

# Publication Ethics

**The Art of Teaching English as A Foreign Language ensures that editors, reviewers and authors follow the published ethics of publication.**

## **Duties of Editors**

1. Fair play and editorial independence  
TATEFL editors are fair and independent in making decisions in managing the journal both in accepting and rejecting to publish articles.
2. Confidentiality  
TATEFL editors keep all data confidential, including reviewers and author(s).
3. Disclosure and conflicts of interest  
The editor will not use the information for personal benefit without the written consent of the author. Information obtained by editors from manuscripts submitted by authors will be kept confidential. Editors will not consider manuscripts that have conflicts of interest due to competitive, collaborative, or other relationships/connections with the authors, companies, or any institutions associated with the manuscript. If the editor is the author of the manuscript, it is obligatory to submit the manuscript to other members of the editor to be handled
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Maintain confidentiality and do not imitate or steal ideas from the reviewed manuscript.
3. Standards of objectivity  
Work objectively according to what is known and believed to be a competent expert.
4. Disclosure and conflicts of interest  
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1. Reporting standards  
Authors must present an original manuscript that has never been published or is being reviewed in another journal. The writer must also present accurate data and discussion.
2. Data access and retention  
Authors may be asked to submit data to the editor and have it ready for publication. The author is not allowed to present confidential data such as identity and contact either phone number or email from the data source.
3. Originality and plagiarism  
Manuscripts submitted to TATEFL are original manuscripts and are not the result of plagiarism. The editor will perform a similarity check. If the percentage of similarity is more than 20%, the manuscript will be rejected.

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# Author Guidelines

The author must send the manuscript online by first registering as an author to the website <https://jurnal.stkipahsingaraja.ac.id/index.php/tatefl>

For every submitted article, the author is obliged to follow the terms and conditions in accordance with Style Guide of *TATEFL*

## GENERAL STRUCTURE OF ARTICLE

- The text submitted by the author is the original scientific paper, has never been published, and is not being submitted for publication in other media/journals
- The text proposed may be the results of the study (field), conceptual ideas, studies, application of theories, and criticism in the social, humanities, and technology
- The manuscript is written in English. The manuscript is written with Arial of font 12 with single spacing and one column format. The manuscript should have an abstract between 200 to 250 words in length, followed by three to five keywords related to your article. Submissions should be between 4000-8000 (including abstract, table(s), figure(s), and references) in A4 size paper with margins as the following: top 1.4", bottom 1.5", right 1.4", and left 1.4".
- The template of TATEFL can be downloaded in [Manuscript Template TATEFL](#)
- Scripts are organized into five subheadings in the following order: (a) Introduction: includes problem identification, literature review, research objectives, as well as the benefits of the research, (b) Method: consists of the way the research is done and a description of the material, equipment, and procedures used in conducting the analysis or research, (c) Findings and Discussions: describes the results of research or analysis and can be presented in sub-chapters, (d) Conclusion: written in the form of a summary and if necessary, each paragraph containing conclusions of the research can be given serial numbers. (e) References: References arranged alphabetically refers to the APA 7th edition Style of Citation.
- Use the Mendeley application to facilitate the inclusion of references (Obligatory).
- The article does not contain the results of plagiarism, falsification, and fabrication of data

### Title

The title should summarize the main idea or ideas of your manuscript; the title is within 14 words maximum.

### Author(s) Detail:

Full Name (without degree), affiliation, and email.

### Abstract

Abstracts should clearly indicate the background of the problems, objectives, theories and methods, findings or novelty of ideas, and main conclusions.

### Introduction

Avoid a thorough literature review or a description of the findings and simply express the goals of your work while providing an acceptable background. Indicate the gap in the literature that your research fills in explicit detail. Be careful to accurately and in your own words convey the author's ideas when paraphrasing a source that is not your own. You still need to cite an author's work even if you paraphrase their work. It is required to include the page number in addition to the author's name and the year of

publication when directly quoting an author's work. Citation marks should be used from the beginning to the finish of the quotation.

## **Method**

This section contains the method/approach, population/sample or participant of study, instrument and data analysis.

