International Association for Language Learning Technology
IALLT 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://www.iallt.org/*). Established in 1965, IALLT 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. IALLT'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 *IALLT 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-In-Chief to discuss your topic prior to submission. 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 submissions:

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"
- 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.)

Authentic Materials reports on the range of authentic materials available for language learning and instruction. This may include such topics as audio and video series and materials available from a variety of sources on the World Wide Web.

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

Courseware Update provides information about new language instructional software and authoring tools released in the last year.

Distributed Learning reports on the wide variety of network and Web-based applications for foreign language teaching and learning. Topics may include model projects, case studies, instructional applications, product surveys and reviews, and resources for supporting distributed learning.

In the Professional Literature surveys articles and news items that have appeared in professional publications of interest to our membership.

Intellectual Property addresses current topics in the area of copyright and intellectual property and may include information about case studies, resources, and related events.

K-12 Update addresses such topics as technology-enhanced projects in primary or secondary foreign language education, training and funding opportunities for teachers and schools, considerations for the K-12 language lab, and information about technology tools and applications that specifically target the pre-collegiate market.

Lab Management includes such topics as management of permanent and student staff, faculty development, funding, leadership, and resources useful in the management of a language technology center.

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

Multilingual computing focuses on issues related to the input and display of language fonts, diacritics and character sets. Topics may include system setups, compatibility across platforms, and configuration of productivity, course management and instructional software applications.

Satellite Update reports on the various satellite services of interest to language professionals. Topics may include surveys or reviews of satellite providers and related services, updates on satellite hardware and technology, guidelines for purchase and installation, as well as listings of print and other informational resources.

Technical Update reports on items related to the technical infrastructure of a language technology center. Topics may include operating systems, security hardware and software, networking tools and user management, audio/video hardware and streaming media servers.

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 manu-

scripts. 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 graphics, charts, artwork, photographs and / or screen captures in your manuscript. Each visual should be submitted as a separate file, with markers in the manuscript text to indicate where the image should appear. Please contact the Managing Editor for information on acceptable file formats before you submit your manuscript.

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 *IALLT 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. ◆