

Instructions for Authors

Manuscripts are invited to be submitted for consideration for publication in the New Zealand Research in Early Childhood Education journal. The journal publishes research results, critiques, methodological papers and theoretical articles relating to children's care, wellbeing and education in the early years (from conception and up to eight years of age). Research relating to teaching and learning, early intervention, parenting, child health, child safety, child development, and teacher/parent education are particularly welcome. Papers examining a research method, an aspect of methodology, or contributing to the development of theory are also invited. Papers may take the following forms:

1. Article

- Reporting original research. This is blind peer-reviewed. A report of original research (3,000-5,000 words).
- Providing an in-depth critical review. This is blind peer-reviewed. A critical in-depth analysis and review of research or theory, which may be in relation to policy and/or practice contexts or issues (3,000-5,000 words)

2. Research Note: This is not normally sent out for blind peer-review but will be reviewed within the editorial team. A description of an original research project, a description of part of an original project, or a reflective examination of some aspect of the research experience. Initial findings of an ongoing project are also welcomed (up to 2,000 words).

3. Other: Other paper types (such as Research Methods or Ethics papers, Commentaries, and Occasional papers) may be considered by the Editor on an individual basis. Please check and discuss the appropriateness of your paper with the Editor before submitting.

Details on preparing a manuscript are included below. Please follow the instructions closely when preparing your manuscript. Manuscripts which exceed word limits, do not adhere to manuscript requirements, or have spelling and grammatical errors will be returned for correction prior to commencement of the review process.

Preparing Manuscripts

Layout: Manuscripts should be word-processed with 1.5 or double-line spacing. An abstract of 100–200 words should be included on the first page of the manuscript below the title. Please check that all pages are numbered clearly and in the correct sequence.

Stylistic conventions: Consult articles in the latest issue of the journal on general matters of style, such as conventions in headings, indentation, and referencing. Style must conform to that described in the Publication Manual of the American Psychological Association (6th edition). Footnotes and endnotes should be avoided if at all possible (essential information should be contained in the text).

Graphs and figures: A maximum of four graphs, figures, photographs or tables can be included. These should only be included if absolutely essential to understanding the findings of the reported study. They should be referred to in order in the text. Avoid using shading.

Copyright: Authors are responsible for securing, when necessary, permission to use quotations or illustrations from copyrighted materials. Full acknowledgment should be made if the paper, or part of it, has been presented or published in any form elsewhere.

Format for All Types of Paper Submissions

Cover page: This should show: the name of the author(s), affiliation(s), email and postal addresses, and phone numbers.

Article: Only the title and no identifying information about the author(s) should appear on the manuscript itself. An abstract should be included, followed by an introduction, and then the main body of the paper. An accurate list of references should be included at the end. For peer-review articles, do not include a brief “About the Author” description – this will be requested later if your manuscript is accepted.

Accuracy: Care should be taken to ensure paper accuracy and correctness before submission (e.g. double check references and dates, ensure that you have considered reliability, validity, and ethical issues). Authors who do not have statistical expertise should have their use of statistics and interpretations fully checked by an expert before manuscript submission.

Submitting Manuscripts

Submission date: Manuscripts may be submitted at any time of the year and if accepted will be published in the next issue of the journal.

Covering letter: Include a statement confirming that the paper is original work and has not been published or submitted for publication elsewhere. If the material, or part of it, has been previously published in any form (e.g. in the proceedings of a Conference, in a newsletter, or on the Internet) this should be declared. State the type of paper you are submitting (i.e. a research article, research note, or another paper type).

Manuscript: For blind peer review purposes, please put author(s) names, affiliations, acknowledgements, and any identifying information on a separate cover sheet, which will be removed prior to being sent to reviewers. Send your manuscript and covering letter as e-mail attachments to the Managing Editor, email: admin@childforum.com Please retain a copy of the manuscript which is identical to the submitted manuscript.

Cost: There is no paper charge for publication in the NZRECE Journal.

Copyright: A condition of publication is that copyright in the article is given to the NZRECE Journal (published by ChildForum).

Manuscript Review and Editing

Manuscripts for peer-review articles are normally sent to two (sometimes three) reviewers for anonymous review. Authors are provided with a copy (or summary) of the reviewers’ feedback. This is regarded as a formative process to assist authors to improve the quality of their manuscript. The Editors reserve the right to make minor alterations or deletions to manuscripts, or to shorten manuscripts, without consulting the author(s) and not materially affecting the substance of the work.

When a manuscript is accepted for publication an updated electronic version will be requested. It is the author(s)’ responsibility to ensure all references are acknowledged and referenced in APA style and that the final version is accurate in every detail. An editor may check and provide feedback on your writing or any publication/dissemination issues with content, with an opportunity if there is time for you to make final changes before publication. Author(s) should carefully check and prepare the final version of their manuscript as proofs are not sent to author(s).