



Confédération Européenne des Centres de Langues
dans l'Enseignement Supérieur

European Confederation of Language Centres in
Higher Education

Europäischer Verband der Hochschulsprachenzentren

Secrétariat Général Åbo Akademi University
Tehtaankatu 2
FI-20500

Secretary General Turku
Finland

Generalsekretariat tel. +358 469 216 003
e-mail: generalsekretariat@cercles.org
website: <http://www.cercles.org>

Language Learning in Higher Education Journal

Editors-in-Chief Editorial Board

The organization of the *LLHE* Journal includes: two Editors-in-chief, an Editorial Board.

Editors-in-Chief

The Editors responsibilities include:

- Identifying topics of scientific interest relevant to the Journal's readership;
- Developing and updating content guidelines for the Journal in close collaboration with the Publishers;
- Selecting articles suitable for publication based on rigorous verification of content and scientific accuracy;
- Organizing accepted articles to ensure coherence and cohesion across each issue;
- Collaborating with contributors, the CercleS Executive and the entire CercleS community, the reviewers and the Journal coordinators to maintain quality standards and meet publication timelines;
- Ensuring that all submissions comply with editorial guidelines and include appropriate indexing, and undergo language editing with the support of the Editorial Board;
- Promoting and disseminating published issues at CercleS Conferences and Seminars.

The Editors detailed tasks include:

- The **Editors** receive submitted manuscripts.
- They **read and evaluate each manuscript** based on the Journal's objectives and its target readership, recording their assessments in individual evaluation worksheets created for the purpose. If the manuscript does not show sufficient quality, it is rejected at this stage.
- If the manuscript meets the required quality standards, the Editors **identify** two suitable reviewers and **forward the paper** for peer review.
- When necessary, the Editors **send reminders** to reviewers who are late responding to review invitations or in submitting their reviews, noting that delays can significantly slow down the review process and increase the editorial workload.

Presidency

Dr Julia Zabala Delgado | Centro de Lenguas | Universitat Politècnica de València |
Camí de Vera, s/n | Edificio 4P | 46022 Valencia, Spain
tel. +34 96 387 70 00 | e-mail: juzadel@upv.es

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- Upon receipt of the reviewers' reports, the Editors **forward the reviews to the authors**, together with their own editorial comments and suggestions.
- **Manuscripts are rejected** when this is recommended by the reviewers and confirmed by the Editors. In cases where reviewers' recommendations differ (e.g. Reject vs Minor modifications or Accept as it is vs Major revisions), the Editors meet to evaluate the reports and reach a final decision. This decision typically reflects a balanced judgement between the two reviews (e.g. Major revisions or Minor revisions), while taking into account the individual manuscript's quality and its potential relevance for the Journal's readership.
- Upon receipt of revised manuscripts, if the required changes are minor, **the Editors verify** that all reviewer comments have been accurately addressed. They proofread the manuscript and ensure that the submission guidelines have been applied. Editor 1 conducts the first round of proofreading; Editor 2 then reviews the proofread version, addresses any issues or queries raised by Editor 1. Editor 2 **finalizes the manuscript and copyedits it** before forwarding it to the Publisher for production.
- Once the review and editing process has been completed for a maximum of 15/16 papers/activity reports, **the Editors compile the issue**. They prepare the table of contents, organizing contributions according to a coherent and meaningful thematic progression.
- The Editors **draft a brief editorial Introduction** to the Issue and submit it to the Publisher.
- Upon receipt of the compiled issue by the Publisher, **they proofread the complete manuscript** (average 280 pages), checking for minor errors, the quality of graphics, and the accurate placement of tables and figures. They return the manuscript to the Publisher with correction requests. This phase typically involves up to three rounds of corrections
- Once no further corrections are required, **the Editors grant the *imprimatur*** to the Publisher.

Editorial Board (EB)

The Editorial Board is composed of one or more representatives of each CercleS National Association. National Presidents are invited to nominate experts in academic writing and in scientific areas related to applied linguistics research, and to submit their names to the Editors. In addition to their expertise, nominees should demonstrate a strong commitment and enthusiasm for offering their contribution to the CercleS community. Editorial Board members are primarily involved in the peer-review process.

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Roles and responsibilities of Editorial Board members:

- A. **EB members** are required to **familiarize with** the objectives and the scientific and didactic aims of the Journal, as well as with the editorial submission guidelines required by the Publisher.
- B. **EB members** are expected to **review approximately** two to three manuscripts per Journal Issue, depending on the number of submissions received. This corresponds to an estimated workload of four to six manuscripts per year.
- C. EB members are encouraged not to decline review requests, as this may result in an increased workload for other members of the Editorial Board. When necessary, they may inform the Editors that (a) additional time is required, or (b) there are particularly busy periods during which they would prefer not to receive review requests. The Editors will take these requests into consideration. Failure to inform the Editors in due time may lead to unpleasant delays in the reviewing and editing process.
- D. **They are expected to respect** the review deadline automatically assigned by the ScholarOne online system.
- E. When agreeing to review a manuscript, **EB members are asked to provide detailed and constructive feedback** to the authors on the various sections of the paper, in accordance with the criteria outlined by the 'reviewer template'. **They** are also expected to carefully **proofread** the manuscript.
- F. If the manuscript requires major revisions, they are asked to have a **second review** to verify that all the requested changes have been appropriately implemented. They report their assessment to the Editors using the appropriate template.
- G. **EB members** are kindly invited **to participate in the LLHE Webinars** organized by CercleS.

Thank you for your collaboration!

Carmen Argondizzo and Anne Chateau

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