Submission Guidelines for J.E.T.T. Contributors

The Journal of Educational Techniques and Technologies (J.E.T.T.), accepts manuscript submissions from prospective authors and print/electronic media products from manufacturers, distributors, and vendors. The following guidelines comprise the general procedures for manuscript submissions (for possible publication) and product submissions (for review).

Manuscript Submission Guidelines for Authors

Types of Articles: J.E.T.T. publishes the following types of articles: brief reports, comments/replies, case histories, monographs, reports of empirical studies, review articles, theoretical articles, discussions of quantitative methods, issues and answers, point-of-view, tools of the trade, and feature articles in the following areas: language laboratories, media in language learning, satellite broadcasts, learning lab equipment, learning lab administration, CAI and language learning, media in business languages, languages in secondary schools, language learning resources, ESL and the learning lab, languages in elementary schools, media centers, and related topics.

Subjects of Articles: Because chalkboard, textbook, and flashcards have withstood the test of time—whereas some of their more exotic sibling technologies have not—*technological subjects* published in J.E.T.T. span the spectrum from "little media to big media" in foreign, second, and native language teaching and learning.

Because drill-and-practice, role play, and songs are effective educational practices, *peda-gogical topics* published in J.E.T.T. span the spectrum from the traditional to the avant-garde methodologies in language teaching and learning.

The most suitable subjects for the pages of J.E.T.T. are those which integrate theory, research findings, and effective teaching/learning practices with appropriate print, electronic, audio-visual, or magnetic media technologies. J.E.T.T. specializes in practices and products for today's language learning.

Form of J.E.T.T. Manuscripts: J.E.T.T. uses the Publication Manual of the American Psychological Association (APA) as its style manual. Copies may be ordered from Order Department, Box 2710 Hyattsville, MD 20784. Currently, over 200 non-APA journals use—in whole or in part—the APA manual. J.E.T.T. modifies this style wherever necessary.

Preparation of Manuscripts Submitted to J.E.T.T.: The instructions for manuscript preparation are intended as an aid to assist authors in communicating clearly.

Length: As a rule of thumb, three double-spaced, typed manuscript pages equal one printed page. J.E.T.T. welcomes articles long enough to cover the subject but short enough to keep it interesting. The average length of manuscripts submitted to J.E.T.T. is 10–12 pages.

Title: The title of a manuscript should literally "pull" the reader into the subject of the article by stating concisely and with attention-grabbing style the "gist" of the main idea or issue under discussion. Authors should avoid any word that does not help pull the reader into the topic. The recommended length of a manuscript title is 15 attention-grabbing words or fewer.

Author's Name/Affiliation: In addition to the title, the title page also lists the author's name (First Name, Middle Initial, and Last Name) with all professional titles omitted. (See pages 23, 148 of APA Publication Manual). Below his or her name, the author types the name of the institution where the work or manuscript was done; where there is no institutional affiliation, the author types the city and state of residence.

Running Head: On the bottom title page, the author types a running head—an abbreviated title with a maximum of 50 spaces including letters, punctuation, and spaces.

Abstract: All manuscripts submitted to J.E.T.T. must have an abstract—a brief, succinct summary recapitulating the main ideas (findings) of the manuscript. Generally, an abstract consists of 75–150 words; it is written in clear, vigorous, and informative prose style. Authors should use the active instead of the passive voice.

Typing: Manuscripts should be typed on high quality, white bond paper (8.5"x11"; 22x28 cm), and double-spaced throughout.

Margins: Top, bottom, and sides are 1.5" (4 cm) without exception.

Separate Pages: Title page, abstract, tables, author acknowledgements, etc., must all be typed on separate pages.

Print: The entire manuscript must be typed; only letter-quality computer print outs are acceptable.

Number of Manuscripts: Authors must submit the original and two clean copies.

References: All citations in the manuscript must appear in the reference section which is typed at the end of the manuscript; all references listed at the end of the manuscript must appear in the text. Only sources used and cited in the text of the manuscript are included in the reference list. (See pp. 112–133 APA Publication Manual).

Hyphenation: Authors should not hyphenate words at the right-hand margin; leave space and begin a new line or go slightly beyond the margin.

Dictionary: J.E.T.T. uses Webster's New Collegiate Dictionary by G. and C. Merriam Company, Springfield, Massachusetts, as the final arbiter on American English.

How to Submit a Manuscript to J.E.T.T.

Submit the original and two clean photocopies; include glossy prints and any figures. Carbon copies and non-letter quality computer printouts are unacceptable.

Cover Letter: Enclose a short cover letter when submitting a manuscript to the editorial offices of J.E.T.T. The cover letter should include the following information: Specific information about the manuscript such as title, number of pages, number of tables/illustrations, and copies of all applicable copyright releases for copyrighted materials; include telephone number, current and complete address, and a five-sentence biographical description for the J.E.T.T. contributor profile which appears at the end of an article published in J.E.T.T.

