SYSTEM
An International Journal of Educational Technology and Applied Linguistics

TABLE OF CONTENTS

- Description p.1
- Audience p.1
- Impact Factor p.1
- Abstracting and Indexing p.2
- Editorial Board p.2
- Guide for Authors p.4

DESCRIPTION

This international journal is devoted to the applications of educational technology and applied linguistics to problems of foreign language teaching and learning. Attention is paid to all languages and to problems associated with the study and teaching of English as a second or foreign language. The journal serves as a vehicle of expression for colleagues in developing countries. System prefers its contributors to provide articles which have a sound theoretical base with a visible practical application which can be generalized. The review section may take up works of a more theoretical nature to broaden the background.

Benefits to authors

We also provide many author benefits, such as free PDFs, a liberal copyright policy, special discounts on Elsevier publications and much more. Please click here for more information on our author services.

Please see our Guide for Authors for information on article submission. If you require any further information or help, please visit our Support Center.

AUDIENCE

Researchers and practitioners in the fields of educational technology, applied linguistics, and language teaching and learning.

IMPACT FACTOR

2018: 1.930 © Clarivate Analytics Journal Citation Reports 2019
ABSTRACTING AND INDEXING

MLA International Bibliography
Linguistics Abstracts
Linguistics and Language Behavior Abstracts
British Education Index
Contents Pages in Education
ERA (Educational Research Abstracts Online)
Education Technology Abstracts
Special Education Needs Abstracts
Dietrich's Index Philosophicus
Education Research Index
Internationale Bibliographie der Geistes- und Sozialwissenschaftlichen Zeitschriftenliteratur
Internationale Bibliographie der Rezensionen Geistes- und Sozialwissenschaftlicher Literatur
Periodicals Index Online
Scopus
Language Teaching
Social Sciences Citation Index
Current Contents - Social & Behavioral Sciences

EDITORIAL BOARD

Co Editor-in-Chief
Xuesong (Andy) Gao, University of New South Wales, Sydney, New South Wales, Australia
Marta González-Lloret, University of Hawai‘i at Manoa, Honolulu, Hawaii, United States
Mairin Hennebry, University of Hong Kong, Pokfulam, Hong Kong
Jim McKinley, University College London, London, United Kingdom
Lawrence Jun Zhang, The University of Auckland, Auckland, New Zealand

Editorial Assistant
Louise Maskill

Book Reviews Editor
Vincent Greenier, University of Aberdeen, Aberdeen, United Kingdom

Founding Editor (1973-2010)
Norman Davies, Linköping University, Linköping, Sweden

