

## Submitting a Contribution to a Language-Specific Journal

ALL welcomes articles and reports by readers and by all those interested in learning and teaching languages at any level in the UK and beyond. We are particularly pleased to receive contributions from new authors. Articles should not exceed 5000 words. Reports providing information or notes on classroom practice should normally be less than 1000 words. Contributions may be written in English or in the target language.

Authors are encouraged to contact the editor of the journal concerned to discuss their planned contribution before it is written. Editors will be pleased to advise on the viability of a topic, on presentation and on timescales for publication. They are also willing to read drafts and offer constructive comments.

All contributions, once submitted, are sent to an independent referee or referees for review. Authors should not assume that their contribution will be published, even if an editor has invited them to submit it, until it has been approved by a referee. Feedback from referees will be forwarded to authors.

### Presentation of Contributions

A detailed guide to setting out contributions is available from the editors or from the General Editor of the journals: [editor@all-languages.org.uk](mailto:editor@all-languages.org.uk). Authors are strongly encouraged to study it before they start writing.

Contributions should bear in mind the general policy of the journals on presentation:

The target audience of the ALL language-specific journals consists first and foremost of busy practising teachers across all educational sectors. Material published in the journals should therefore be expressed in accessible modern idiom, free of jargon other than that familiar to language teachers, and not abstruse or excessively theoretical. Contributions, whilst academically rigorous, should be presented without unnecessary use of academic paraphernalia. They must nevertheless maintain high standards of accuracy in quotations and references, they must be consistent in their presentation, and they must adhere closely to ALL style guidelines.

Where references or sources are listed, details should be given using the Harvard system, e.g.:

Barber, C. (1993) *The English Language: a historical introduction*. Cambridge: CUP  
Within the text the author's name, year of publication and page number where relevant should be quoted in brackets, e.g.: (Barber, 1993: 27).

All artwork, such as tables, figures, diagrams, charts, graphs, illustrations, and photos, should be in black and white or greyscale. Photos included in articles should be submitted in JPEG or PDF format. Colour illustrations are not normally possible.

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**Submission**

Contributions should be saved in MS Word and submitted electronically to the relevant editor (see below).

Authors may consult the editor or the General Editor (see above) to discuss dates for submission of copy. Urgent or especially topical items may sometimes be published immediately. However, in order to preserve a balance of content, the date of publication of each contribution, once accepted, will be at the discretion of the editor.