



Guidelines for Writing an Open Accessible Summary (2nd ed.)

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INTENTION

The [OASIS](#) initiative aims to make findings from language related research available and accessible to anyone who might be interested. The field of language research is broadly defined, and includes research related to language education, learning, policy, processing, teaching, testing, use, and multilingualism. The need for this platform can be seen in, for example, evidence that (a) research findings do not reach stakeholders easily (Marsden & Kasprovicz, 2017; <http://dx.doi.org/10.1111/modl.12426>); and (b) that academic publications are increasingly more difficult to read and understand for people outside the field (Plavén-Sigra et al., 2017; <http://dx.doi.org/10.7554/eLife.27725>). By establishing a culture of systematic production and dissemination of non-technical, open summaries, research would be made available and accessible not only physically, but also conceptually, to people outside academia.

PRINCIPLES

The principles underlying Open Accessible Summaries are to:

- Summarise **articles from journals** that relate to the broad domains within language sciences. This can include, but is not limited to, language learning, language use, language education, clinical studies, multilingualism, neurolinguistics, and policy. The journals must be on the *Social Science Citation Index*, the *Arts & Humanities Citation Index*, or the *Science Citation Index Expanded*. This can be checked on the [Clarivate Master Journal list](#). At present, OASIS does not accept articles from journals on the *Emerging Sources Citation Index*. There are no date restrictions - the articles can be as old or as recent as you like. They can include empirical, conceptual, or review articles.
- Use **non-technical language**.
- Provide enough **context**—within the scope of a single page—to let interested readers know the extent to which a given summary might be relevant to their own context.
- Keep **faithful to the study** so that the original researcher(s)/author(s) would also be happy with the summary (if they are not writing the summary). Researchers usually aim to not overstate their findings and often couch them through hedging and caveats etc. So, the accessible summaries stick to the study and its findings, without exaggerating implications.
- Provide sufficient information to **raise awareness about and spark interest in language-related research**. For research that relates to language education, the aim is to help practitioners and policy-makers reflect on their own contexts and practices in ways that can contribute to more informed decisions. The goal is not necessarily to provide concrete advice.

USING ARTIFICIAL INTELLIGENCE TO CREATE AN OASIS SUMMARY

OASIS is aware of developments in artificial intelligence (AI) regarding content creation and we recognise that AI-based apps might be useful tools to facilitate accessible summary writing. While we encourage the use of AI-based apps in summary writing, OASIS requires that any summary has been checked by a human for nuance, coherence, accuracy, and faithfulness to the original article.

As such, the following statement is included on the website:

'AI-based applications may be used in the summary writing process. Any uploaded summaries will have been checked by a human for accuracy, coherence, and faithfulness to the original article. OASIS is aware that this is an area in which best practice is evolving. We will continue to review our practices and will update our guidelines in line with developments in the wider community'.

CONTENT AND STRUCTURE

Please use the following subheadings. Your summary must follow this format to be eligible for upload to OASIS. Please use [the template](#) provided to write your summary on and refer to the two Exemplar Summaries on the OASIS [Help page](#).

1. *Reference to the original article*

A full reference to the *original article* should appear in APA style at the top, in font size 9. Include a DOI, when available. If available, insert a hyperlink (e.g. on the DOI when available) to the article on journal webpages (even if the article is not open access).

2. *Title for the summary*

This should not necessarily be identical to the actual article title, but rather a short title that perhaps captures a primary finding or goal of the study. Consider, where appropriate, not mentioning a specific language in the title—to allow for the potential for research to be relevant to languages beyond those under investigation in the summarised study.

3. *What this study was about and why it is important*

In a few lines, summarise

- a) the main issue or problem that is addressed in the study, with a statement about why that issue/problem is important. This might include a short statement about the motivation for the study, the underlying 'so what?' (not formal research questions)
- b) the study's goals – a short statement about what was done.
- c) the main finding(s) - a short statement about the main outcome(s) of the study.