Editorial Board
Eva Alcón Soler, University Jaume I, Castello De La Plana, Spain
Lluïsa Astruc, The Open University, Milton Keynes, United Kingdom
Ana Maria Ferreira Barcelos, Federal University of Vicsosa, VICOSA, Brazil
Simon Borg, University of Leeds
Yiqian Cao, University of Melbourne Trinity College, Melbourne, Victoria, Australia
Liyang Cheng, Queen’s University, Kingston, Ontario, Canada
Dorothy Chun, University of California Santa Barbara, Santa Barbara, California, United States
David Coniam, Education University of Hong Kong, New Territories, Hong Kong
Anne Fer yok, University of Otago, Dunedin, New Zealand
John Field, University of Bedfordshire, Luton, United Kingdom
Tess Fitzpatrick, Swansea University, Swansea, United Kingdom
Christine Goh, Nanyang Technological University, Singapore, Singapore
Suzanne Graham, University of Reading, Reading, United Kingdom
Regine Hampel, The Open University, Milton Keynes, United Kingdom
Francesca Helms, University of Padua, Vicenza, Italy
Elaine Horwitz, University of Texas at Austin, Austin, Texas, United States
John H.A.L de Jong, Swets Test Publishers, Netherlands
Christian Krekeler, Hochschule Konstanz HTWG, Konstanz, Germany
Agnes Kukulinska-Hulme, The Open University, Milton Keynes, United Kingdom
Mike Levy, University of Queensland, St Lucia, Queensland, Australia
David George Little, University of Dublin Trinity College Centre for Language and Communication Studies, Dublin, Ireland
Paul Meara, Swansea University Department of Languages Translation and Communication, Swansea, United Kingdom
Victoria Murphy, University of Oxford, Oxford, United Kingdom
Marianne Nikolov, University of Pecs, Pecs, Hungary
Rebecca Oxford, University of Alabama at Birmingham
Mark Pegrum, University of Western Australia Graduate School of Education, Crawley, Australia
Carmen Perez Vidal, Pompeu Fabra University, Barcelona, Spain
Cristina Sanz, Georgetown University, Washington, District of Columbia, United States
Mathias Schulze, University of Waterloo, Waterloo, Ontario, Canada
Ursula Stickler, The Open University, Milton Keynes, United Kingdom
Glenn Stockwell, Waseda University, Shinjuku-Ku, Japan
Osamu Takeuchi, Kansai University Faculty of Foreign Language Studies, Suita, Japan
Steven L. Thorne, Portland State University, USA & Groningen University, Netherlands
Ema Ushioda, University of Warwick, Coventry, United Kingdom
Liang Wang, Queen's University Belfast, Belfast, United Kingdom
Qiufang Wen, Beijing Foreign Studies University, Beijing, China
Rosemary Wette, The University of Auckland, Auckland, New Zealand
Cynthia J. White, Massey University, Palmerston North, New Zealand
Junhong Xiao, Shantou Radio and Television University Department of Foreign Languages, Shantou, China
Yongyan Zheng, Fudan University, Shanghai, China

Former Editors
Lluïsa Astruc, The Open University, Milton Keynes, United Kingdom
James A. Coleman, The Open University, Milton Keynes, United Kingdom
Regine Hampel, The Open University, Milton Keynes, United Kingdom
Sarah Mercer, University of Graz, Graz, Austria
Ursula Stickler, The Open University, Milton Keynes, United Kingdom
Robert Vanderplank, University of Oxford, Oxford, United Kingdom
Liang Wang, Queen's University Belfast, Belfast, United Kingdom
GUIDE FOR AUTHORS

INTRODUCTION

This international journal is devoted to the applications of educational technology and applied linguistics to problems of foreign language teaching and learning. Attention is paid to all languages and to problems associated with the study and teaching of English as a second or foreign language. The journal serves as a vehicle of expression for researchers across the world. System prefers its contributors to provide articles which have a sound theoretical base with a visible practical application which can be generalized. The review section may take up works of a more theoretical nature to broaden the background.

Contact details for submission

Authors are requested to submit their papers electronically by using the System online submission and review web site (http://ees.elsevier.com/sys). This site will guide authors stepwise through the submission process. Authors are requested to submit the text, tables, and artwork in electronic form to this address. Authors who are unable to provide an electronic version or have other circumstances that prevent online submission must contact the Editor prior to submission to discuss alternative options; email: system.journal@gmail.com. The Publisher and Editor regret that they are not able to consider submissions that do not follow these procedures.

BEFORE YOU BEGIN

Ethics in publishing

Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

Declaration of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal’s official records. It is important for potential interests to be declared in both places and that the information matches. More information.

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.

Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using ‘he or she’, ‘his/her’ instead of ‘he’ or ‘his’, and by making use of job titles that are free of stereotyping (e.g. ‘chairperson’ instead of ‘chairman’ and ‘flight attendant’ instead of ‘stewardess’).

Changes to authorship

Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason...
for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

**Article transfer service**
This journal is part of our Article Transfer Service. This means that if the Editor feels your article is more suitable in one of our other participating journals, then you may be asked to consider transferring the article to one of those. If you agree, your article will be transferred automatically on your behalf with no need to reformat. Please note that your article will be reviewed again by the new journal. 

