International Association for Learning Laboratories

IALL Journal Of Language Learning Technologies

The *IALL Journal*

is the primary publication of the International Association for Learning Laboratories. 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.

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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.

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 either the Editor, Marie Sheppard or the Assistant Editor, Karen Landahl, to discuss your topic prior to submission (see addresses on page four). All manuscripts are read by the Editor, the 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 the following:
- 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 page three.)

Copyright Corner regularly summarizes information from copyright listservs. Other topics include: summaries and reviews of publications, responses to 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 LLTI (the Language Learning Technology International listserv).

Network Update reports on the Internet, Minitel, and other networks pertinent to foreign language teaching and learn-

ing, and includes 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 announcements, 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, provide name of publication, issue, 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, Marie Sheppard. To appear in the February issue, your announcement must reach the Editor by December 1; to appear in the June issue, by April 1; for the October issue, by August 1.

Classifieds/Announcements/Advertisements: See page 136 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 Review Editor, Gary Smith, 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.
❏ Double-space and spellcheck.
❏ Include both printed and electronic formats. Enclose a diskette in either Macintosh MSWord (preferred), IBM WordPerfect for Windows format, or as text-only files. Alternately, if you use the Mac MSWord or Windows MSWord version, you may send your manuscript as a Macintosh email attachment to sheppard@spot.colorado.edu
❏ Submit three copies with a title page listing:
  ✓ the title of the manuscript,
  ✓ your name,
  ✓ your affiliation,
  ✓ mailing address,
  ✓ phone number,
  ✓ fax number and email address if you have them,
  ✓ a statement that the manuscript has not been published nor is under consideration elsewhere or, if you are requesting a reprint, information regarding previous publication, and
  ✓ the scholarly style you used in the manuscript.
❏ 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 on a page separate from the text of your manuscript. Send your materials to the editor, Marie Sheppard (see address on page two).

Processing

Your manuscript will be processed as follows:
✓ the Editor will acknowledge receipt within a week;
✓ if the Editor judges the content matter to be appropriate for the Journal's readers, the manuscript will be sent to one or two reviewers, and
✓ you will be notified within 4 – 6 weeks of the status of the manuscript. Based on the reviews, the Editors may suggest manuscript revisions to you.

Authors whose works are published will receive three complimentary copies of the issue in which their article appears. You may also order offprints from the *IALL Journal* Managing Editor. ∎