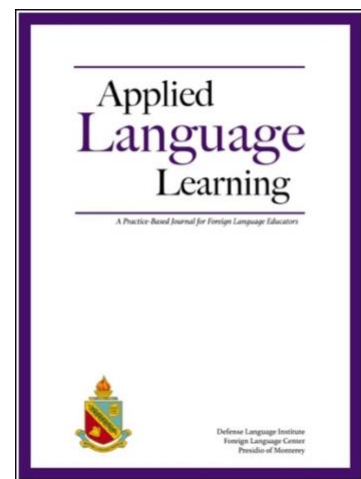




Guide for Authors

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AIMS AND SCOPE

The aim of *Applied Language Learning* (ALL) is to promote professional communication within the Defense Language Institute Foreign Language Center and academic communities on adult language learning for functional purposes. The Editor encourages the submission of pedagogy-related research and review manuscripts from areas such as: (1) instructional methods and techniques; (2) curriculum and materials development; (3) testing and evaluation; (4) implications and applications of research from related fields in linguistics, education, communication, psychology, and social sciences; and (5) assessment of needs within the profession.

ETHICS IN PUBLISHING

Authors are responsible for the accuracy of their content and citations. That is, they should ensure that they do not misrepresent another published work and that all citations are accurate.

For manuscripts that involve research with human subjects, be sure to include (1) a statement that all procedures were performed according to institutional guidelines and were approved by the appropriate institutional committee(s) prior to data collection; and (2) a statement that

informed consent was obtained for experimentation with human subjects. Note that the privacy rights of and ethical issues related to using human subjects must always be observed. Author(s) must obtain written permission from any copyright owners and credit the source(s) in their manuscript if it includes any excerpts (including tables or figures) from other copyrighted works.

Submitted manuscripts must be clean of any plagiarism. The [Committee on Publication Ethics](#) (COPE) defines plagiarism as: “When somebody presents the work of others (data, words or theories) as if they were his/her own and without proper acknowledgment.” Submitted manuscripts that contain substantial portions of others' work are considered plagiarism and will result in a manuscript being rejected. Others' work includes data, images, or words taken from any materials in electronic or print formats (including, but not limited to, published papers, abstracts, seminar presentations, theses or dissertations, research proposals, online posts, or unpublished or published manuscripts).

Be sure to cite all such material that is used either directly (direct quote) or indirectly (paraphrased), following the APA Style Guide. Others' work also includes ideas. The plagiarism of ideas, according to the [Office of Research Integrity](#) (ORI), is “Appropriating someone else's idea (e.g., an explanation, a theory, a conclusion, a hypothesis, a metaphor) in whole or in part, or with superficial modifications without giving credit to its originator.” Manuscripts containing the plagiarism of ideas will be rejected. In addition, *Applied Language Learning* will not publish manuscripts that include self-plagiarism, meaning manuscripts cannot contain large portions of author(s)' own previously-published text.

SPECIFICATIONS FOR MANUSCRIPT PREPARATION

Prepare the manuscripts in accordance with the following requirements:

- Follow the American Psychological Association (APA) style (the most recent edition); whenever possible, authors should cite sources that have undergone peer review
- Use double spacing, with 1-inch margins, and left justification
- Use Times New Roman font size 12
- Number all pages consecutively
- Present tables and figures and their captions within the manuscript. Be sure to follow APA guidelines for all tables and figures.
- Graphics and tables should not exceed 6.5” in width
- Whenever possible, avoid using footnotes or endnotes; instead, explain information in the body text or include as an appendix
- Ensure that the manuscript is clear of typos and has been checked for grammar/spelling

Applied Language Learning reserves the right to edit material.

CORRESPONDENCE

Send all questions or comments to the Editor: journals@dliflc.edu.

SUBMISSION REQUIREMENTS

Applied Language Learning publishes original works that have not been previously published elsewhere and that are not under consideration by other publications. Each submission should contain the following:

1. A cover letter;
2. A title page including the title; authors' names, email addresses, and affiliations; acknowledgement of any financial or personal relationships that could influence the manuscript; and five keywords;
3. an abstract (no more than 250 words) if applicable; and
4. the manuscript, including references.

Send all submissions electronically to the Editor: journals@dliflc.edu.