**Copyright**
Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases.

For gold open access articles: Upon acceptance of an article, authors will be asked to complete an 'Exclusive License Agreement' (more information). Permitted third party reuse of gold open access articles is determined by the author's choice of user license.

**Author rights**
As an author you (or your employer or institution) have certain rights to reuse your work. More information.

**Elsevier supports responsible sharing**
Find out how you can share your research published in Elsevier journals.

**Role of the funding source**
You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

**Funding body agreements and policies**
Elsevier has established a number of agreements with funding bodies which allow authors to comply with their funder's open access policies. Some funding bodies will reimburse the author for the gold open access publication fee. Details of existing agreements are available online.

**Open access**
This journal offers authors a choice in publishing their research:

**Subscription**
- Articles are made available to subscribers as well as developing countries and patient groups through our universal access programs.
- No open access publication fee payable by authors.
- The Author is entitled to post the accepted manuscript in their institution's repository and make this public after an embargo period (known as green Open Access). The published journal article cannot be shared publicly, for example on ResearchGate or Academia.edu, to ensure the sustainability of peer-reviewed research in journal publications. The embargo period for this journal can be found below.

**Gold open access**
• Articles are freely available to both subscribers and the wider public with permitted reuse.
• A gold open access publication fee is payable by authors or on their behalf, e.g. by their research funder or institution.

Regardless of how you choose to publish your article, the journal will apply the same peer review criteria and acceptance standards.

For gold open access articles, permitted third party (re)use is defined by the following Creative Commons user licenses:

*Creative Commons Attribution (CC BY)*
Let others distribute and copy the article, create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), include in a collective work (such as an anthology), text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation.

*Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)*
For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.

The gold open access publication fee for this journal is **USD 1800**, excluding taxes. Learn more about Elsevier's pricing policy: [https://www.elsevier.com/openaccesspricing](https://www.elsevier.com/openaccesspricing).

**Green open access**
Authors can share their research in a variety of different ways and Elsevier has a number of green open access options available. We recommend authors see our [open access page](https://www.elsevier.com/openaccess) for further information. Authors can also self-archive their manuscripts immediately and enable public access from their institution's repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications. Embargo period: For subscription articles, an appropriate amount of time is needed for journals to deliver value to subscribing customers before an article becomes freely available to the public. This is the embargo period and it begins from the date the article is formally published online in its final and fully citable form. [Find out more.](https://www.elsevier.com/openaccess)

This journal has an embargo period of 24 months.

*Elsevier Researcher Academy*
Researcher Academy is a free e-learning platform designed to support early and mid-career researchers throughout their research journey. The "Learn" environment at Researcher Academy offers several interactive modules, webinars, downloadable guides and resources to guide you through the process of writing for research and going through peer review. Feel free to use these free resources to improve your submission and navigate the publication process with ease.

*Language (usage and editing services)*
Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's Author Services.

**Additional Information**

*Book Reviews*

Book review maximum length is 1500 words, including references (maximum 4 references, but 0-2 preferred). Please include the title, authors' names, publishing information, and page count in the title. Please include your name, affiliation, and institutional address and email at the end. For the review itself, System prefers less formulaic, more personalised perspectives. Please take the following into account:
1. The introduction will benefit from including a statement about who you are, and what your relationship is with the book. This is important as it establishes why readers should want to listen to what you have to say about it. The introduction then could end in a general evaluative statement about the book.

2. A reader-friendly review will offer an integrated evaluation of the contents, as well as personal, subjective impressions of the book. Its best to avoid a formulaic structure. Avoid starting any paragraphs with 'part' or 'chapter'. Instead focus the reader on the evaluation of the content.

3. Remind the reader throughout the review why your perspective is significant. In what ways has the book influenced your thinking/practices?

Please submit all book reviews through the submission system: https://www.evise.com/profile/#/SYS/login

Generally, unsolicited reviews are not accepted. However, if you would like to have your unsolicited book review considered, please provide a personal statement clarifying your expertise on the topic and experience publishing your writing in academic journals. Doctoral students wanting to publish unsolicited reviews will need to provide information about support provided for the review from a supervisor or other academic.

