

Australasian Journal of Early Childhood (AJEC)

The aim of these guidelines is to assist authors to submit their work to Early Childhood Australia in a form which can be efficiently transformed into timely and attractive publications via our in-house production process. If manuscripts do not conform to the guidelines they will be sent back for revision.

SECTION 1. Writing for AJEC

Readership

The *Australasian Journal of Early Childhood* (AJEC) is a leading early childhood scholarly journal in Australasia. It aims to impart new information and encourage the critical exchange of ideas among the early childhood field.

The target audience of the journal includes: Australian and international early childhood professionals (including: university and TAFE lecturers, professors and students), children's services directors and practitioners; government agencies; researchers and person/s working in fields related to the care and education of young children from birth to eight.

AJEC is a multidisciplinary journal, including: early childhood education and care; psychology; sociology; physiology; and other disciplines.

AJEC invites submissions from a variety of disciplines, incorporating a range of perspectives and approaches, from both less-established and renowned authors worldwide.

Inclusive/universal language

AJEC acknowledges the breadth and diversity of those studying and working within the early childhood field. Authors should be aware of this diversity when writing their submissions.

Where appropriate, articles should be inclusive of and relevant to a variety of settings such as those of family day carers, primary school educators etc.

AJEC's readership comprises those from all states of Australia as well as overseas. Authors should be mindful of using localised

terms in which the meaning may not translate to other contexts. Where appropriate, authors should use general terms such as 'early childhood settings', 'early childhood professionals' etc., and aim to be as clear as possible when using ambiguous terms such as 'Prep', 'kindergarten' etc.

AJEC uses non-stereotypical language. Authors should not use sexist, ageist or racist terminology. For example, use 'firefighter' rather than 'fireman'; do not refer to a person's gender unnecessarily.

In describing work in the early childhood field, use general terms to ensure broad application, e.g. 'settings', 'practitioners', 'early childhood educator' (not teacher unless specifically applicable).

Mentoring

The AJEC Committee is committed to assisting first-time authors and postgraduate students in gaining publication in the journal. Mentoring is available to these authors. Please contact the Publishing and Marketing Section for more details.

SECTION 2. Preparing your manuscript for submission

Type of article

Authors must identify in which category their article belongs. Types of articles are:

- Primary research – articles reporting on high-quality research projects.
- Research notes – these may be shorter than primary research articles and could report on research in progress as well as completed projects. Students and graduate students are encouraged to submit articles on their research, as are first-time authors and practitioners engaged in reflective practice or practice research.
- Commentaries – this category includes critical scholarly writing as well as practitioner papers. The category is characterised by a secondary rather than primary research focus.

Length of manuscripts

Lengths required for each category are:

- Primary research – Manuscripts should contain 3000 words (and no more than 3500 words) OR 6000 words (and no more than 6500 words). The word count includes abstract, tables and references etc.
- Research notes – Manuscripts should contain 1000 words (and no more than 1500 words) OR 3000 words (and no more than 3500 words). The word count includes abstract, tables and references etc.
- Commentaries – Manuscripts should contain 3000 words (and no more than 3500 words) OR 6000 words (and no more than 6500 words). The word count includes abstract, tables and references etc.

Style

The current Australian Government Publishing Service *Style manual* and the *Macquarie dictionary* are used as the basis for Early Childhood Australia's house style.

Early Childhood Australia requests that all manuscripts conform to these styles.

Headings

Please mark headings, subheadings and paragraphs clearly.

For example:

This is a section/chapter heading

(first-level heading)

(Bold)

This is a subheading or side heading

(second-level heading)

(Italics, bold, first letter of the word is capital)

This is a subheading (third-level heading)

(Italics, no bold)

Using numbers

The use of metric measurement is preferred. As a general rule, figures rather than words should be used for:

- **Sums of money:** \$5.08 or 25c, \$2000, \$10,000
- **Times of day:** 10.30am, 9am, 50 min., 11 o'clock

- **Dates:** 14 September 1994 (day, month, year)
- **Mass:** 250t, 120kg, 50g
- **Measures:** 56 litres, 25mL, 26km, 25cm, 16mm
- **Inclination (degrees):** angle of 45 degrees or 45°
- **Temperature:** 35°C
- **Percentages:** nine per cent (if appearing infrequently) or 9% (if appearing frequently or in tables)
- **Age:** 60 years old; an eight-year-old

Numbers in text

Zero to nine (0–9) should generally be expressed as words, but 10 onwards should be written as figures, e.g. 'there were 23 children in the room, but five people saw them'. Variations may be used, such as Year 1 students, Table 1 etc.

References

APA Style referencing is used in AJEC; see: www.library.uq.edu.au/training/citation/apa.pdf.

Within the body of the text

In the body of the article, reference should be made only to the author(s) and the year of publication (Johnson & Johnson, 1992) or Johnson and Johnson (1992). If a direct quote is cited, a page number is added (Johnson & Johnson, 1992, p. 139) or Johnson and Johnson (1992, p. 139).

Where a work has three, four or five authors, 'et al.' shall be used for subsequent references. Where a work has six or more authors, 'et al.' shall be used for all references.

Reference list

It is the responsibility of the author(s) to ensure all reference details are correct, including page numbers for journal articles or articles in books.

Please include your reference list at the end of the article, using the following formats:

From a book

Dorn, L. R., and Ryrerson, D. (1984). *Elements of a healthy childhood* (2nd edn). New York: Macmillan.