4. *What the researchers did*

- Provide sufficient information for readers to understand what the findings are actually based on.
- Use bullet points for key aspects of the study.
- Provide key details about the participants, such as: type of participants (learners, teachers, teacher educators, parents); if learners, give their proficiency, age, language background etc.; numbers of participants; length of the investigation.
- Briefly describe the nature of any intervention, experiment, or measures taken to collect data.
- Provide concrete illustrations, such as language items, stimuli, and images for measures and interventions whenever possible.
- Whenever possible, provide an [embedded URL link](#) to any materials or data that are on [IRIS](#) (or on other websites, but *only if* the site has a permanent and sustainable link – **no** personal or institutional webpages). If the author of the summary is not the

original author of the article, consider asking the original author for any materials to be held on IRIS.

Remember: As the original articles have gone through peer review, we can be sufficiently confident that methods were rigorous, at least for the purposes of the summary. The summaries can therefore focus instead on the study's purpose, context, design, materials, and findings, without needing to justify complex designs, constructs, methods, or measures.

5. *What the researchers found*

- Highlight the major findings of the study.
- Use bullet points to present these major findings very clearly – a new bullet for each point.
- Wherever possible, aim to report findings from most or all relevant measures, including those resulting in non-statistically significant outcomes. Interpret effect sizes (e.g., in terms of magnitude and/or practical significance), where applicable.

6. *Things to consider*

In this section, interpret the major findings, and state key implications or conclusions. List a small number (1-3) of points such as: possible explanations for some perhaps 'odd' findings; possible avenues for future investigation; potential limitations of the study. You can also pose questions considering ways in which the study might relate to a likely reader's own context.

7. *Materials, data, open access article:* If links have been provided in the body of the text to materials or data held on IRIS (or another permanent site) add:

"Materials [and/or data] available at www.iris-database.org" (or another permanent site).

8. *To cite this summary:*

Smith, F. [=summary writer], McManus, K. [author of article], Marsden, E. [author of article] (2018) [=year in which summary was written]. Using instruction about learners' first language to improve second language performance [=summary title, not necessarily title of the article]. *OASIS Summary* of McManus & Marsden (2017) [=in text citation of the original article i.e., author(s), (date)] in *Journal Title* [journal in which original article appeared in italics]. <https://oasis-database.org>

⇒ Smith, F., McManus, K., & Marsden, E., (2018). Using instruction about learners' first language to improve second language performance. *OASIS Summary* of McManus & Marsden (2017) in *Studies in Second Language Acquisition*. <https://oasis-database.org>

Authorship of the summary will be decided among the authors of the summary and the authors of the original article. Normally, the order of authors will be as follows: Those who contributed most to writing the *summary* appearing first, followed in descending order of significance of contribution or in alphabetical order, or in a combination of those principles, i.e., contribution order followed by alphabetical order.

9. *Licence information*

On the right side of a new line, provide copyright information. Use Creative Commons Attribution NonCommercial-ShareAlike licence and include a link to the information about it on the Creative Commons website:

This summary has a [CC BY-NC-SA licence](https://creativecommons.org/licenses/by-nc-sa/4.0/).

FORMATTING REQUIREMENTS

Your summary must follow these requirements to be eligible for upload to OASIS:

- Do not exceed one side of A4.
- Use Times New Roman, Font 11.
- Use single line spacing.
- 'Justify' the text alignment.
- Try to ensure that the entire document is editable – e.g., no screenshots, if possible.
- Convert your document to .pdf format before sending it. **Send BOTH a word version and the .pdf version.** This is so that we can make final minor edits to your summary if necessary.

