

## Everyday Learning Series

The major aim of these guidelines is to assist writers and contributors to submit their work to Early Childhood Australia (ECA) in a form which can be used in the production of the *Everyday Learning Series* with as little editing/rewriting as possible. Writers for the *Everyday Learning Series* will be expected to conform to the guidelines below. Please read them thoroughly before you begin writing.

### 1. Target audience

The *Everyday Learning Series* is produced for parents, grandparents, family day care carers and others who care for children in their own homes.

### 2. Maximum length of manuscript is 5000 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.

### 3. Deadlines

If commissioned, authors will be provided with deadlines adequate for them to complete drafts of their manuscript. 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 manuscript after the agreed deadline and without prior arrangement with the In-house Editor, it may be published at a later date or rejected. Authors will be informed of either outcome as soon as possible.

### 4. Title/cover design

The final title of the publication and the cover design will be negotiated with ECA to ensure its appeal to the target market.

### 5. Writing style

Please ensure when writing for the series that your manuscript:

- is easily readable
- does not use jargon
- targets people working with or caring for children from birth to eight years
- assumes no prior knowledge among readers
- uses examples, i.e. tells 'true stories'
- provides strategies for solving problems
- has cross-cultural appeal and is culturally sensitive
- includes concise subheadings.

Manuscripts may also be edited to conform to ECA in-house style and phraseology. It is advised that authors peruse recent copies of the series to familiarise themselves with the series' style. Edited versions will not be published without the author's written consent.

### 6. 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 publications. 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 manuscripts conform to 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. 'parents and carers', 'settings', 'practitioners', 'early childhood educators' (not teacher unless specifically applicable), 'the adult working with the children', 'early childhood professionals'.

## 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:** 10.30am, 50 min., 11 o'clock.

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

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

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

**Temperature:** 35°C.

**Percentages:** 10 per cent.

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

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

## 7. Formatting

Manuscripts should have minimal formatting and indication should be clearly given for the placement of tables, graphs or charts. Use of dot points is encouraged where possible, to break up the text.

Please mark headings, subheadings and paragraphs clearly. For example:

**This is a page or chapter heading**  
(bold, first letter only is a capital.)

*This is a subheading or side heading*  
(italics, 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. Manuscripts that do not follow these guidelines will be returned to authors, and may miss publication deadlines.

## 8. References

APA style referencing is used in the *Everyday Learning Series*, see: [www.library.uq.edu.au/training/citation/apa.pdf](http://www.library.uq.edu.au/training/citation/apa.pdf)

In the body of the text, 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).

The *Everyday Learning Series* is not an academic text, so please keep references to a minimum. However, it is important to include some recommended resources—key works in the field and/or further reading (five to 10 references).

Please list any references and resources at the end of the manuscript in the following formats:

### **From a book:**

Dorn, L. R., and 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, [www.theage.com.au/news/agenews/phstole.htm](http://www.theage.com.au/news/agenews/phstole.htm).

## 9. Footnotes and endnotes

Do not use footnotes and/or endnotes.

## 10. Acronyms

When using an acronym, the first occurrence must be spelt in full with the acronym quoted in parentheses, for example: Early Childhood Australia (ECA). Subsequent occurrences should use the acronym.

## 11. Photographs/Illustrations

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

We also 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 Publishing and Marketing Section.

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

Email images separately—do not embed them in documents.

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

## 12. Form of submission

Manuscripts should be submitted electronically, to [publishing@earlychildhood.org.au](mailto:publishing@earlychildhood.org.au).

Manuscripts should include page numbering and a running header. Microsoft Word documents are the preferred format. If using other formats please specify the software used, or contact the Publishing and Marketing Section before submission.

## 13. Publication process

All manuscripts are subject to blind review.

Manuscripts being considered for publication will often undergo numerous drafts before acceptance. Authors will have every opportunity to make changes up to the design and layout stage. After design and layout, authors will be sent a draft layout to which they are invited to make minor changes and comment. Major editing at this stage will not be accepted. Any concerns over and above a reasonable level of final editing must be discussed with the In-house Editor (a 'reasonable' level of editing is determined as that which does not have a dramatic effect on the layout).

All authors will receive a maximum payment of \$500 (inc. GST) and 10 complimentary copies of their book at the time of distribution.

## 14. Assignment of copyright—Author License Agreement forms

Author License 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 will proceed.

## 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 manuscript.

### Contacts:

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[www.earlychildhoodaustralia.org.au/edl](http://www.earlychildhoodaustralia.org.au/edl)

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