Article or chapter from an edited book

Makin, L. (1996). Play and the language profiles and scales. In M. Fleer (Ed), *Play through the profiles: Profiles through play* (pp. 67–69). Canberra: Australian Early Childhood Association. (One editor=Ed; more than one=Eds)

From a journal

Scott, I. (1992). Home injury to children. *Australian Journal of Early Childhood*, 17(3), 18–24.

From a series

Parker, J. (1996). *Understanding, separation and divorce*. AECA Resource Book Series, 3(1). Canberra, ACT: Australian Early Childhood Association.

From a newspaper/periodical

Bantick, C. (1999, 27 October). The duty of care amplifies a loss. *The Canberra Times*, p. 16.

The duty of care amplifies a loss. (1999, 27 October). *The Canberra Times*, p. 16. (if author unknown)

From the internet

Heinrichs, J. (1997). Stolen lives. *The Age*. Retrieved 16 June 1997, <http://theage.com.au/news/agenews/phstole.htm>.

NB. Use http:// only where www is absent.

From proceedings

Martino, W. (1995). Gendered learning practices. Exploring the costs of hegemonic masculinity for girls and boys in school. *Proceedings of the Promoting Gender Equity Conference* (pp. 343–364). Canberra: Department of Education.

Please ensure all publication/paper titles, dates etc. are correct and don't forget page numbers for journal articles or articles in books.

Footnotes and endnotes

ECA does not include footnotes in this journal. Endnotes are restricted to references as above.

Acronyms

When using an acronym, the first occurrence must be spelt in full with the acronym quoted in parentheses. Subsequent occurrences should use the acronym.

General

- Avoid underlining, bold and caps in the body of text (we will assume underlining means italic). Refer to titles of publications in the text only in italics. Please do not place commas or other punctuation marks in dates, i.e. the 1990s.
- Avoid using two spaces after full stops before a new sentence.
- Avoid using double paragraph returns, as the extra ones will be removed before final layout.
- Never use hard spaces to spread text across a page.
- Avoid over-formatting your document. Formatting must be removed before final layout can occur.

SECTION 3. Submitting your manuscript

Form of submission

Manuscripts should be submitted to ECA by (i) email attachment or (ii) by disk/CD together with hard copy.

Please use Microsoft Word. Place lists of figures into tables using Word or Excel, and supply graphs, images etc. in their original file format (e.g. Excel for graphs; jpeg, gif, tif etc. for images). Images must be provided at print-quality resolution (i.e. 300dpi). Graphs or illustrations may be recreated by our graphic designer if necessary.

The following are publication prerequisites:

- Cover sheet with:
 - » contact author name
 - » contact details
 - » co-authors
 - » affiliations.

NB: Identifying information must ONLY be on cover sheet

- Keyword list
- Document word count
- 1.5 line spacing
- Page numbering
- Copies of all charts, tables, illustrations etc. supplied separately in original format.

SECTION 4. The review process

All manuscripts submitted to AJEC, whether solicited or unsolicited, undergo an external, blind, peer-review process.

Publication process and timelines

Authors will be promptly notified of receipt of their work and advised of reviewers' comments within at least three months.

Reviewers' comments are intended to assist authors in revising their work for publication, and are forwarded to the author for updating. Authors should return the reprinted manuscript within 21 days to the Publishing and Marketing Section or current In-house editor.

In cases where reviewers have recommended resubmission following substantial revision, authors should include a short reply to reviewers' suggestions. This should include an overview of significant changes made, and a rationale for changes which have not been made, in their revised manuscript.

Should any significant changes be required after they have approved earlier changes, authors will be approached prior to publication.

Author Licence Agreement

All authors are required to complete an Author Licence Agreement following acceptance of final manuscript and illustrations, photographs, etc. (if used) prior to publishing. This acceptance will be sent to authors following the blind review process.

Does your manuscript meet the requirements for submission to AJEC?

- Cover sheet showing author's name, affiliations and contact details ONLY on cover sheet for blind review purposes.
- 150-word abstract (on separate page).
- 1.5-line-spacing.
- Page numbering and a running heading.
- Copies of all charts, tables, illustrations, etc. in original file format.
- Document word count must be included.
- Please mark headings, subheadings and paragraphs clearly.

Checklist for Authors

The aim of this checklist is to assist authors to submit their work to Early Childhood Australia in a form which can be efficiently transformed into timely and attractive publications via our in-house production process.

- Is your manuscript directed at the appropriate target audience?
- Is the word length of your manuscript appropriate for AJEC publication?
- Word count: _____
- Does the style of your manuscript meet all requirements of the ECA house style?
Can be accessed at: www.earlychildhoodaustralia.org.au/australian_journal_of_early_childhood/author_and_reviewer_guidelines.html
- Are all numbers mentioned in manuscript written in figures? (Numbers in the text up to nine are exceptions and are to be spelt out.)
- Is your manuscript formatted according to ECA house style?
- Is your referencing correct?
- Do your photos/illustrations meet the format requirements of ECA house style?
- Does your manuscript meet the requirements of submission?
- Is your manuscript ready to be put through a blind-review process?

Further information

Please contact the ECA Publishing and Marketing Section at the earliest possible stage if you would like to discuss anything regarding the publication of your work.

All material and queries should be directed to:

Publishing and Marketing Section Early Childhood Australia
PO Box 86 Deakin West ACT 2600

T: 02 6242 1800 (Australia) +61 2 6242 1800 (International)

F: 02 6242 1818

E: publishing@earlychildhood.org.au

www.earlychildhoodaustralia.org.au

www.earlychildhoodaustralia.org.au/ajec