Simultaneous Submissions: A manuscript that has been submitted to another publication simultaneously will not be considered for publication in J.E.T.T.

Copyright: When a manuscript is accepted for publication in J.E.T.T., the author will receive a Copyright Transfer Form by which the author(s) transfer copyright of the article to J.E.T.T. An article will not be published until the editor receives the signed copyright transfer form.

Manuscript Receipt Response: When a manuscript is received in the editorial offices of J.E.T.T., the editor makes every effort to respond with an acknowledgement within 48 hours.

Blind Review: J.E.T.T. adheres to a "blind" review of all manuscripts. Identification of manuscript author should appear only on the title page; all other pages should be labeled with

the short title and page number only. The peer review process takes approximately 10 weeks; on occasion and at the discretion of the editor, the peer review process may be extended either to allow a reviewer additional time or to make allowances for the international mail. Prospective authors will receive a compilation of comments, suggestions, and remarks which have been made by the reviewers during the peer review process. Identities of reviewers is strictly confidential.

Reviewers: The reviewers who participate in the J.E.T.T. peer review process of all manuscripts are national and international professionals in the field; they review manuscripts in the areas of their expertise. Reviewers are selected by the editors on the basis of their willingness to serve the publication in this important capacity and on the record of their service to the profession.

MANUSCRIPT SUBMISSION ADDRESS: Editor, J.E.T.T., 304C Moore College Building, UGA Language Laboratories, University of Georgia, Athens, Georgia 30602 U.S.A.

Product Submissions for Review

All items submitted for review must be submitted as a complete unit, that is, all supplemental and peripheral items that go with the item for review must accompany the submission. An item that has been submitted elsewhere for review must be identified as such.

The *Journal of Educational Techniques and Technologies* considers for review the following (in the area of practices and products for today's language learning): Books, Audio Programs, Film, Software, Hardware, Audio-Visual Materials, Video, and related materials.

The opinions expressed in the review are those of the author(s) and do not represent the expressed or implied endorsement of the editors or the International Association for Learning Laboratories (IALL).

Before sending an item for review, notify the editors—by mail or telephone—of your intention to do so.

Specific Submission Procedures

Film: One (1) copy of the film, together with its supplemental materials, must be submitted to J.E.T.T. The company or film maker submitting the film for review must include the following: price, intended target audience, if, when, and where the film has already been used in learning applications. The company or film maker submitting the film must include a biographical sketch of the person(s) responsible for producing the film.

The film review process takes approximately 12 weeks from the date the film arrives in the editorial offices of J.E.T.T. The editor reserves the right to shorten or lengthen the review process as circumstances warrant.

J.E.T.T. reviews films from national and international film sources, small production companies, and individuals on the theme of practices and products for today's language learning.

The editor reserves the right to determine if, when, and in what issue a particular film review appears. The preferred film format is 16mm, although J.E.T.T. will review other formats as well.

Companies or persons wishing to submit a film for review should be mindful of the following closing dates:

December 15 for the Winter Issue; March 15 for the Spring Issue; June 15 for the Summer Issue; and September 15 for the Autumn Issue.

Video: One (1) copy of the video program together with its supplemental materials must be submitted to J.E.T.T. The publisher or person submitting the video must indicate if, when, and where the program has been reviewed, the target audience for which it is intended, if it is already being used in language learning applications, and its cost. At the time of submission, the person submitting must indicate if he or she wishes J.E.T.T. to return the video; otherwise, the video becomes the property of J.E.T.T.

The publisher or person submitting the video program must include a biographical sketch of the person(s) who made the video.

J.E.T.T. considers for review programs in the area of practices and products for today's language learning. Video sent to J.E.T.T. for review will be sent to reviewers judged by the editors as capable of reviewing both content and treatment.

The video review process takes approximately ten weeks from the date the video arrives in the editorial offices of J.E.T.T. The editor reserves the right to lengthen or shorten the review process as circumstances warrant.

J.E.T.T. accepts video programs from national and international sources as well as from individuals.

The preferred format is NTSC VHS; however, the journal also reviews multi-standard PAL and SECAM video programs in VHS. Other formats are welcome, but the review of video programs in those formats depends on the journal locating qualified reviewers with the appropriate equipment.

The editor reserves the right to determine if, when, and in which issue a particular video review appears.

Those wishing to submit video for review should be mindful of the following closing dates:

December 15 for the Winter Issue; March 15 for the Spring Issue; June 15 for the Summer Issue; and September 15 for the Autumn Issue.

Software: One (1) copy of the software program, together with its supplemental and peripheral materials must be submitted to J.E.T.T.

