

Language Learning in Higher Education

Guidelines: roles and tasks

The organization of the Journal includes: two Editors-in-chief, a Scientific Board, Assistant Editors, an Editor Assistant Board.

Editors-in-chief

The responsibilities of the Editors-in-chief are:

- the identification and selection of topics and articles as well as the order of articles in the Journal;
- the creation of appropriate guidelines regarding the Journal's content in close cooperation with the Publishers;
- the careful selection of articles suitable for publication in the Journal based on verification regarding content and scientific accuracy;
- the cooperation with contributors, assistant editors, CercleS and the publishers to ensure the required timing for publication;
- staying within the page limit of the Journal;
- ensuring that articles are submitted with an abstract in English and keywords for indexing;
- providing language editing for articles;
- presenting the published issues at the CercleS Conferences or Seminars.

Scientific Board

The Scientific Board is made up of one representative of each CercleS full member. National Presidents will be invited to identify a person (even themselves) with scientific competences related to applied linguistics research and, above all, a desire to share their enthusiasm in offering their contribution to the CercleS community. They will be involved in peer-reviewing for a maximum of one paper per volume (two papers in a year).

Assistant Editors

Assistant Editors are appointed by the Editors-in-chief on the basis of their scientific competence and availability in supporting the Editors' workload. They are asked to proof read texts (max 3 papers per volume) submitted in English or in languages other than English, according to the familiarity they have in the language.

Editorial Assistants

Editorial Assistants are appointed by the Editors-in-chief on the basis of their experience in editing and availability in supporting the Editors' workload. They assist in preparing copy for the printers while following the schedule required by the publisher.