International Association for Language Learning Technology
IALL Journal Of Language Learning Technologies

THE IALL JOURNAL

is the primary publication of the International Association for Learning Laboratories (see our Website at: http://iall.net). Established in 1965, IALL is a professional organization dedicated to promoting effective uses of media centers for language teaching, learning, and research. IALL's membership represents hundreds of institutions of varying sizes and educational levels. The majority of the *Journal's* readers are administrators or technical support staff of language labs, ESL labs, and other centers in which technology is applied to language teaching and learning; the readership also includes language faculty/teachers who use technology.

The *Journal* is a fully refereed professional journal, published twice yearly: in April and October. Please see the Publishing Guidelines on page five.

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PUBLISHING GUIDELINES

Topic Information

The *IALL Journal* encourages submissions on the following topics as they relate to technology for teaching and learning foreign and second languages:

- facility planning and renovation
- funding and grants
- selecting hardware and courseware
- materials development and evaluation
- copyright/legal issues
- management of facilities and personnel
- teaching language with technology
- training others to use technology

Other topics may be appropriate, as well.

Technologies of interest to our readers include, but are not limited to: audio, video, satellite, computing, multimedia, global networks. Submissions should appeal to a broad audience, including those without background knowledge of the topic addressed. You are encouraged to contact the Editor, Jan Marston, to discuss your topic prior to submission (see address on page two). All manuscripts are read by the Editor, the Associate or Assistant Editor, and reviewers with expertise in the topic addressed by the author.

Category Information

There are three categories of submissions:

Features

Feature Article manuscripts are generally from 6 – 15 pages in length (calculated at 700 words per page). Feature articles explore a topic in depth, draw on relevant research and related professional literature, usually include a bibliography, and may present original research findings. Keynote addresses or speeches also appear as features.

Lab Notes

Lab Notes are less formal in nature, may adopt a conversational tone and are generally 4 – 10 pages in length (calculated at 700 words per page). Possible topics include:

- experiences at individual institutions or labs in any of the topics listed above under "Topic Information"
- guest editorials
- a summary of available information on a given topic
- descriptions of projects
- techniques for teaching with technology

Bibliography and citations of other experts in the field are appropriate but not required.

Columns   Columnists welcome material from contributors. This can take the form of a piece of information, a suggestion, a brief report (which will be credited to you), or a guest column. Contact the appropriate columnist before proceeding. (See addresses on pages three and four.)

Intellectual Property regularly summarizes information from copyright and intellectual property listservs. Other topics include: summaries and reviews of publications, example situations, announcements of upcoming events or presentations, summaries of presentations, pertinent court cases.

Conference Reports gives summaries of previous conferences and meetings of particular interest to IALL members.

Courseware Reviews includes reviews of audio/video and computer products that can be used for the teaching and learning of foreign and second languages. Reviews of authoring programs are also appropriate. The Journal's official review format must be followed by reviewers; contact the columnist for details.

In Other Journals summarizes articles that have appeared in other publications.

Lab Management includes such topics as: management of permanent and student staff, faculty development, funding, JNCL (Joint National Committee for Languages) updates, leadership, giving presentations, reviews of software or publicatons useful in the management of a language learning lab.

LLTI Highlights summarizes various topic discussions posted on the LLTI (the Language Learning Technology International listserv).

Network Update reports on the Internet, Minitel, and other networks pertinent to foreign language teaching and learning. They include such topics as book and product reviews, bulletin boards, instructional applications, model projects, and funding sources for projects.

Satellite Update includes such topics as: programming updates that are not transitory in nature, comparative reviews of the various satellite services, updates on satellite hardware and technology, tips on buying and installing, information on print and other information resources. Reviews of satellite-delivered programs may also be suitable.

Secondary School Update includes such topics as: technology-based projects in primary or secondary foreign language education, training and funding opportunities for teachers and schools, lab renovations, new product announce

ments, and reviews of courseware that specifically target the pre-collegiate market.

Technical Update reports information of particular interest to the language technology professional regarding computer software and hardware, and audio/video hardware and products. (Reviews of video and software meant for foreign language teaching and learning are more appropriately included in the Courseware Reviews Column.)

In all categories the Editors will consider reprinting materials published elsewhere. If you are submitting already published material, if the article is under consideration elsewhere, or if you are requesting a reprint, please provide information on the the scholarly style you used in the manuscript, the name of the publication, issue number, and address, phone and email (if available) of the copyright holder.

In Addition...

Calendar of events: The Editors welcome the submission of information on upcoming events by our readers. Send items directly to the Editor-in-Chief, Jan Marston. To appear in the April issue, your announcement must reach the Editor by Dec. 15; to appear in the September issue, by July 1.

Classifieds/Announcements/Advertisements: See The End of the Reel section for complete information on advertising in the IALL Journal.

Product News and Announcements: We invite our corporate members to submit information, press releases, etc., about language learning lab products. The *IALL Journal* does not endorse any product but provides this space as a service to our members. Publishers and developers are also invited to contact the Courseware Review columnist, to request review of their products (see address, page three).

Checklist for Authors

For Feature and Lab Notes manuscripts, and guest column submissions:

- ❑ Follow one of the standard scholarly guidelines: American Psychological Association, The Chicago Manual of Style, MLA Handbook.
- ❑ Single-space and spellcheck. Preferably in Palatino 10 pt.
- ❑ Email as an attachment to Samantha Earp as a .rtf document. Make sure you include the following information in the email:
  - ✓your affiliation
  - ✓mailing address
  - ✓phone number
  - ✓fax number and email address if you have them

✓a statement that the manuscript has not been published.

❑ Do not use a running head—the pages of the manuscript should not carry your name, as we use a "blind" review process.

❑ Include a brief biographical statement of not more than 30 words.

❑ For Feature and Lab Notes submissions, include an abstract of between 75 and 125 words.

We encourage you to include illustrative graphs, charts, artwork, and/or photographs in your submission. Submit each visual separately (including word processing tables) either as hard copy, camera-ready copy or as a .jpg file. Send the manuscript electronically as .rtf format and one copy via U.S. mail to Associate Editor:

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Processing

Your manuscript will be processed as follows:

✓the Editor will acknowledge receipt;

✓if the Editorial Staff judges the content matter to be appropriate for the Journal's readers, the manuscript will be sent to reviewers, and

✓you will be notified within of the status of the manuscript. Taking the reviews into account, the Editors may suggest manuscript revisions to you.

Some delays may occur during holiday breaks and during the summer. ◆