Review arrangements

As this journal has adopted a double-blind review system, please ensure that all identifying information is only included on the title page and any self-citations or co-author names are avoided within the manuscript text. The anonymous manuscript will be used in the peer review process and will be sent to reviewers who will, themselves, remain anonymous. Please note that this does not apply to book review articles.

PREPARATION

We accept most wordprocessing formats, but MS Word is preferred. Always keep a backup copy of the electronic file for reference and safety. Save your files using the default extension of the program used.

Manuscripts should not exceed **7000 words** (not including references, appendices, etc.)

Please prepare the manuscript using **double spacing** and **wide margins** on one side. Use a font size of 10 or 12. Ensure that each new paragraph is clearly indicated. Present tables and figure captions on separate pages at the end of the manuscript. Number all pages consecutively. Material cited at length in the text should be indented. If possible, consult a recent issue of the journal to become familiar with layout and conventions.

**Peer review**

This journal operates a double blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. More information on types of peer review.

**Double-blind review**

This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately:

- **Title page (with author details):** This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.
- **Blinded manuscript (no author details):** The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors’ names or affiliations.

**Use of wordprocessing software**

It is important that the file be saved in the native format of the wordprocessor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the wordprocessor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each
individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: https://www.elsevier.com/guidepublication). To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your wordprocessor.

**Article structure**

**Subdivision - numbered sections**

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

**Introduction**

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

**Literature Review**

**Research Questions**

**Material and Methods**

Provide sufficient detail to allow the work to be replicated. Methods already published should be indicated by a reference: only relevant modifications should be described.

**Results**

Results should be clear and concise.

**Discussion**

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**Conclusions**

The main conclusions of the study should be presented in a short Conclusions section, which should not simply repeat earlier sections.

**Appendices**

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

**Essential title page information**

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that telephone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

**Highlights**

Highlights are optional yet highly encouraged for this journal, as they increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any). Please have a look at the examples here: example Highlights.
Highlights should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Abstract
A concise and factual abstract is required (of between 150-200 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords
Immediately after the abstract, provide a maximum of 10 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations
Abbreviations and acronyms that are not standard in this field should be spelled out in full at first mention, whether in the abstract or the article itself. Ensure consistency of abbreviations throughout the article.

Acknowledgements
Please submit the acknowledgements in the title page of your submission. Do not include them in the main source file of your submission. In the acknowledgements list the individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources
List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Footnotes
Footnotes should be used very sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many wordprocessors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

Table footnotes
Indicate each footnote in a table with a superscript lowercase letter.

Artwork
Electronic artwork
General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Embed the used fonts if the application provides that option.
• Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately.
• Size the illustrations close to the desired dimensions of the published version.
• Submit each illustration as a separate file.
• Ensure that color images are accessible to all, including those with impaired color vision.
A detailed guide on electronic artwork is available.

You are urged to visit this site; some excerpts from the detailed information are given here.

Formats
If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.
Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
EPS (or PDF): Vector drawings, embed all used fonts.
TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
TIFF (or JPEG): Combinations bitmapped line/halftone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
• Supply files that are too low in resolution;
• Submit graphics that are disproportionately large for the content.

Color artwork
Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. Please indicate your preference for color: in print or online only. Further information on the preparation of electronic artwork.

Figure captions
Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables
Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

References
Citation in text
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Web references
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.
Reference management software

Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley. Using citation plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal’s style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide. If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript. More information on how to remove field codes from different reference management software.

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link: http://open.mendeley.com/use-citation-style/system

When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

Reference style

Text: Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the Publication Manual of the American Psychological Association, Sixth Edition, ISBN 978-1-4338-0561-5, copies of which may be ordered online or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK.

