

# Every Child magazine: Contributor guidelines

## Target audience

*Every Child* is a magazine for all people who educate and care for young children, and those who are interested in current developments in topics related to early childhood such as education and care, research, public policy, professional learning, child learning, development, wellbeing, health and safety, advocacy and ethics, and professional partnerships with families, carers and professionals.

*Every Child* does not publish articles that have been published elsewhere, and articles it does publish may not be published elsewhere (without express permission). All authors—commissioned or otherwise—are required to sign a copyright licensing agreement to this effect, in exchange for a payment. More information below.

## Word count

Articles can either be long (800–1000 words) or short (300–500 words). Book reviews are typically 150–200 words. **Manuscripts over the word limit will be returned.** Please aim to write under the limit to allow for editing changes.

## Submission guidelines

All articles that are deemed suitable for publication will go through a process of review and re-submission until final content is approved. There is no guarantee of publication at any stage.

Authors will be sent the final edited draft of their article, as ECA proposes to publish it in *Every Child*. In order to do so, ECA requires the

author to sign a copyright license agreement in exchange for payment, to the effect that they will not republish the article elsewhere (without express permission) and will not reproduce it except for use in their own 'classes or lectures'.

ECA reserves the right to decide if and when to publish all drafts submitted for *Every Child*.

## Commissioned articles

Authors commissioned to write for *Every Child* will work to an agreed topic based on their expertise. They will work with the *Every Child* Editors and Publishing Editor on an agreed approach to the article outline and content.

The Publishing Editor will provide submission dates for initial drafts, and due dates for revisions requested following review of their draft by the *Every Child* Editors and/or Publishing Editor. It is the author's responsibility to inform the Publishing Editor as soon as possible if they cannot meet the agreed due dates.

Drafts received significantly after the final due date, without prior arrangement with the Publishing Editor, may be rejected or published in a later edition. Authors will be kept up to date with their work's progress.

## Unsolicited articles

Unsolicited drafts can be submitted by email to [publishing@earlychildhood.org.au](mailto:publishing@earlychildhood.org.au), but please read the below before submitting.

Unsolicited submissions are initially subject to basic editorial review by the Publishing Editor to ensure they meet a minimum quality standard, followed by content review by the *Every Child* Editors.

Those considered unsuitable for the magazine will not be given detailed feedback.

Unsolicited articles that are approved for publication will be shortlisted and *Every Child* will

endeavour to publish them all within 12 to 18 months, but this is not guaranteed.

## Writing guidelines

Prospective contributors are advised to read recent copies of the magazine if possible. Some free online *Every Child* articles, typically one per edition, are available online here:

<https://www.earlychildhoodaustralia.org.au/our-publications/every-child-magazine/every-child-index/>

Please ensure your draft:

- serves the readers of *Every Child* and the wider community as its primary purpose; i.e. it is not advertorial, content marketing or any other commercial device
- uses an **expository writing** style
- is written in easily readable plain English and does not use unexplained jargon
- **has an interesting, short title**
- is structured logically and includes concise headings and subheadings
- is accessible to readers from a wide variety of backgrounds and assumes minimal existing knowledge
- targets people working with or caring for children aged from birth to eight years
- acknowledges all types of early childhood services, where appropriate
- is honest and ethical, i.e. it uses genuine examples, true stories and accurate quotes from real people
- does not describe or represent specific people without their consent—including children
- is culturally sensitive and uses inclusive language
- does not use long block quotations, from

academic sources or elsewhere

- has minimal references (no more than 10)
- only makes claims of fact that are verifiable and/or attributed to their source(s).

**Manuscripts will be edited to conform to ECA's in-house style and register. Edits may be substantial or minor, depending on the quality of the manuscript. It is advised that authors read recent copies of the series to familiarise themselves with the expected writing style.**

Edited versions will not be published without the author's written consent.

## ECA style requirements

The current *Australian Government Style Manual* (<https://www.stylemanual.gov.au/>) is the basis for ECA's house style. Its use allows for uniformity of spellings, punctuation, formatting, etc. in all our publications. Some instances may require divergence, but they are treated on an individual basis. *Macquarie Dictionary* is the accepted dictionary of ECA publications. Authors must follow these reference works.

## Readability

### Language

ECA expects the authors to write their manuscripts in a way that makes the concept and language accessible to different reading levels.

**The Flesch reading-ease score of your manuscript must be no lower than 40.** Revisions will be required if the reading-ease score is outside this range. Take the following steps to check the reading-ease score of your manuscript within MS Word:

- **Windows**
  - Go to **File > Options**.
  - Select **Proofing**. Under **When correcting spelling and grammar in Word**, make sure the **Check grammar with spelling check** box is selected.
  - Select **Show readability statistics**.

- After you enable this feature, open a file that you want to check, and check the spelling by pressing F7 or going to **Review > Spelling & Grammar**. When Word finishes checking the spelling and grammar, it displays information about the reading level of the document.
- **MacOS**
  - On the **Word** menu, click **Preferences** (you must have a document open to see preferences).
  - Under **Authoring and Proofing Tools**, click **Spelling and Grammar**. Under **Grammar**, select the **Check grammar with spelling** check box.
  - Select the **Show readability statistics** check box, and close the Spelling & Grammar dialog box.
  - On the **Tools** menu, point to **Spelling and Grammar** and click **Spelling & Grammar** (after Word finishes checking spelling and grammar, it displays information about the reading level of the document).

