

Overview

Thank you for agreeing to write an article for the **Spring/Summer 2010** edition of Learning Languages for members of the National Network for Early Language Learning. The audience for our articles includes early language teachers, teacher educators, and administrators. This diverse group shares an interest in early language learning research, techniques, advocacy and pedagogy.

Each edition is centered on a theme that reflects a current topic in the foreign language profession and we focus the journal on the specific application to early language learning. The theme for the next edition is **Culture**.

Timeline

Here are the key dates for authors: We, of course, welcome you to submit manuscripts ahead of these dates!

| Date | Task |
|---------|--|
| 4-1-10 | Agree with editor on the focus of your article |
| 4-15-10 | Submit a Title with 3-8 headings |
| 4-30-10 | Submit article, photo and bio to editor (Priscilla Russel) |
| 5-15-10 | Approve final edits |
| 6-1-10 | Approve final layout in journal with graphics |
| 6-15-10 | Receive your complimentary copies of the journal |

Guidelines

The following are some guidelines to help you write your article

- Keep your manuscript concise (1,000-3,000 words for features)

- Write in the active voice and avoid adverbs

- Use simple language and avoid or define jargon

- Support generalizations with facts, research or anecdotes

- Translate all foreign words into English (in parentheses after the word)

- Include **only** and **all** works cited in the reference section

- Include page numbers of direct quotes (in parentheses after the quote)

- Consult the *Publication Manual of American Psychological Association (APA)*

<http://www.apastyle.org/faqs.html> and *Webster's Collegiate Dictionary* to resolve questions of style and usage

Technical Considerations

All submissions must include the word processing file of the manuscript in document format (.doc) or rich-text format (.rtf). You may insert graphics in your word processing file to indicate location, but all graphics should also be supplied as separate files using a standard format (preferably .tiff, .bmp, or high resolution .jpeg). Please submit your article as an attached file to priscilla_russel@monet.prs.k12.nj.us.

Graphics

Please provide any photos, tables or student work that you would like to include with your article. Be aware that you must own the copyright to the photos, i.e. you took them. Also, we must obtain release forms from any people who are recognizable in the photos. Any illustrations should be copyright free or include a release form. The editors will choose appropriate graphics for the overall design of your article.

Contact Information

Please submit your address, phone and email. It helps us work together and streamlines the mailing of complimentary copies.

Bio and Photo

It is our policy at Learning Languages to include a photo and a short bio of the author. Our readers like the personal connection that it provides. It also helps them recognize you at professional conferences. Please send a high quality photo in electronic format or mail a physical photo to Chad Rummel, 2900 Sutton Road, Vienna, VA 22181, clrummel@fcps.edu.

Include your bio at the end of your article. You may wish to include your current position, experience you have with early language learning, honors you have received, and your location.

Thank you for contributing to *Learning Languages*,

Priscilla Russel

Chad Rummel

Co-editors