Information for Contributors

*Language Learning & Technology* is seeking submissions of previously unpublished manuscripts on any topic related to the area of language learning and technology. Articles should be written so that they are accessible to a broad audience of language educators, including those individuals who may not be familiar with the particular subject matter addressed in the article. General guidelines are available for reporting on both quantitative and qualitative research.

Manuscripts are being solicited in the following categories:

- Articles
- Commentaries
- Reviews

**Articles**

Articles should report on original research or present an original framework that links previous research, educational theory, and teaching practices. Full-length articles should be no more than 8,500 words in length and should include an abstract of no more than 200 words. We encourage articles that take advantage of the electronic format by including hypermedia links to multimedia material both within and outside the article.

All article manuscripts submitted to *Language Learning & Technology* go through a two-step review process.

Step 1: Internal Review. The editors of the journal first review each manuscript to see if it meets the basic requirements for articles published in the journal (i.e., that it reports on original research or presents an original framework linking previous research, educational theory, and teaching practices), and that it is of sufficient quality to merit external review. Manuscripts which do not meet these requirements or are principally descriptions of classroom practices or software are not sent out for further review, and authors of these manuscripts are encouraged to submit their work elsewhere. This internal review takes about 1-2 weeks. Following the internal review, authors are notified by e-mail as to whether their manuscript has been sent out for external review or, if not, why.

Step 2: External Review. Submissions which meet the basic requirements are then sent out for blind peer review from 2-3 experts in the field, either from the journal's editorial board or from our larger list of reviewers. This second review process takes 2-3 months. Following the external review, the authors are sent copies of the external reviewers' comments and are notified as to the decision (accept as is, accept pending changes, revise and resubmit, or reject.

Titles should be concise (preferably fewer than 10 words) and adequately descriptive of the content of the article. Some good examples are

- Social Dimensions of Telecollaborative Foreign Language Study
- "Reflective Conversation" in the Virtual Language Classroom
- Teaching German Modal Particles: A Corpus-Based Approach

**Commentaries**

Commentaries are short articles, usually no more than 2,000 words, discussing material previously published in *Language Learning & Technology* or otherwise offering interesting opinions on theoretical
and research issues related to language learning and technology. Commentaries which comment on previous articles should do so in a constructive fashion. Hypermedia links to additional information may be included. Commentaries go through the same two-step review process as for articles described above.

Submission Guidelines for Articles and Commentaries

Please list the names, institutions, e-mail addresses, and if applicable, World Wide Web addresses (URLs), of all authors. Also include a brief biographical statement (maximum 50 words, in sentence format) for each author. (This information will be temporarily removed when the articles are distributed for blind review.)

Articles and commentaries can be transmitted in either of the following ways:

1. By electronic mail, send the main document and any accompanying files (images, etc.) to llt-editors@hawaii.edu

2. By mail, send the material on a Macintosh or IBM diskette to

   LLT
   NFLRC
   University of Hawai‘i at Manoa
   1859 East-West Road, #106
   Honolulu, HI 96822
   USA

Please check the General Policies below for additional guidelines.

Reviews

Language Learning & Technology publishes reviews of professional books, classroom texts, and technological resources related to the use of technology in language learning, teaching, and testing. Reviews should normally include references to published theory and research in SLA, CALL, pedagogy, or other relevant disciplines. Reviewers are encouraged to incorporate images (e.g., screen shots or book covers) and hypermedia links that provide additional information, as well as specific ideas for classroom or research-oriented implementations.

Reviews of individual books or software are generally 1,200-1,600 words long, while comparative reviews of multiple products may be 2,000 words or longer. They can be submitted in ASCII, Rich Text Format, Word, or HTML. Accompanying images should be sent separately as jpeg or gif files. Reviews should include the name, institutional affiliation, e-mail address, URL (if applicable), and a short biographical statement (maximum 50 words) of the reviewer(s). In addition, the following information should be included in a table at the beginning of the review:

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LLT does not accept unsolicited reviews. Contact Jennifer Leeman if you are interested in having material reviewed or in serving as a reviewer (leemanj@georgetown.edu).

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**General Policies**

The following policies apply to all articles, reviews, and commentaries:

All submissions should conform to the requirements of the Publication Manual of the American Psychological Association (4th edition). Authors are responsible for the accuracy of references and citations, which must be in APA format.

Manuscripts that have already been published elsewhere or are being considered for publication elsewhere are not eligible to be considered for publication in *Language Learning & Technology*. It is the responsibility of the author to inform the editor of any similar work that is already published or under consideration for publication elsewhere.

Authors of accepted manuscripts will assign to *Language Learning & Technology* the permanent right to electronically distribute their article, but authors will retain copyright and, after the article has appeared in *Language Learning & Technology*, authors may republish their text (in print and/or electronic form) as long as they clearly acknowledge *Language Learning & Technology* as the original publisher.

The editors of *Language Learning & Technology* reserve the right to make editorial changes in any manuscript accepted for publication for the sake of style or clarity. Authors will be consulted only if the changes are major.

Authors of published articles, commentaries, and reviews will receive 10 free hard-copy offprints of their articles upon publication.

Articles and reviews may be submitted in the following formats:

- HTML files
- Microsoft Word documents
- RTF documents
- ASCII text

If a different format is required in order to better handle foreign language fonts, please consult with the editors.