If demonstration discs are submitted, they will be evaluated as simply that—demonstration discs. If the publisher wishes to send only one lesson of a multi-lesson software program, the lesson must be truly representative of the whole program; the evaluation, however, will be made specifically on the lesson submitted.

J.E.T.T. accepts software programs that run on the IBM and IBM compatibles, Apple, Tandy, and Commodore. For programs that run on PC's other than the above-mentioned, J.E.T.T. cannot guarantee that its reviewers have

the specific PC; the editors will attempt to find reviewers with the required hardware.

Software programs are submitted to professionals in the field who are judged by the editors to be capable of evaluating the submitted software.

The software review process takes approximately 14 weeks from the date the software arrives at the editorial offices of J.E.T.T. The editor will lengthen or shorten the process as circumstances warrant.

The editor reserves the right to determine if, when, and in what issue a particular software review appears.

J.E.T.T. accepts for review only software programs in the area of practices and products for today's language learning from national and international producers, commercial publishers, and individuals.

For computer software, please indicate the following and include it with the submission:

Courseware Name
Application
Instructional Method
Vendor
Cost
Copy Policy
Equipment
PC Memory Required
Prerequisites

Hardware: The Journal of Educational Techniques and Technologies accepts hardware for review—hardware applicable to practices and products for today's language learning.

The hardware must be carefully packed, insured, and sent via a carrier determined by the hardware vendor.

Before sending hardware for review, the vendor must notify J.E.T.T. by mail or phone.

The vendor submitting the hardware must indicate where the hardware has already been reviewed, and if the hardware is currently being used in language learning applications. Hardware submitted for review is evaluated by people judged qualified to do so.

Vendors wishing to submit hardware for review should be mindful of the following closing dates:

December 15 for the Winter Issue; March 15 for the Spring Issue; June 15 for the Summer Issue; and September 15 for the Autumn Issue.

Audio-Visual Materials: J.E.T.T. accepts audio-visual print and electronic materials in the area of practices and products for today's language learning.

A complete set of the a-v materials to be reviewed must be sent to the editorial offices of J.E.T.T.

The company or persons submitting the materials for review must indicate if, when, and where the materials have already been reviewed, if they are currently being used in language learning applications, and the cost.

The a-v materials will be reviewed by professionals in the field who are judged by the editors qualified to evaluate both content and treatment. The review process takes approximately ten weeks from the date the materials arrive at the editorial offices of J.E.T.T. The a-v materials will be returned only upon request; such request must be made at the time of submission.

J.E.T.T. reviews a-v materials from national and international publishers, individuals, and a-v producers. The editor determines if, when, and in which issue a particular a-v review appears.

Persons wishing to submit a-v material for review should be mindful of the following closing dates:

December 15 for the Winter Issue; March 15 for the Spring Issue; June 15 for the Summer Issue; and September 15 for the Autumn Issue.

Audio Programs: One (1) copy of the complete audio program and its supplemental materials must be submitted to J.E.T.T. Audio programs sent to J.E.T.T. for review will be returned only upon request; such request must be made at the time of submission.

The publisher or persons submitting the audio program for review must indicate if, when, and where the program has been reviewed, whether or not it is currently being used in language applications, the intended target audience, and its cost.

Audio programs are reviewed by professionals in the field who are judged qualified by the editors to review such programs. The audio program review process takes approximately ten weeks from the time the program arrives at the editorial offices of J.E.T.T. The editor reserves the right to shorten or lengthen the review process as circumstances warrant.

J.E.T.T. reviews audio programs form national and international publishers, little-known and small presses, and self-publishers in the area of practices and products for today's language learning.

The editor reserves the right to determine in which issue a particular review appears.

Persons wishing to submit audio programs for review should be mindful of the following closing dates:

December 15 for the Winter Issue; March 15 for the Spring Issue; June 15 for the Summer Issue; and September 15 for the Autumn Issue.

Books: Three (3) copies of the book together with its supplemental materials must be submitted to J.E.T.T.

Books sent for review will be returned only upon request; such request must be made at the time of submission.

Publishers or persons submitting books for review must indicate the cost of the book and each item in the accompanying supplemental material.

The book review process takes approximately eight weeks from the time the book arrives at the editorial offices of J.E.T.T. The editor reserves the right to lengthen or shorten the review process as circumstances warrant.

J.E.T.T. reviews books from national and international publishers, little-known and small presses, and self-publishers in the area of prac-

tices and products for today's language learning. The editor determines if, when, and in which issue a book review appears.

Publishers or persons wishing to submit books for review should be mindful of the following closing dates:

December 15 for the Winter Issue; March 15 for the Spring Issue; June 15 for the Summer Issue; and September 15 for the Autumn Issue.