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# Notes for Contributors

## Aims and Scope

*ReCALL*, the journal of the European Association for Computer Assisted Language Learning (EUROCALL), seeks to fulfil the stated aims of EUROCALL as a whole, which are to advance education by: (a) promoting the use of foreign languages within Europe; (b) providing a European focus for the promulgation of innovative research, development and practice in the area of computer-assisted language learning and technology enhanced language learning in education and training; and (c) enhancing the quality, diffusion and cost-effectiveness of relevant language learning materials. Typical subjects for submissions include theoretical debate on language learning strategies and their influence on courseware design, practical applications at developmental stage, evaluative studies of courseware use in the teaching and learning process, assessment of the potential of technological advances in the delivery of language learning materials, exploitation of on-line information systems, and discussions of policy and strategy at institutional and discipline levels. Survey papers are welcome provided that they are timely, up-to-date and well-structured. All contributions are peer reviewed.

*Guidelines for contributors, including the criteria for reviewers, is at http://www.eurocall-languages.org/recall/contribguide.html*

## General

1. Submission of a paper to ReCALL is held to imply that it represents an original contribution not previously published and that it is not being considered elsewhere.
2. The language of ReCALL is normally English. However, papers in other European languages, with an abstract in English, are welcome.
3. Authors should be aware that editorial licence may be taken to improve the readability of an article.
4. Papers should normally be submitted by email to June Thompson: d.j.thompson@hull.ac.uk.

## Manuscript requirements

1. Papers should not exceed 8000 words and should be preceded by an abstract of approximately 300 words and up to six key words of the author's choice. The first page of the manuscript should give the title, the name(s) and full mailing address(es) of the author(s), including e-mail addresses.
2. All relevant files, carefully labelled, should be sent electronically. Any graphics and screen dumps must be provided as separate files from the text (e.g. as .jpg or .tif files). Please indicate which graphics package you have used to produce them. Text should be in Word and not in any other word-processor or DTP formats. Do not embed graphics within a word processed document.
3. Text should be left-aligned only, double spaced throughout, with wide margins. Sheets should be numbered consecutively.
4. It is the responsibility of authors to provide written permission for the reproduction of any graphic or screen-shots included with the paper. It is also the responsibility of authors to check the accuracy of URLs cited within articles or references at the time of submission.

## Conventions

*Spelling*: British or American English spelling may be used provided it is used consistently throughout the paper.

*Footnotes* should be kept to a minimum. Any acknowledgements, or explanation of the genesis of an article, should appear as the first note keyed to the article title by an asterisk (*). Note indicators in the text should follow punctuation.

*Sub-headings* should be typed with prefatory numbers indicating the level of importance, 1, 1.1, 1.1.1. No more than three levels of subheading should normally be used.

*Abbreviations*. Do not use fullstops in abbreviations: ICI, OBE not I.C.I., O.B.E. When referring to the title of an organisation by its initials, first spell out the title in full followed by the abbreviation in brackets, thus: Imperial Chemical Industries (ICI). Thereafter refer to ICI.

*Underlining*. Do not underline. Use italics or bold for emphasis.

*Bibliographical references* should be given in parentheses in standard author-date form in the body of the text: (Davies 1995:65). When a second or subsequent work by a particular author in the same year is cited, references should be distinguished by letters (a, b, c, etc.) placed after the date. When a work is written by three or more authors, all names should be given in the first citation: (Eck, Legenhausen & Wolff 1995). In subsequent citations, the first name only should be given with et al. added. A complete list of references cited should be typed double-spaced at the end of the article, using the following conventions:

i. *Single-author books*
Davies, G. D. (1985) *Talking BASIC: an introduction to BASIC programming for users of language*. Eastbourne: Cassell.
ii. *Dual-author books*
Davies, G. D. and Higgins, J. J. (1985) *Using computers in language learning: a teacher's guide*. London: CILT.
iii. *Multiple-author books*
Eck, A., Legenhausen, L. and Wolff, D. (1995) *Telekommunikation im Fremdsprachenunterricht*. Bochum: AKS-Verlag.
iv. *Edited books*
Rüschoff, B. and Wolff, D. (eds.) (1996) *Technology-enhanced language learning in theory and practice: EUROCALL 94: Proceedings*. Szombathely: Berzsenyi Dániel College.
v. *Articles in journals, magazines, etc.*
Little, D. (1994) Learner autonomy: a theoretical construct and its practical application. *Die neueren Sprachen,* **93** (5): 430–442.
vi. *Articles in books*
Johns, T. (1991) Data-driven learning and the revival of grammar. In: Savolainen, H. and Telenius, J. (eds.), *EUROCALL 91: Proceedings*. Helsinki: Helsinki School of Economics, 12–22.
vii. *Websites*
If you wish to refer to a URL, either within your text or as a reference, do not include 'URL' or any additional punctuation, e.g. http://www.eurocall.org

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