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Notes for contributors

(1) Academic research-based articles can be of two types. Those intended for scrutiny by the journal editors alone can range up to 4,000 words in length. Those which authors wish to go further than this need to be sent to the editors for ‘editor review’ or ‘peer review’. Although every effort will be made to reach a decision on peer-review articles quickly, delays might sometimes occur in this process.

(2) Shorter items of comment and information, and reviews of print and electronic materials, are also welcome, and should be in the 500- to 2,000-word range.

(3) Material is managed by email and attachment to and from the editors. englishtoday@cambridge.org

(4) Subsidiary text and illustrative material (lists, specimens, photographs, diagrams, and cartoons, etc.) can be added to articles, where necessary in numbered panels and tables, and are encouraged. Any notes should be concise, and references/bibliography should be limited to the content of the paper. Website references should be in a list of their own after all other references.

(5) Every effort is made to retain distinctive usage and conventions, such as British or American spelling, special punctuation, and IPA symbols.

(6) Subheadings should be used in longer texts, and if not provided may be added when contributors receive page proofs for checking. These should be dealt with, quickly, preferably by email and attachment.

(7) Once a deadline for finalizing an article is agreed every effort should be made to keep to it, and the Editors should be informed as soon as possible if any change of circumstances occurs, so that any necessary adjustments may be made smoothly.

(8) The (author(s) of a submission should provide 100–150 words of biography (per person).

(9) Prospective writers who are not regular readers of ET should study the journal before submitting material. Preferably they should write to introduce themselves, proposing a topic and providing a plan or specimen. Every effort is made to reply quickly, but this is not always possible.

(10) Unpublished articles that could interest readers of ET but that were not written with the journal in mind are usually not suitable without a degree of rewriting and restructuring. Circumstances vary, and it may or may not be possible for the Editors to advise on how this might be done. Unpublished articles that cannot be used are not returned.

(11) Contributors will be supplied with a PDF file of their contribution.