

THE NORTHEAST CONFERENCE

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The NECTFL Review

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*Guidelines for Preparing a Review for **The NECTFL Review***

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PUBLISHER'S STATEMENT

The NECTFL Review, published by the Northeast Conference on the Teaching of Foreign Languages, welcomes reviews of educational materials in all foreign languages taught in the U.S. at the K-12 and college levels, not only French, German, and Spanish, but also Italian, Russian, Latin, (ancient) Greek, Arabic, Japanese, and Chinese. We welcome reviews of textbooks but also invite submissions dealing with a variety of other educational materials, for example, software, CD-ROMs, games, feature and documentary films, news broadcasts, music tapes, and language Websites. In the past we have also published reviews of products in the less commonly taught languages, such as Biblical Hebrew, Korean, Norwegian, Tagalog, and Vietnamese.

GETTING STARTED

If you are interested in writing a review or know of a new product in your language that has not already been reviewed in our pages, I encourage you to contact me. I would like to hear from you and would welcome your ideas and suggestions. All previously published reviews are available on our Website at www.nectfl.org (follow the “publications” link); first-time reviewers should look at reviews in “their” language and not hesitate to use them as models.

Even if I cannot accommodate your request immediately, I will put your name on my list of potential reviewers and contact you when I receive something of interest to you.

Please provide me with the following information: the foreign language you teach, the classes you teach and the level at which you teach, your educational background and area of expertise, your home institution and title, and any previous experience as a reviewer. Be sure to also send me your CV.

WRITING THE REVIEW

Typically, I will give you at least two to three months (or longer) to prepare your review. *The NECTFL Review* appears twice a year and publishes approximately 12-15 reviews in each issue. At present I am accepting proposals for the Spring 2019 issue.

After you receive a product to review, you will need to analyze it carefully in order to determine its usefulness in the classroom. This obviously will take time, especially if you are reviewing a course packet that includes not only a text, but also a Website, workbook, CD-ROM, video, an audiocassette, a teacher's manual, a test bank, etc. Some programs these days are extremely comprehensive and include as many as a dozen ancillaries. Increasingly, these days, Websites include all of the above.

A review is not only a summary, but also (and above all) a critical evaluation. Your review should accomplish **all** of the following:

1. describe the product (its components, including technical information when relevant)
2. describe the target audience
3. analyze methodology (i.e., conception and organization); for example, does the text follow the “communicative method”? does it adopt the “national standards” of competence in the foreign languages promoted by educators around the country?
4. critique the product (e.g., discuss its strengths and weaknesses, state how well you think the product fulfills its stated objectives, and indicate any shortcomings or errors)
5. state how you think the product can best be used at its intended level.

If you have used the product in class yourself, any personal assessment will be very much appreciated. Each product is different, and I encourage you to adopt a personal style. What is most important is that your review should be accurate and interesting.

Unfortunately, there is no financial compensation for writing a review; however, you may keep the product you review.

FORMAT

With regard to format, please refer to reviews previously published in *The NECTFL Review*.

Please observe the following specifics:

1. Limit your review to 900-1200 words if you are reviewing a single volume. If you are evaluating a packet (including a text, Website, workbook, CD-ROM, audiocassette, video, etc.), your review may be extended to 2000 words.
2. Reviews must be double-spaced (not including the bibliographic information at the beginning of your review [author, title, publisher, etc.]).
3. Do **NOT** type your name at the top or bottom of each page. Your name should appear only at the top of the first page (as indicated below) and, of course, at the end of the review. Please include your title and affiliation (see below). Do **NOT** paginate.
4. Provide the ISBN number. For a multi-component program it is enough to indicate the ISBN

of the main text.

5. If possible, indicate the price unless you are reviewing a multi-component program published by one of the major publishers (e.g., *Dos Mundos*, *Puntos*, *Deux Mondes*, *Vis-à-Vis*, *Contacts*, *Deutsch: Na Klar*).
6. Please make every effort to observe the deadline agreed upon for submission.
7. Finally, *italicize* all titles, including subsections of a text, and foreign loan words. **Never underline any word in the review.** Do **NOT** include hyperlinks (remove them if you accidentally include them) or any other special features, such as borders, lines or other special formatting.
8. Use 1-inch margins throughout.

SUBMITTING

Please submit your review in Microsoft Word through an e-mail **attachment**. Submit your review in Times New Roman, 12-font. Submit your review as a **WORD** document; do **NOT** submit as a RTF document.

Before submitting, please be sure to **PROOFREAD** carefully. If you are not a native speaker of English (or have no previous experience writing a scholarly review), please do not hesitate to send me a draft of your review, or to consult with an experienced colleague in your home institution. The first-page heading **should look like this:**

Date of Submission:

Word length:

Proof to: Your Name
 Department
 Institution
 City, State, Zip code
 E-mail address

(sample title of text reviewed, publisher's information ; *nota bene* the order of authors' names)

Amon, Evelyn, Judith A. Muyskens, Alice Omaggio Hadley, and Jean-Louis Auduc. *Vis-à-Vis*. 6th edition. New York: McGraw-Hill, 2015. Includes: Website, Workbook, Instructor's Manual, Test Bank, audio CD, video, CD-ROM. ISBN: 0-07-286029-4.

TEXT (5-space indent, double space throughout)

The end of your review should look like this (single space):

Name of reviewer + highest degree earned (e.g., John Doe, Ph.D.)
 Title (e.g., Assistant Professor of French)
 Affiliation (e.g., Jingle Bells University)
 City, State (e.g., North Pole, AK)