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

THE IALL JOURNAL

is the primary publication of the International Association for Language Learning Technology, Inc. (see our Web site at http://iall.net). Established in 1965, IALL is a professional organization whose members provide leadership in the development, integration, evaluation and management of instructional technology for the teaching and learning of language, literature and culture. 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 technology centers, ESL and language labs, and other centers in which technology is applied to language teaching and learning; the readership also includes language faculty and 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 for more information.

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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, and 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, Samantha Earp, to discuss your topic prior to submission (see address on page 2). All manuscripts are read by the Editorial Board and by reviewers with expertise in the topic addressed by the author.

Category Information

There are three categories of submission:

Feature Article manuscripts are generally from 4,200 to 10,500 words in length. 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 may also appear as features.

Lab Notes are less formal in nature, may adopt a conversational tone and are generally 2,800 to 7,000 words in length. 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 3 and 4.)

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 publications useful in the management of a language learning lab.

LLTI Highlights summarizes various topic discussions posted on the LLTI (the Language Learning Technologies 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, listings of print and other informational 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 announcements, and reviews of courseware that specifically targets the pre-collegiate market.

Technical Update reports information of particular interest to the language technology professional regarding computer hardware and software, 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, or if you are requesting a reprint, please provide information on the scholarly style you used in the manuscript, the name of the publication, issue number and address, phone and email of the copyright holder.

Deadlines

The Journal accepts articles for publication on a rolling basis – we will attempt to publish accepted manuscripts in the next volume of the Journal in which there is space to do so.

Authors' Checklist

For Feature Article and Lab Notes manuscripts, as well as guest column submissions:

* Follow the Chicago Manual of Style "scientific" conventions.
* Please submit double-spaced, spellchecked manuscripts. Use Times New Roman or Palatino fonts at 10 points.

- All manuscripts should be submitted in Rich Text Format (RTF).
- Do not use headers or footers. Your name should not appear outside the body of the document.
- Include a statement that the manuscript has not been published elsewhere.
- Include a 30 to 50-word biographical statement, a short abstract of the article, and your contact information on a separate page at the beginning of the document.

We encourage you to include illustrative graphs, charts, artwork, and/or photographs in your manuscript. Submit each visual as either hard, camera-ready copy or as a standard format graphics file (JPEG or TIFF), either within the document itself, or as separate files (if the latter, be sure to include markers within the text showing where each image goes).

Submissions Process

Your manuscript will be processed as follows:

- the Editor or Associate Editor will acknowledge receipt of your manuscript.
- if the editorial staff judges the content appropriate for the Journal's readers, the manuscript will be edited so that the author is not identifiable and sent to IALL Journal reviewers for their analysis.
- you will be notified of the manuscript's status as soon as the reviewers' reports and the commented manuscript have been reviewed by the Journal's editorial staff. We use three broad categories: publishable as is, publishable with minor or major revisions, and unpublishable. It is left to the author's discretion as to whether he or she wishes to make the suggested revisions for publication.◆