## **Findings and Discussions**

Present your findings. Use graphs and tables as applicable, but also provide a prose summary of your key findings. The most important findings should be highlighted; do not restate what is already stated in the findings. The goal of the discussion is to explain any new knowledge or insights that occurred as a result of your investigation of the topic, as well as to interpret and describe the relevance of your results in light of what is previously known about the research subject being explored. It is frequently useful to combine the Findings and Discussion sections.

## **Conclusion**

Intended not only to repeat findings. The conclusion contains substantializing of meaning. It can present a statement of what is being expected as proposed in the “Introduction” and what has happened as reported in the “Findings and Discussion” so that there is compatibility. An addition can be made concerning the prospects of enriching the research findings and developing the potential for future research.

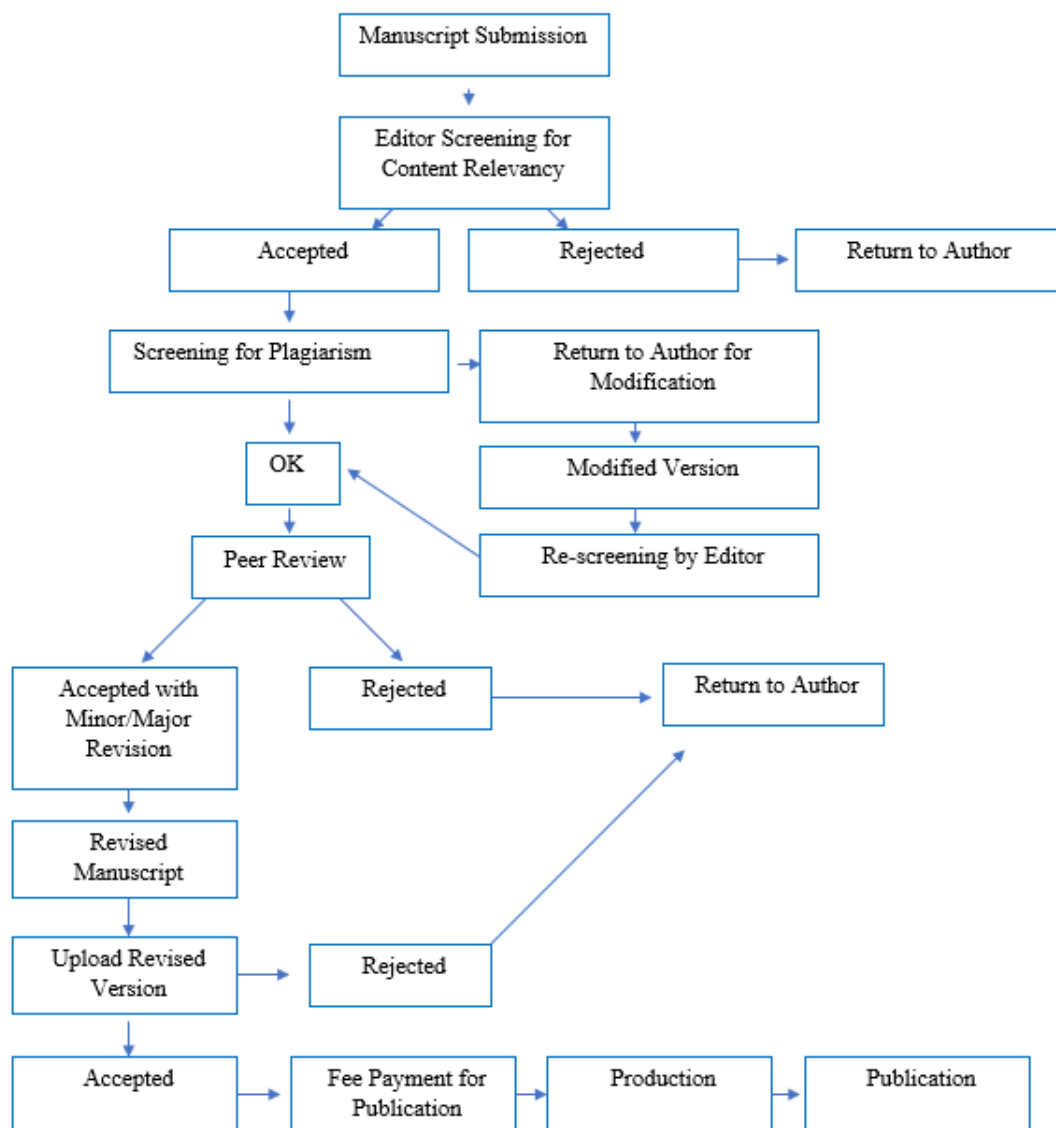
## **References**

Follow the APA 7 style. Please note that all names/references mentioned in the text/article should be listed in the References section. Names that are not mentioned in the text/article, should be removed from the References section. For the complete guide of APA 7th Edition please refer to the following website <https://apastyle.apa.org>

## **Submission Preparation**

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- The manuscript follows the template of TATEFL
- There are 25 references or above in the manuscript
- The reference used in the manuscript is based on APA 7ed style and made using an automatic reference system (Mendeley or EndNote)
- The submission is free of plagiarism and copyright issue

## ARTICLE PROCESS



# Author Guidelines

**tatefl**

# The Art of Teaching English as a Foreign Language

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**Article Title (Times New Roman Font, 14, Maximum 20 Words, Center Align)**

**Author Full Name<sup>1</sup>**

## Affiliation

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## *Abstract*

[illegible]

**Author Full Name<sup>2</sup>**

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**Keywords:** Keyword; Keyword; Keyword Keywords are written in English, consisting of a minimum of 3 keywords and a maximum of 5 keywords. Writing keywords separated by a semicolon. Average middle, Alphabetical Order

## Article History

Submitted:

*Revised:*

*Accepted*

*Published*