List: references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Reference to a journal publication with an article number:

Reference to a book:

Reference to a chapter in an edited book:

Reference to a website:

Reference to a dataset:

Reference to a conference paper or poster presentation:

Supplementary data

The Editors welcome audio, video, multimedia and other supplementary material such as background datasets to support and enhance your scientific research. Such electronic files should be submitted with the text, which should include an indication of where a link should be placed. Files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect http://www.sciencedirect.com/. All submitted files should be properly labeled so that they directly relate to the file’s content. In order to ensure that your material is directly usable, please provide the files in one of our recommended file formats with a preferred maximum size of 50 MB. Please supply a still (thumbnail) with your files: you can choose any frame from the video or make a separate image. These will be used instead of standard icons and will personalize the
link to your video data. For more detailed instructions please visit our video instruction pages at https://www.elsevier.com/artworkinstructions. Note: since video cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

**Research data**

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.

**Data linking**

If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page.

For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

**Mendeley Data**

This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page.

**Data in Brief**

You have the option of converting any or all parts of your supplementary or additional raw data into one or multiple data articles, a new kind of article that houses and describes your data. Data articles ensure that your data is actively reviewed, curated, formatted, indexed, given a DOI and publicly available to all upon publication. You are encouraged to submit your article for Data in Brief as an additional item directly alongside the revised version of your manuscript. If your research article is accepted, your data article will automatically be transferred over to Data in Brief where it will be editorially reviewed and published in the open access data journal, Data in Brief. Please note an open access fee of 600 USD is payable for publication in Data in Brief. Full details can be found on the Data in Brief website. Please use this template to write your Data in Brief.

**Data statement**

To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.
Submission checklist

Ensure that:
One author has been designated as the corresponding author with contact details:
• E-mail address
• Full postal address
• Telephone number
All necessary files have been uploaded, and contain:
• Keywords
• All figure captions
• All tables (including title, description, footnotes)
Further considerations
• Manuscript has been 'spell-checked' and 'grammar-checked'
• References are in the correct format for this journal
• All references mentioned in the Reference list are cited in the text, and vice versa
• Permission has been obtained for use of copyrighted material from other sources (including the Web)
• Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print, or to be reproduced in color on the Web (free of charge) and in black-and-white in print
• If only color on the Web is required, black-and-white versions of the figures are also supplied for printing purposes
For any further information please visit our customer support site at http://service.elsevier.com.

After acceptance

Online proof correction
Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.
If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.
We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

Offprints
The corresponding author will, at no cost, receive a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Both corresponding and co-authors may order offprints at any time via Elsevier's Author Services. Corresponding authors who have published their article gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

Accessible summaries: OASIS Initiative
System is also proud to support and participate in The Open Accessible Summaries in Language Studies (OASIS) initiative, which aims to make language-related research openly available and easily accessible, both physically and conceptually. As part of the OASIS initiative, System asks each author to write an accessible summary of their accepted manuscript. Written in nontechnical language, accessible summaries provide information about each manuscript's goals, its design, approach and its results, highlighting findings that may be of interest to those outside academia, such as language educators.

Now that your article has been accepted for publication, we strongly encourage you to submit an accessible summary to the OASIS database. If you would like to do so, please follow the author guidelines provided here or use the summary template and guidelines provided here. You can see some examples there too, and one from System co-Editor Jim McKinley here. Once you are happy
with your summary, please send it directly to OASIS at oasis@oasis-database.org within two months of your article being accepted in System. The OASIS team will check that it complies with the format of OASIS summaries and contact you, usually within one week, if it does not. Once they are satisfied, they will let you and me, as Editor of System, know that your summary has been uploaded, where it will be linked to your published article in System. Thank you for supporting this initiative and helping to address some of the well-documented challenges of widening access to research.

**AUTHOR INQUIRIES**

Visit the [Elsevier Support Center](https://www.elsevier.com) to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.

You can also [check the status of your submitted article](https://www.elsevier.com) or find out [when your accepted article will be published](https://www.elsevier.com).