

July 2021

Guidelines for submitting news items and articles to the European Centre for Modern Languages (ECML)

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The ECML addresses priorities in language education identified by member states through developing practical project outputs, adaptable to different learning environments. By tapping into international, European and national networks, the Centre serves as a platform for gathering and sharing knowledge, good practice and innovation, for stimulating discussion and mutual learning, and for the forging of new and enriching partnerships.

The Centre invites its partners to share news items about national developments in the field of language education such as new legislation in relation to languages, national reforms, curriculum changes etc.), new resources (publications, reports, websites etc.), events relating to the ECML work or language education in general that could be widely disseminated among the ECML community.

1. Submitting articles to the ECML

1.1. Who

Submissions are welcome from ECML project teams, ECML Governing Board Members, ECML National Nominating Authorities, ECML National Contact Points, members of the Professional Network Forum of the ECML, the Council of Europe, Wergeland Centre.

1.2. When – To whom

Contributions can be sent at any time via e-mail to the ECML (information@ecml.at).

1.3. Languages

The official working languages of the Council of Europe are English and French. Therefore news items and articles must be written in at least one of these languages. If needed, they will be translated into the second working language by the ECML.

1.4. Length of the news items

The news item should not exceed 500 characters (+ weblinks).

This item can introduce/summarize/link to a longer article in any other language (drafted by the author or from an external source). The length of this longer article's is left at the authors' discretion.

1.5. Voluntary contributions (no remuneration)

We appreciate the willingness of authors to contribute their work in support of the language education community. No payments of any kind are offered in exchange for accepted submissions.

1.6. Proofreading of the articles by the ECML

Acceptance is based entirely upon the ECML's perception of content, quality, and its potential appeal to the ECML community.

All submissions will be subject to editorial review. The ECML reserves the right to make minor edits or revisions to the news items without the advance approval of the author – i.e. language quality, clarity, style, typographical conventions of the official Council of Europe languages, drafting matters. What is deemed minor is a matter of ECML discretion.

2. Contents

2.1. Thematic focus

Subject matter for any article shall deal with language education or explore topics that are of interest to professionals in language education in Europe and beyond.

The article should not assume significant prior knowledge of the topic area on the part of the reader and should be 'stand-alone' in nature. The context should always be explained. Where appropriate articles can include links to additional materials /sources.

2.2. Title and author

For each news item, please include a title and your contact information (or the contact information of the author of the item). The title should be concise and provide a clear indication of the nature of the article.

2.3. Images

If an author wishes to include a specific image, s/he must obtain the copyright to the image or specific rights for the inclusion of that image and provide the original source of the data.

Images, if they are to be included in the online [European Language Gazette](#), should be submitted as separate electronic files. Acceptable file formats include .jpg, .png, .bmp, and .tiff.

Picture resolution: 300 dpi.

3. ECML dissemination channels

The ECML will decide upon the most appropriate form of dissemination of the news items among its networks, depending on the content, quality of the information and its potential appeal to the ECML community.

Articles and news items can be posted on the following web pages and archived online indefinitely. This decision is left at the discretion of the ECML.

3.1. ECML e-newsletter

- European Language Gazette: www.ecml.at/gazette
The ECML e-newsletter is published by the ECML 5-6 times per year and distributed to the subscribers via e-mail. To subscribe to the European Language Gazette or to manage subscription settings, please enter your first and last name, as well as your e-mail address in the relevant fields and select the language version at www.ecml.at/gazette.

3.2. ECML social media

- ECML Facebook page: <https://www.facebook.com/ecml.celv/>
- ECML Twitter page: <https://twitter.com/ECMLCELV>

3.3. ECML website

- ECML website: www.ecml.at
- ECML news page: <http://www.ecml.at/news>
- Individual project pages: www.ecml.at/programme
- [ECML thematic areas](#)
- Announcements of conferences or events relating to language education with an international focus: [International events calendar](#).
- Bibliographical references of publications quoting the work of the ECML (articles, books ...): [dedicated ECML web section](#).

4. Rights

The Council of Europe, and consequently the ECML, retain the following rights for all articles formally accepted:

- the right to archive the article on the Council of Europe / ECML website(s) indefinitely;
- the right to include the article or a portion thereof in an issue of the European Language Gazette;
- the right to reference the article (via web link to its archived location on the Council of Europe / ECML website(s) in subsequent newsletters, articles, and social media posts (including to Facebook, Twitter, etc.);
- the right to reproduce extracts (up 500 words) for non-commercial purposes in paper or electronic form (including Internet, etc.) provided full acknowledgement is made.

Authors retain the copyright to their articles and all other rights not specified above.

Previously published and derivative works are acceptable provided the author has the appropriate rights to do so. It is the author's responsibility to determine that s/he has the rights to do so.

Simultaneous submissions are acceptable provided the article is not being offered to another organisation that will claim rights that contradict those required by the ECML.

Submission of an article is considered an author's acceptance of these terms.
