

GUIDELINES FOR AUTHORS

Research in Practice Series (RIPS)

Early Childhood Australia 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 the Research in Practice Series will be expected to conform to the guidelines below. Please read them thoroughly before you begin writing.

1. Target audience

The *Research in Practice Series* is produced for readers who work with children aged birth–five years and who appreciate text with a practical emphasis.

2. Maximum length of manuscript (including references) is 6000 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. Writing style

Please ensure when writing for the series that your manuscript:

- 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 birth–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 manuscript.

Manuscripts may also be edited to conform with ECA in-house style and phraseology. Scripts accepted for publication are eligible for payment related to the amount of editing required. It is advised that authors peruse recent copies of the series to familiarise themselves with the series' style.

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 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 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.

6. Formatting

Manuscripts 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 a page or chapter 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. Manuscripts 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 RIPS, 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 manuscript in the following formats:

From a book

Dorn, 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

Manuscripts 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. Manuscripts should include page numbering and a running heading.

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. Publication process

All manuscripts are subject to blind review. Authors will be notified on receipt of their work and advised of reviewers' comments within six months.

All authors will receive a maximum payment of \$550.00 (including GST) and 10 complimentary copies of their book at the time of distribution.

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.

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

13. 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 will proceed.

14. Promotion

The author is requested to provide ECA with a 300 word summary of the publication to assist in promotion through *Every Child* magazine and our catalogues.

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.

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Publishing and Marketing Manager

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