

SUBMISSION GUIDELINES

PASAA publishes two volumes annually and welcomes submissions in four categories: research articles, academic articles, short discussion papers, and book or technology reviews.

1. Submission categories

- 1.1 Research articles** must be based on recent empirical research contributing to bridging theory and practice in the ELT profession. PASAA publishes both qualitative and quantitative research findings.
 - Manuscripts **should not exceed** 8,500 words, including references and appendices.
 - An abstract is required and **should not exceed** 200 words.
- 1.2 Academic articles** present a comprehensive review of current ELT scholarship and interest. Manuscripts based on interpreted references to others' works should provide a critical discussion of implications or applications for theory and practice.
 - Manuscripts **should not exceed** 4,500 words, including references.
 - An abstract is required and **should not exceed** 200 words.
- 1.3 Short discussion papers** provide an opportunity for ELT professionals to share their hands-on experience in teaching or conducting research. Manuscripts may focus on classroom teaching activities, online teaching and learning, materials design and development, extra-curricular activities, action research, or research tips.
 - Manuscripts should be in the range of 1,500–3,500 words.
 - No abstract is required.
- 1.4 Book or technology reviews** must be based upon recent books or technologies in the fields of English language teaching and learning.
 - Manuscripts **should not exceed** 1,200 words.

2. Submission requirements

Please adhere to the following guidelines when submitting your manuscript:

- 2.1 Manuscripts must be typewritten in MS Document format, 12-point Times New Roman with 1.15 line spacing. You are **required to use** this manuscript template: [LINK](#).
- 2.2 In-text citations and references in the manuscript **MUST** follow the Publication Manual of the American Psychological Association (APA), 7th Edition (2020). Please refer to the reference guideline and examples: [LINK](#)
- 2.3 Manuscripts must be carefully edited for language quality before submission. The author is responsible for ensuring that the manuscript has been thoroughly edited and proofread to reach an academically appropriate standard of English.
- 2.4 Manuscript submissions to PASAA must be done via this link: [LINK](#).
- 2.5 Specify which category your submission is for in the system.

3. Submission files

- 3.1 A full manuscript (with authors' names, affiliations, corresponding author's email address, and 50-word biodata of all authors)
- 3.2 An anonymized manuscript
- 3.3 If your study required ethical approval, please share the IRB or ethics committee approval letter or certificate. If not applicable, please confirm in the pre-review discussion section in the submission system.
- 3.4 Supplementary documents (optional)

4. How to anonymize your manuscript

- 4.1 Delete your names, affiliations, email addresses, and biodata.
- 4.2 Anonymize comments, track changes and file properties by following this step: [LINK](#).

5. AI policy

PASAA Journal is committed to promoting the ethical and responsible use of Artificial Intelligence (AI) in academic publishing. This policy ensures transparency, originality, and accountability throughout the research and submission processes. All authors submitting to PASAA Journal are required to comply with the following guidelines.

5.1 Scope of AI use in manuscripts

- Authors must clearly state any use of Artificial Intelligence (AI) tools during manuscript preparation.
- Manuscripts must not exceed an AI-generated similarity index of 15% as measured by Turnitin.
- All manuscripts that involve AI assistance must fully comply with the journal's standards of academic quality, originality, and ethical integrity.

5.2 Ethical considerations:

- **Authorship:** AI tools must not be listed as authors or co-authors, as they cannot take responsibility for the research or its outcomes. Human authors bear full responsibility for the accuracy, reliability, and integrity of their work.
- **Transparency:** Authors must include a clear statement in the *Declaration of AI Use* section, describing how AI technologies were used in the research or writing process. This transparency allows readers to understand the extent and purpose of AI involvement.
- **Data Integrity:** Any data or results generated using AI must be verifiable. Authors must disclose any potential limitations or biases introduced by AI tools. The use of AI should never compromise the credibility, reproducibility, or ethical soundness of the research.

5.3 Author responsibility and liability

Authors remain fully responsible for all content in their manuscripts, including any errors, biases, or ethical issues arising from AI use. While AI tools can assist in certain tasks, human oversight and judgment are essential to ensure the work meets the journal's scholarly and ethical standards.

6. Review policy

All submitted manuscripts undergo an initial screening by the editorial team. A manuscript may be **rejected at this stage** if it:

1. Does not follow the journal's formatting template,
2. Fails to meet the required academic quality,
3. Has not been thoroughly edited and proofread to reach an academically appropriate standard of English,
4. Falls outside the journal's scope, or
5. Is primarily generated by AI without substantial human authorship, oversight, or intellectual contribution.

Manuscripts that pass the initial screening will proceed to a **double-blind peer review process**. The editorial team reserves the right to make the final decision regarding acceptance or rejection of all submissions.

7. Contact information

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