TILCA
TEACHING ITALIAN LANGUAGE AND CULTURE ANNUAL

A refereed online publication, Teaching Italian Language and Culture Annual (TILCA) is dedicated to promoting a scholarly exchange among teachers and researchers of Italian language and culture as an L2. In addition, TILCA welcomes submissions of language practice activities and teaching modules for all levels of Italian. These submissions are refereed by a at least two specialists in foreign language pedagogy and/or SLA, who will evaluate the materials according to the criteria outlined below (see 'Guide for submissions'). Submissions will fall into one of three categories: reject, accept (as is), accept with revisions. If revisions are requested, an associate editor/specialist in FL pedagogy/SLA will work with the submitter in order to modify the material so that it meets the criteria for acceptance.

GUIDE FOR SUBMISSIONS FOR TEACHING MODULES

1. It is expected that the submissions are an original creation and have not been published previously in textbooks or workbooks and are not simultaneously under consideration in textbooks or workbooks. However, submissions may have been previously published online in a LMS or in a website of an online course.

2. The materials should demonstrate an understanding and application of recent research or theories in pedagogy and SLA.

3. The language of publication is Italian. English is permitted in notes to the instructor and in the direction lines of elementary-level activities. Translation activities are not accepted.

4. Submissions must be free of spelling errors and Italian usage must be accurate. Non-native speakers are strongly encouraged to have a native speaker review their work before submission.

5. Attention to copyright is essential when creating activities. Please see the FAQ below regarding copyright issues. If you have used any material in your activity that may be in violation of copyright or you are unsure if your material is in violation of copyright, be sure to indicate that in the appropriate section of the cover page.

Format of submissions

1. All submission should be 12-point font, times new roman, one inch margins, with pages numbered in the upper right-hand corner. The author's name and affiliation should only appear on the cover page (see format of the cover page below). The name of the submitted word file

should be the author's last name. If the author has multiple submissions, they should be numbered consecutively, e.g., Aski1, Aski2, etc.

2. Materials should be submitted for consideration in Word and PDF format.

3. All submissions must include a cover page with the following information:

- **Author and affiliation**: List your full name, your title (optional), your affiliation (if none, please list "independent"), and your email address.

- **Title and description**: Give a title for your activity and concisely present your material, including its main pedagogical objective.

- **Copyright issues*** Select one:

  ____ This activity includes potential copyright issues.

  ____ The entire contents of this activity are original and pose no copyright conflicts.

  *See copyright FAQs below.

- **Type of module**: Specify in which of the categories listed on the website your material should be placed: Select all that apply from: grammar, vocabulary, reading, writing, speaking, listening, culture.

- **Level**: Specify the suggested level of proficiency for your material. Select only one from: elementary, intermediate, advanced.

- **Age-group**: specify the suggested target age group for your material. Select all that applies from: K-5, 6-8, 9-12, university.

- **How to use the activity**: Describe how you have used the activity in class, and how you would recommend that other instructors use it.

- **Keywords**: list at least three that will help users locate your document by content (e.g., vacations, pop culture, fascism).

- **Suggested Bibliography** (optional): List relevant sources for your material, if applicable.

- **Additional comments** (optional): List additional notes about the material that do not fit in any of the above categories.

All submissions should be sent to TILCA@qc.cuny.edu.

FAQ regarding copyright

Q1.   Can we include references to the textbook in use, publisher … (e.g.: "see p. 20 of textbook xxxx")
A1. Yes, you must, if the activity can be done only in conjunction with the textbook.

Q2.   Can we include references to resources used such as Blackboard (e.g.: "you can find x on Blackboard")
A2. Yes, you may.

Q3.   Can we use sample students' texts (anonymous)? (e.g.: unedited essay of one of our students, with our comments, as a model for a writing assignment).
A3. If students are under 18, you may not use their work. It is up to the instructor to make sure that there is no information that can identify the student source, but in any case it is best to get written permission from the student. Submit the permission form to TILCA with your materials.

Q4.   Can we use images that we find online, as long as we cite the source? Can we use images that we took of works of art that were in an exhibition or event that has an admission ticket?
A4. Images must be in the public domain. If you are using your own image, indicate yourself as the source. If you are using images from "Creative Commons" please indicate the license that accompanies each image (e.g. CC BY 2.0). If you are using a free image from an online bank or other website, please indicate the source, i.e. https://pixabay.com/. If you link to an image, make sure that it is a stable source and not one that may be removed in the future.

Q5.   If we find a text online and we want to include it in our material, for example as a sample text, a model for an assignment. Examples: film review; book review; analysis/commentary to a poem ... How much of such texts can we use? Is it possible to use the whole text?
A5. A modicum of the text may be used, not too much to substitute for the complete text. No more than one third of the text may be used.

Q6.   If we find an interesting text online and we want to build classroom activities around it, can we provide a link to such text, without copying the whole text? (e.g.: video, song, internet resource…)
A6. A link is always permissible, however, please select links from stable sources, such as a national newspaper, and avoid unstable ones, such as blogs.

Q7.With regards to using film as the primary source: can we make reference to scenes and minutes, without including a clip? Can we use names of characters, lines of dialogue? Can we, at all, shows clips? How many minutes are allowed? How about trailers or interviews that might be available online, can we link them?
A7. It is fine to refer to characters, lines of dialogue, and movies. Links to trailers, interviews and film clips are fine. Do not give links to websites that show the entire movie.

Q8. With regards to using books as the primary source: can we make reference to chapters or specific pages of a book? Can we have excerpts for grammar activities? If yes, how long can the excerpts be?
A8. Yes, a few lines are permissible as long as the source is properly cited.