

Editor's Guide for *Spectrum* Authors

Spectrum is not a scholarly journal, but it is a professional publication that reflects upon the language profession in Oregon. The editor and the members of the Editorial Board are committed to helping authors improve their submissions – if improvement is appropriate. *Spectrum* is automatically forwarded to the newsletter editors of WAFLT (Washington) and WFLTA (Wyoming) who have standing permission to reprint articles in *Spectrum* if they so desire; they often have, so articles often receive a much wider audience.

Membership in COFLT is not a prerequisite for submitting articles for consideration for publication. If you are an Oregon language teacher, however, you will receive an invitation to join.

Types of Submissions

Instructional Materials might include short teaching tips, a description of a class unit or activity, articles on culture (including literature), reviews of books, films, or teaching materials, including software, and classroom research.

- **Length.** 50-1500 words, although longer articles will be considered.

Feature Articles might include a story about a successful school or community activity, the experiences of your students on a study-abroad program or your own travel experiences, or the special achievements of a student or students or a colleague.

- **Length.** Preferably not more than 650 words.
- **Photographs.** Consider submitting a photo or two to accompany a feature article. See “Photographs” below.

Op-ed pieces (Letters to the Editor) may be submitted on any topic of interest to the language teaching profession.

- **Length.** Preferably not more than 650 words.

Testimonials from students who have gone on to use their knowledge of a language other than in language teaching are a valuable public relations tool that can be used by other teachers to motivate their students. If you remain in contact with former students, ask them if they would describe how the study of a language and/or a study abroad experience has made a difference in their life and their careers.

- **Length.** 100-350 words.

Informational Materials are those that announce a forthcoming event, e.g., public lecture, workshop, school activity open to the public, organizational meeting, and the like.

- **Format.** Format as an advertisement or use business style. Keep narrative prose to a minimum.
- **Style.** Do not try to turn informational materials into feature articles. Provide a contact person for those interested in obtaining additional information. A feature article can follow the event.
- **Length.** If formatted as an advertisement, submit either 1/4-page, or 1/2-page or full-page copy or preferably all three. I will use the longer version if space is available. If submitted in business style, I will reformat as an ad.

Miscellanea can include anything from language humor, your summaries of articles that have appeared in other publications, and anything else you consider of interest to members of the profession.

- **Note.** We cannot reprint copyrighted material or translations of copyrighted material (even if it is your translation). COFLT cannot afford to pay for reprinting rights.

Peer Review

All **Instructional Materials, Feature Articles, and Op-ed Pieces** are submitted for blind review to at least two members of the Editorial Board. The editor and peer reviewers help authors improve submissions in terms of organization, grammar, syntax, lexicon, and content – if such improvement is deemed appropriate. “Blind review” means the editor removes all references to the author and any references that would reveal who the author is before forwarding materials to the peer reviewers. Authors, likewise, will not be informed of the names of the reviewers.

The peer review process helps me maintain a professional standard, particularly about languages or levels I am not familiar with. It is not intended as an effort to turn *Spectrum* into a “scholarly” journal. Since September 2002, only two articles (of more than fifty) were not accepted for publication. Of the remainder, about half were accepted contingent upon required or recommended minor revisions, and about half, upon required or recommended major revisions.

Final Manuscript

Revisions. Except for corrections of typographical and similar minor errors, required or recommended revisions are the responsibility of the authors.

Proofreading. If time permits, authors will be asked to proofread galleys.

Format and Mechanics

Language of text. Please write in English. Another language may be incorporated into the text, e.g., quotations, examples, etc. When doing so, please provide an English translation either in the text or in a footnote. Since *Spectrum* is the publication of COFLT (not a specific-language association), you are sharing what you do in your language classes with other members who do not know your language. Using English provides cross-cultural insights as well as possible teaching tips and ideas for all COFLT members.

- **Note.** If English is not your native language and you know you do not have “Superior” writing proficiency, see if you can get a colleague to help you edit an article before submitting it. It can help speed the process of getting your article into print.

Photographs are a welcome addition to *Spectrum*. Submit as a jpeg.file attached to your email. Digital photographs are highly preferred because there is a minimum loss of quality in reproduction, and I can often improve quality. If you do not have a digital camera, but do have access to a scanner, turn prints into digital format.

Submission address and format. Submit to the editor at

rverzasconi@msn.com

On the subject line, write “SPECTRUM”. In the email itself, provide complete contact information.

Attach your submission in WordPerfect, MS Word, or

text-file format. If you use another software or have one that does not allow you to convert what you have written to text-file format, cut and past the article into your email message.

Submission deadlines. There are no submission deadlines. All materials will be considered for publication in a subsequent issue, but not necessarily the next issue. In addition to the peer review process that can take between one and six weeks, depending on the nature of the article, *Spectrum* can only be published in multiples of four pages, e.g., 16, 20, 24, 28 pages, etc. Given these considerations, there are times when I receive submissions as far as two months in advance of the press deadline that I cannot include and others when an article received a week before the press deadline gets published because it fits perfectly into a page or one-half page that is still blank.

Contact me if you have any questions.

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