Author Guidelines

Thank you for agreeing to author an article for the 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.

Guidelines

The following are some guidelines to help you write your article:

- Keep your manuscript concise (1,000-3,000 words per article)
- 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 language words into English (in parentheses after the word)
- Use **Microsoft Word** as your word processing software. All manuscripts should be in .doc or .docx format.
- All text should be double-spaced, including text, notes, and references.
- Number all pages **except the first page**. Insert the page number in the upper right-hand corner.
- Use **Times New Roman, font size 12**, throughout your manuscript and any associated text.
- Set the margins of your document to 1 inch on all sides.
- Do not include decorative fonts or text-defining elements in your manuscript such as borders or lines.
- Webster's Collegiate Dictionary should be consulted to resolve questions of style and usage
- Authors should use the Publications Manual of the American Psycological Association (APA), 6th edition, at www.apastyle.org for guidelines in formatting and preparing manuscripts.[1] *Selected guidelines are listed below; please note that this is not a list of all guidelines to be consulted.*

---

[1] The Purdue University Online Writing Lab can also be an excellent resource for working with APA guidelines. https://owl.english.purdue.edu/owl/resource/560/01/

SELECTED GUIDELINES for CITATIONS, PUNCTUATION, & NUMBERS:

- Include only and all works cited in the reference section.
- Include page numbers of direct quotes (in parentheses after the quote).
- Periods and commas should appear within quotation marks.
- Semi-colons and colons should appear outside of quotation marks.
- Question marks and exclamation points should appear inside the quotation marks
  when they are part of the quote. When they are a part of your reference or
  response to the citation, they should appear outside of the quotation marks.
- Any numbers above "nine" should be in Arabic numerals. For example, "eight
  students" and "13 classes."
- Paragraph indentations should be made using the "tab" key, rather than the
  space bar
- Two spaces should be used after each period.

Author Biography and Identifying Information

- It is our policy to include a short biography and photo of each author. Our readers like the personal connection that it provides. It also helps them to recognize you at professional conferences.

- In order to ensure anonymity during the blind review process, please submit the following items in *separate* files, in the *same* email:

  1. Author biography/biographies (200 words or less each): You may wish to include your current position, experiences you have with early language learning, honors you have received, and your location

  2. Author photo(s): professional photos are preferred.

  3. Author contact information (email, address, phone number). It helps us to work together to streamline the mailing of complimentary copies

- Disguise personal identifying information included in the manuscript text during the review process. For example, instead of saying "my 7th grade students at Three Pines Middle School demonstrated excellent linguistic flexibility for negotiation of meaning," you would say "the 7th graders in this project demonstrated excellent linguistic flexibility for negotiation of meaning."

- Once the blind review process has been completed, identifiable references can be added as needed

Graphics & Technical Considerations

- Provide any photos, tables, or student work that you would like to include in your article as *separate* files. All graphics must be supplied using a standard format (high resolution image file, such as .jpeg).

- If you would like to indicate a specific position for graphics in your file, use a numbered system to indicate where images should appear in your article. Name your image files accordingly. See "Note on Manuscripts"

  For example:

  > "The task-building activities allowed students to work together while using the target language. Students collaborated using the appropriate vocabulary and grammar structures to find details about and plan a vacation in South America.
  >
  > [Insert Image 1: Students looking at computer]**
  >
  > As students worked together, they were able to work in the interpersonal mode. Including drawings and pictures helped them to use the presentational mode when demonstrating their work to the class."
  >
  > **This would then refer to an image named "Image 1: Students looking at computer" in your email submission.

- Be aware that you must own the copyright to photos or images.

- 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. Please note we may not be able to include all submitted images in the article.

Please send your manuscript, graphics, and author information to Journal@nnell.org using the subject line "NNELL Journal Submission [insert issue & year here]"

Thank you for contributing to Learning Languages!