**Note:** Regardless of the operating system, you must correct or ignore all errors before the readability statistics will display.

You may also use external readability tools to assess the reading level of your document:  
<https://readable.com/>

### Terminology

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 sector, 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’, ‘early childhood service’. For more information, consult ECA’s free publication,

‘How to talk about early childhood education and care’  
<http://www.earlychildhoodaustralia.org.au/wp-content/uploads/2021/07/How-to-talk-about-ECEC.pdf>).

### Numbers and figures

The use of metric measurement is the accepted form of measurement in ECA publications. Words should be used when expressing numbers from zero to nine, inclusive. (This form may have to be varied to make a particular mathematical point, e.g. where the item being described is normally represented arithmetically: 4 + 2 + 12 children = our group of 18 children.)

Figures rather than words should be used in the following examples:

**Sum of money:** \$5.08 or 25c, \$2,000, \$10,000

**Time of day:** 10.30 am, 50 minutes, eleven o’clock

**Date:** 14 September 1994 (day, month, year)

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

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

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

**Temperature:** 35°C

**Percentage:** 9% (numeral followed by percentage sign is the preferred style of expression in text)

**Age:** 60 years old, an eight-year-old, five- to six-year-old children

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

### Formatting

Manuscripts should have minimal formatting and indication should be clearly given for the placement of tables, graphs and charts. It is best to explain any notes or suggestions for design and layout using square brackets, e.g. [text box] / [text box ends], [insert photo xxx.jpg here]. If it is

necessary to include a table, use the table function of your software. Use of dot points is encouraged where possible, to break up the text. Please mark headings, subheadings and paragraphs clearly. For example:

## Heading level 1

(Bold, size 16, only the first letter is capitalised)

## Heading Level 2

(Bold, size 14, only the first letter is capitalised)

### *Heading Level 3*

(Bold, italic, size 12, only the first letter is capitalised)

### *Heading Level 4*

(Italic, size 11, only the first letter is capitalised)

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 or names of publications.
- Use single ‘smart quotes’.
- Normal template (text) is Calibri 11 pt, 6 pt before and after, multiple 1.15 spacing, margins normal (2.54 cm all around).
- To indicate emphasis, use *italics* only and do so *sparingly*, as with all forms of 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.

## References

APA 7th style referencing is used in *Every Child*; please see <https://apastyle.apa.org/>.

If you are quoting directly from a specific source or relying on a piece of information, theory or claim/s of fact it contains, please include an author-date citation in the text following the APA style, 7th edition. If a direct quote is cited, add the page number.

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) (direct quote: (Johnson & Johnson, 1992, p. 139) or Johnson and Johnson (1992, p. 139)).

For referencing, *Every Child* articles use APA 7 author-date citations, not footnotes.

- Avoid quotes longer than 50 words for *Every Child*.

***Every Child* is not an academic text, so please keep references to a minimum (five to 10 references).**

Please list all references and resources 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 ed.). Macmillan.

### *From a journal*

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

### *From the internet*

Center on the Developing Child. (2018). *Brain architecture*. Harvard University. <https://developingchild.harvard.edu/science/key-concepts/brain-architecture>.

## Acronyms

When using an acronym or initialism, the first occurrence must be spelt in full with the

acronym/initialism quoted in parentheses, e.g. Early Childhood Australia (ECA). Subsequent occurrences should use the initialism.

## Photographs/illustrations

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

We encourage authors to supply their own illustrations and photographs. Authors are responsible for ensuring that ECA receives a Photograph Permission Form signed by the 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 and Production team. Required format is minimum 300 dpi resolution in tiff or jpeg file format. **Email images separately—do not embed them into the manuscript.** ECA retains the right to omit the use of author-supplied photographs if they do not meet the required printing standards noted above.

## Form of submission

Please email the commissioned manuscript to the publishing editor. Unsolicited manuscripts can be emailed to [publishing@earlychildhood.org.au](mailto:publishing@earlychildhood.org.au).

Manuscripts should include page numbering and a running header. **Microsoft Word (doc) is the preferred format.** If using other formats, please specify the software used, or contact the Publications and Production team before submission.

## Publication process

All manuscripts are subject to review by the Editors and Publishing Editor. **Manuscripts being considered for publication will often undergo numerous drafts before being accepted.** Authors will have every opportunity

to make changes up to the design and layout stage.

Final authority for approval of changes rests with the *Every Child* editors.

**All authors will receive a maximum payment of \$250 (exc. GST) for long articles or \$100 (exc. GST) for short articles after publication and one (1) complimentary copy of the magazine in which their article appears at the time of distribution.**

## Assignment of copyright—Author license agreement forms

Author license agreement forms will be sent to authors along with the copyedited version of their article for approval. These must be signed, completed and returned to the publishing editor before publication.

## Further enquiries

Please contact the ECA Publications and Production team at the earliest possible stage if you have any queries about ECA processes regarding the publication of your manuscript.

## Contact details

### Every Child Magazine

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Publications and Production

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