Submitting Manuscripts to the *TESOL Kuwait Journal*

Editorial Policy for Submissions
The *TESOL Kuwait Journal* welcomes essays of interest to those concerned with the study of English language teaching.

HOW TO SUBMIT
To be considered for inclusion in Volume 3 Issue 1, proposals should be sent to https://bit.ly/42NlRzD by March 15, 2024, for review by the editorial board at one of its meetings. Acceptance/rejection letters will be sent on March 22, 2024. All accepted papers are due by April 15, 2024.

Eligibility
To be eligible for review, manuscripts must meet the following requirements:

TESOL Kuwait membership. Authors must be members of TESOL Kuwait. (For a collaboratively written essay to be eligible for review, all coauthors must be members of TESOL Kuwait.) AI tools cannot be considered authors of works submitted to the journal.

Author anonymity. Authors should not refer to themselves in the first person in the submitted text or notes if such references would identify them; any necessary references to the author's previous work, for example, should be in the third person.

Originality. Articles cannot have been previously published in any language, and revised versions of manuscripts previously submitted to the *TESOL Kuwait Journal* will not be considered. (Uploading the submitted version of the article to an institutional repository does not count as previous publication.) Authors must fully cite in the manuscript, at submission, their use of all content (whether text, images, data, or other) created by an AI tool.

Exclusive submission. Articles cannot be under consideration by other journals or publishers. An article found to have been simultaneously submitted elsewhere will not be published in the *TESOL Kuwait Journal* even if it has already been accepted for publication by the editorial board.

Scope. The *TESOL Kuwait Journal* does not publish book reviews or new works of fiction. Submissions should be broadly of interest to those concerned with the study of English language teaching.

Quality. The *TESOL Kuwait Journal* publishes the best of its kind. Works that demonstrate egregious signs of poor quality (e.g., lack of scholarly apparatus when relevant, evidence of extreme carelessness in preparation) cannot be sent for review.

Submission Procedures
APA style. Authors must adhere to the guidelines of the Publication Manual of the American Psychological Association (6th Ed).

Cover sheet. Authors' names should not appear on manuscripts; instead, a cover sheet, with the author's name and address and the title of the article, should accompany each manuscript.

Permissions. If the contribution includes any materials (e.g., quotations that exceed fair use, illustrations, charts, other graphics) that have been taken from another source, the author must obtain written permission to reproduce them in print and electronic formats.

Format. Manuscripts must be submitted as Microsoft Word (.doc) or Rich Text Format (.rtf) and must use a 11-point font in Cambria; all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. The paper size is A4 (i.e., 210 x 297 mm), with a 2.2 cm margin at the top, a 2.2 cm margin at the bottom, 2.2 cm margin on the left, and 2 cm margin on the right. Lines are single-spaced, justified. Page numbers should be included in the text located in footer section of each page. Use of pronouns such as I, we etc. is to be avoided.

Length. Recommended manuscript length is 4000 to 8000 words, including references.

Abstract. Include an abstract of 200-250 words.

Title page. Include a title page with author/s contact information. If the manuscript has more than one author, please indicate which author is acting as the contact person.

Mandatory statement. Include a statement indicating that the manuscript has not been published elsewhere and is not under consideration for publication elsewhere.

Review Process
Each article submitted and eligible for peer review is sent to at least two reviewers. Articles recommended by these readers are then sent to the members of the editorial board, who meet periodically with the editor to make final decisions. Until a final decision is reached, the author's name is not made known to readers, to members of the editorial board, or to the editor; to avoid a conflict of interest, reviewers, board members, or the editor recuse themselves from review when they believe they may know the identity of an author.

REVIEW PROCEDURES
Every proposal (including those invited for submission) will receive careful review by the editor and editorial board and will have one of three outcomes: accept, decline, or revise and resubmit.

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To be considered for inclusion in Volume 1 Issue 3, proposals should be submitted to https://bit.ly/42NlRzD by March 15, 2024, for review by the editorial board at one of its meetings. Acceptance/rejection letters will be sent on March 22, 2024. All accepted papers are due by April 15, 2024.