### Recommended Citation (APA style)

## INTRODUCTION

Contains the background of the problem, description and further study of the problem or discrepancy between the ideal and reality, supported by relevant theories and current research, as well as research objectives. The problem must offer new research value or benefits as an innovative endeavor. The background is written using Times New Roman font. Spacing Size 1.0. After the paragraph, do not contain spaces. The writing is slightly indented to the right and the writing is justified. Not allowed to make sub-chapters in the introduction.

The length of a camera-ready manuscript (excluding abstract, table(s), figure(s), and references) should be between **5000-15000** for research papers and **3000-5000** words for review papers.

## METHOD

This section contains an explanation of the research approach, research subjects, research implementation procedures, use of materials and instruments, and techniques of data collection and analysis. This is not a theory. In the case of using statistics, formulas that are generally known should not be written down. Any specific criteria used by researchers in collecting and analyzing research data must be explained in full, including the quality of the instruments, research materials, and data collection procedures.

The method section is written using Times New Roman font. Spacing Size 1.0. After the paragraph, do not contain spaces. The writing is slightly indented to the right and the writing is aligned to the right. Not allowed to make sub-chapters in the introduction. The author(s) are encouraged to: (1) Explain why each procedure was done, i.e., what variable were you measuring and why?, (2) Experimental procedures and results are narrated in the past tense (what you did, what you found, etc.) whereas conclusions from your results are given in the present tense, (3) Mathematical equations and statistical tests are considered mathematical methods and should be described in this section, along with the actual experimental work, (4) Use active rather than passive voice when possible.

## FINDINGS AND DISCUSSIONS

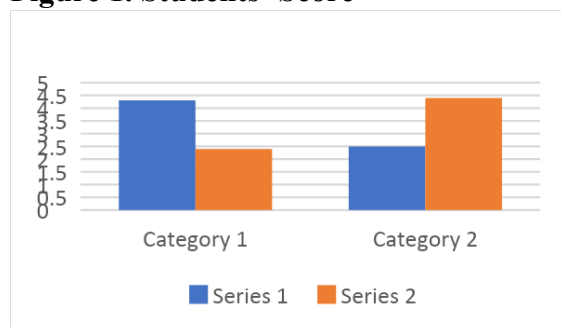
The results of data analysis can be presented in the form of tables, graphs, images or a combination of the three. Tables, graphs, or images should not be too long, too large, or too many. Authors are advised to use appropriate variations in presenting tables, graphs, or verbal descriptions. All tables and graphs displayed must refer to the text. The table format can be seen in Table 1.

