and punctuation style re “et al”.	
17. A final spell and grammar check has been completed.	
18. A final reading for meaning has been completed.	
19. APA rules on quotations from other material have been checked and abided by in quantity and identification of page numbers.	
20. All figures and tables are labelled and with Figure titles positioned below the Figure and table titles positioned above the table.	
<i>Thank you for your assistance in applying this checklist to your valuable work.</i>	