FUNDING SUPPORT

In cases where financial support was received for a research project, please include a statement in your manuscript to that effect.

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REVIEW PROCESS

Applied Language Learning operates a double anonymized review process, meaning the identities of the authors are concealed from the reviewers, and reviewers' identities are concealed from the authors. Manuscripts will be acknowledged by the editor upon receipt and assessed for suitability for the journal. If deemed suitable, they will be sent to at least two independent expert reviewers. Decisions and feedback will be provided to authors, generally within three months of manuscript submission. All publication decisions are made by the Editor and are final. Even after

a manuscript has been accepted, we reserve the right to reject it if there are serious problems with content or if it violates our publishing guidance as discussed in this document.

SUBMISSION TYPES

Applied Language Learning publishes the following types of articles.

(1) RESEARCH ARTICLES

Manuscripts should not exceed 6,000 words (not including reference, appendix, etc.) and should include an Abstract (up to 250 words).

Divide your manuscript into the following sections, in the order listed below:

- **Abstract:** Briefly state the purpose of the study, the principal results, and major conclusions in a concise and factual abstract of no more than 250 words.
- **Introduction:** State the objectives, hypothesis, and research design. Provide adequate background information but avoid a detailed literature survey or a summary of the results.
- **Literature Review:** Discuss the work that has had a direct impact on your study. Cite only research pertinent to a specific issue and avoid references with only tangential or general significance. Emphasize pertinent findings and relevant methodological issues. Provide the logical continuity between previous and present work. End the Literature Review with the specific Research Questions.
- **Method:** Describe how you conducted the study. Give a brief synopsis of the methodology. Provide sufficient detail to allow the work to be replicated. Use the following the subsections, or ones more specific to your research.
 - *Participants:* Identify the number and type of participants. Indicate how they were selected. Provide major demographic characteristics.
 - *Materials:* Briefly describe the materials used and their function in the experiment.
 - *Data Collection:* Describe each step in how you collected your data, including any instructions to participants or other useful information.
 - *Data Analysis:* Describe how you analyzed the data you collected.
- **Results:** State the results and describe them to justify the findings. Mention all relevant results, including those that run counter to your expectations. Make sure that any figures or tables are explained in the text and will help readers focus on your main points.
- **Discussion:** Explore the significance of the results of the work, but do not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature. Limitations can be included here or in the Conclusion.
- **Conclusion:** Describe the contribution of the study to the field. Identify conclusions and theoretical implications that can be drawn from your study. Do not simply repeat earlier sections.
- **References:** APA formatted. Ensure that all sources cited in the text are listed in the Reference list and that all items in the Reference list are found in the text.
- **Acknowledgements (optional):** Can include statements of appreciation for assistance with the project or paper, for example with writing assistance or assistance with data collection or analysis.
- **Appendixes (optional):** Can include instruments for data collection or more extensive results. Tables can be included in appendixes as well.

(2) REVIEW ARTICLES

Describe, discuss, and evaluate publications that fall into a topical category in foreign language education. The relative significance of the publications in the context of teaching realms should be pointed out. A review article should not exceed 5,000 words and should include an Abstract of approximately 250 words.

(3) REVIEWS

Applied Language Learning publishes reviews of textbooks, scholarly works on foreign language education, technological tools or resources, and other non- print materials. Reviews should point out both positive and negative aspects of the work(s) being considered, give a clear but brief statement of the work's content, and provide a critical assessment of its contribution to the profession. Keep quotations short. Reviews that are merely descriptive will not be published. Reviews typically do not exceed 3,000 words. Prior to writing and submitting your review, please email the journal editor (journals@dliflc.edu) to confirm that the topic/review is relevant to the journal audience.

(4) COMMENTARY

Applied Language Learning welcomes essays that exchange ideas and views on innovative foreign language education, and comments on matters of general academic or critical interest or on articles in previous issues. Commentaries are most appropriate when the author wants to share their perspective, particularly on a topic that is fairly new or innovative. If the author has done preliminary data collection and analysis, that can be included in the Commentary, not as a formal write-up of research, but as a type of support or anecdotal evidence for opinions or arguments in the Commentary Essay. Commentary Essays typically do not exceed 2,000 words.