The table does not use column lines (vertical) and row lines (horizontal) are only used for the head and tail of the table. Table entry fonts can be reduced. Numbers in the table should not be too repeated in the narrative before or after the table.

**Table 1. Findings**

No	Age	Sex	Score
1	15	M	70
2	16	F	70

**Figure 1. Students' Score**



All illustrations must be followed by a paragraph that explains the author's original analysis/interpretation of the displayed data. The titles of the illustrations should also be capitalised. All illustrations must be followed by a paragraph that explains the author's original analysis/interpretation of the displayed data. Describe the relevant illustrations with their labels, such as Figure 1, rather than using arbitrary 'the chart above' or 'the chart below'. Again, figures/charts/tables cannot be left at the bottom of sections; at least one paragraph must be below them to describe what is illustrated.

After the presentation of the results, a discussion should follow. Discussion Intended to provide interpretation and meaning of research results in accordance with the theory and references used. It is not only used to present findings. Interpretations must be enriched by referring to, comparing or contrasting with the findings of previous studies published in reputable journals, not predatory ones. It is advisable to integrate the findings into a body of established theory or knowledge, development of new theories, or modification of existing theories. The implications of the research findings are given.

References in the body of the article use brackets: (...); example with one author: (Retnowati, 2018); two authors: (Nurgiyantoro & Efendi, 2017), and three to five authors: (Retnowati, Fathoni, & Chen, 2018) for the first mention and (Retnowati et al., 2018) for the next mention. The author's name can also be mentioned outside the brackets; for example: Nurgiyantoro & Efendi (2017) according to the writing style. For direct quotations or specific facts, page numbers (numbers) are required; eg: (Nurgiyantoro & Efendi, 2017: 144), (Nurgiyantoro & Efendi, 2017: 144-146).

To include excerpts or quotations from literature, make the transcripts in font size 11 italic and the code or label aligned to the right.

*"We believe that teaching English currently more challenging than in the past."*

**Excerpt 1, p. 90**

*"Petit a petit, l'oiseau fait son nid." "Little by little, the bird makes its nest."*

**Excerpt 2, p. 95**

Do not forget to always provide at least one paragraph below the data displayed where authors provide their analysis/interpretations.

## CONCLUSION

Intended not only to repeat findings. The conclusion contains a substantializing of meaning. It can present a statement about what is expected as proposed in the "Introduction"



and what has happened as reported in the "Findings and Discussion" so that there is a match. Additions can be made regarding prospects to enrich research findings and develop future research potential. Conclusion focuses the reader on the important results and how they filled the research gap, the research novelty and its contributions and implications to the larger area of study.

#### **ACKNOWLEDGEMENT (IF ANY)**

Give your gratitude to those who professionally or financially aided this research paper. Do not include the names of your family members and friends who were only your moral support.

[for example].

This research was supported/partially supported by [Name of Foundation, Grant maker, Donor]. We thank our colleagues from [Name of the supporting institution] who provided insight and expertise that greatly assisted the research, although they may not agree with all of the interpretations/conclusions of this paper.

#### **REFERENCES**

Reference entries are arranged in alphabetical order. Everything referred to in the text must be listed in the reference list and everything written in the reference list must be referred to in the text. The reference used in writing references is the American Psychological Association (APA) 7th Edition. It is recommended to use an automatic reference application. The examples of writing references are as follows:

##### **[Book]**

Neville, C. (2007). *The Complete Guide to Referencing and Avoiding Plagiarism*. New York: Open University Press.

##### **[Article from Journal]**

Murtaza, G., Zafar, S., Bashir, I., & Hussain, I. (2013). Evaluation of Student's Perception and Behavior Towards Plagiarism in Pakistani Universities. *Acta Bioethica* 19 (1), 125-130.



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