STYLE AND LANGUAGE REQUIREMENTS

- Please try to ask a non-expert to read and comment on your summary whenever possible.
- Use language appropriate for an educated (with a bachelor's – undergraduate - degree) **but non-expert audience** that could include (1) interested language teachers, in primary through to university sectors, probably without a Masters; (2) teacher educators, who may sometimes have graduate-level training; (3) other interested parties including researchers, language testing professionals, policy makers, parents, media, etc. Thus, try to include sufficient information to make the summary of interest to a variety of readers and to enable readers to evaluate the relevance of a given study for themselves.
- **Avoid using technical terms** and jargon wherever possible. For example: 'output-based practice' → 'production practice', or 'writing or speaking practice'; 'implicit' → 'without awareness'; 'metalinguistic' → 'technical terms to describe language itself'; 'intervention/exposure/treatment' → 'instruction' or 'teaching'; 'pre- and post-test' → 'before and after the instruction'. Avoid the term 'significant', in any of its meanings, to avoid confusion with 'statistical significance', which is not a non-technical concept. Define any potentially unfamiliar terms very early on in the summary – you can include a 'Definitions' box if you wish – though bear in mind this will use up space.
- Keep an **international** audience in mind, especially when referring to educational stages or qualifications. For example, use the term 'university' rather than 'college'; 'high school' can mean different things in different places; give *ages* instead of, or as well as, school classes, semesters, years, or courses; give international language proficiency levels where available. Use the term 'learners' instead of 'students' to refer to participants in a study about learning, to avoid confusion with 'students' at the university level.
- **Avoid describing the research in terms of Yes/No questions** (Can learners... Do teachers...). Try to use "to what extent" or "how" kind of questions. This is especially important in the context of accessible summaries, so as to avoid the implication that research can provide a 'quick fix' to a problem.
- Write the summary using the **past tense, throughout**. This can reduce any unwarranted generalisation of findings to other contexts. For example:
 - results **showed** that
 - the main factor explaining xxx **was** probably
 - learners **improved**
- Use determiners (like 'these', 'the', 'our') to emphasise the 'particular'. For example:
 - **these** learners **made** gains of approximately x compared to the comparison group
 - **the** teachers expressed concerns about ...

WHEN YOU HAVE FINISHED THE SUMMARY

- Convert your final word document to a .pdf and check that it still fits into one page.

- Once finalised, you must submit BOTH a word (.doc) and .pdf versions.

If you are the author of a journal article and have been requested to write a summary by your journal, follow your journal procedures. This may be one of:

- Send your summary to your Editor as an attachment to an email
- Upload your summary using the journal's online submission platform
- Send your summary directly to oasis@oasis-database.org

If you are writing a summary of someone else's article,

1. Always contact the original author(s). Contact oasis@oasis-database.org to ask for the email templates to invite them to edit and approve your summary. These templates include all of the following points:
 - a. explain the purpose of the initiative and provide a link to the [OASIS](#) page.
 - b. include *three* attachments: your 'draft summary', these 'Guidelines', and the 'Annotated Summary PowerPoint'.
 - c. invite the author(s) to make direct edits on the document *using track changes*.
 - d. invite the author(s) to upload any materials used for the study and/or data from the study to [IRIS](#) or send them to you directly. Explain that the summary and these materials/data would then be linked, but indicate clearly to the author(s) that this is *not essential*.
 - e. request that they give their approval for the version you sent (or the version they return to you after amendments) to be made openly available on OASIS.
 - f. provide a deadline by which they should reply.
2. Forward the author's approval and the final version of the summary in both word and .pdf versions to oasis@oasis-database.org.

TRANSLATIONS

OASIS accepts summaries in other languages, including sign languages. For quality control reasons, we can only accept summaries that also have an English version.

If you are translating your own summary

1. Check on [the website](#) if a template is already available in your language. If yes, please use it to write your translation on. If no, please translate your own headings. We will add them to the list for other people to use.
2. We recommend you ask someone to proofread your translation.
3. Send the translation to oasis@oasis-database.org along with the link to the original summary. We will upload it and link the various versions of the same summary.

If you are translating someone else's summary

1. Check on [the website](#) if a template is already available in your language. If yes, please use it to write your translation on. If no, please translate your own headers. We will add them to the list for other people to use.
2. Have your translation checked. The checker needs to be someone who can assess the language, the faithful translation, and the original publication if necessary. They preferably have a PhD or relevant research experience. Please, send them your translation along with the original summary and the original paper.

3. Send the final version of the translation to oasis [at] oasis-database [dot] org along with the link to the original summary. We will upload it and link the various versions of the same summary.
4. To credit the translator, we follow APA guidelines for citing translations. Example:

How to cite this summary: Brekelmans, G. (2022). 外国語の音を聞き分けを学ぶとき、さまざまな人の声を聞くことは有効か？ (H. Saito, Trans.)