

# GUIDELINES FOR CONTRIBUTORS

## *Every Child Magazine*

**ECA Mission Statement** *ECA will advocate to ensure quality, social justice and equity in all issues relating to education and care for children from birth to eight years*

**Writers for *Every Child* will be expected to conform to the guidelines below. Please read them thoroughly before you begin writing.**

### 1. Target audience

*Every Child* is a magazine for all those who care for young children and who are interested in current developments in topics such as research, innovation, government policies, early childhood education, health, literacy etc.

### 2. Maximum length of solicited articles (including references)

**Feature Articles:** 1100 words.

**Regular Articles:** 600 words.

**Book Reviews:** 300 words.

An accurate word count must accompany your material.

**Manuscripts over the word limit will be returned—aim to write under the limit to allow for editing changes.**

### 2. Deadlines

If commissioned, authors will be provided with a deadline adequate for them to complete their article. **It is the responsibility of the author to inform the In-house Editor as soon as possible if they cannot meet the agreed deadline.**

If the author supplies a commissioned article after the agreed deadline and without prior arrangement with the In-house Editor, it may be published in a later issue or rejected. Authors will be informed of either outcome as soon as possible.

### 3. Publication process

Many of the conventions of academic journals do not apply to this magazine.

**Articles submitted for publication in *Every Child* may be edited to conform with text style and phraseology suitable for the target audience. Articles requiring re-writing will be returned to author.**

On receipt of all solicited articles, they are passed to the Editor for consideration.

If accepted, articles will be edited and copies sent to authors for approval and/or their suggested *necessary* changes. If *necessary* changes are required, a further draft will be supplied. Edited articles will not be published without the author's written consent.

All contributors will receive a complimentary copy of the magazine at time of distribution.

### 4. Writing style

Please ensure when writing for the magazine that your article:

- is easily readable
- does not use jargon
- uses a chatty, informal and friendly style

- assumes no prior knowledge among readers
- targets people working with or caring for children within the age group of 0–8 years
- acknowledges all children's service types (where appropriate)
- uses examples, i.e. tells 'true stories'
- uses quotes from 'real' people
- is culturally sensitive
- does not use chunks of quotations from academic sources
- includes concise sub-headings.

Please note that it is acceptable to pose unanswered questions in your article.

### 5. ECA style requirements

The current AGPS Style Manual is used as the basis for the ECA house style. This is recommended to allow uniformity of spellings, punctuation, etc. in all articles. Some instances may require divergence, but they are treated on an individual basis. The Macquarie Dictionary is the accepted dictionary of ECA publications.

ECA requests all articles conform with these styles.

ECA prefers to use non-stereotyped language and situations in its publications, i.e. authors should avoid the use of sexist, ageist or racist terminology. For example, use 'firefighter' rather than 'fireman'.

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), 'the adult working with the children', 'early childhood professionals'.

The use of metric measurement is the accepted form of measurement in ECA publications.

#### Using numbers in figures

Words should be used when expressing numbers from zero to nine, inclusive. Figures rather than words should be used in the following examples:

**Sums of money:** \$5.08 or 25c, \$2000, \$10,000.

**Times of day:** 10.30 a.m., 50 min., 11.00 o'clock

**Dates:** September 14, 1994 (month, day, year).

**Mass:** 250t, 120kg, 50g.

**Measures:** 56 litres, 25mL, 26km, 25cm, 16mm.

**Inclination (degrees):** angle of 45 degrees or 45°.

**Temperature:** 35°C.

**Percentages:** 10 per cent is the preferred style of expression in text.

**Age:** 60 years old; an eight-year-old.

**Numbers in narrative:** Figures (0–9) are expressed as words, e.g. there were 23 children in the playground; *but*, five people saw them. Variations such as Year 1 students, Question 1, etc., may be used.

## 6. Formatting

Articles should have minimal formatting and indication should be clearly given for the placement of tables, graphs or charts. **If it is necessary to include a table, use the table function of your software.**

Please mark headings, subheadings and paragraphs clearly.

For example:

**This is an article heading**

(bold, first letter only is a capital.)

*This is a subheading or side heading*

(italic, first letter only is a capital.)

Use plain text in your document—the only formatting permitted is discussed in the points below:

- **Only use one space after full stops, commas, colons and semicolons.**
- **Only use one line space between paragraphs.**
- **Only use single spacing between words in the text.**
- **Only use italics to indicate emphasis.**

It is very important to conform to these guidelines. Articles that do not will be returned to authors and may miss publication deadlines.

## 7. References

*(Please keep to a minimum)*

APA style referencing is used in *Every Child*, see:

<http://www.wisc.edu/writing/Handbook/DocAPA.html>

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).

Please provide your reference list at the end of the article in the following formats:

*From a book*

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

*From a journal*

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

*From the internet*

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

## 8. Footnotes and endnotes

Do not use footnotes and endnotes.

## 9. Acronyms

When using an acronym, the first occurrence must be spelt in full with the acronym quoted in brackets, for example:

Early Childhood Australia (ECA). Subsequent occurrences should use the acronym.

## 10. Photographs/Illustrations

If photographs/illustrations are supplied by ECA, ownership and copyright is retained by ECA.

We encourage authors to supply their own illustrations and photographs.

**Authors are responsible for ensuring that ECA has a photograph permission form signed by parents of children appearing in any supplied photographs, as well as approval from the photographer to use the photo, before publication. Permission forms can be obtained from the Publications Office.**

Required format is minimum 300dpi resolution, tiff or jpeg file.

Email images separately—do not embed them in documents.

Photographs and illustrations in hardcopy will be returned to the author after layout.

## 11. Form of submission

Articles can be submitted either by email, to **publishing@earlychildhood.org.au**, by CD or floppy disk.

If submitted by disk, please include one hard copy. Articles should include page numbering.

Microsoft Word documents are the preferred format. If using other formats please specify the software used, or contact the Publications Office before sending them.

## 12. Assignment of Copyright – Author Licence Agreement forms

Author Licence Agreement forms will be sent to authors on acceptance of final manuscript and illustrations, photographs etc. (if used), to show assignment of copyright prior to publishing.

These must be returned completed before publication, or indication given if permission to publish is withdrawn.

## Further enquiries

Please contact the ECA Publishing and Marketing Section at the earliest possible stage if you have any queries regarding the publication of your article.

### Contacts:

*Every Child* In-house Editor or

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