

Educating Young Children Journal

Address all correspondence and advertising enquiries to

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For more information see the ECTA Website Journal page http://www.ecta.org.au/01_cms/details.asp?ID=315

Guidelines for writers

The EYC editorial panel welcomes articles and ideas for possible inclusion in the journal. One of the journal's strengths is in the variety and individuality of contributions. These style guidelines below and the [Guide to writing for EYC10](#) should help you to prepare your contribution in the EYC 'style'. All information and permission forms can be found on the [ECTA Website Journal Page](#).

Style Guide

We like to maintain a uniformity of approach within the journal. Here are some examples of the preferred 'house' style.

- Use Australian spelling in preference to American.
- Write numbers up to twelve as words; figures are used for numbers 13 upwards. (For example: one, eleven, 18, 200.)
 - Exceptions are where numbers appear in a table, list or refer to a measure. (For example: Anne was seven-years-old when she walked 5 kilometres to school.)
- Use the following examples to help you write dates and times:
 - 15 February 2006, 1900s.
 - She left at 7.25 am in order to catch the seven-forty train.
- Usually, you would write amounts of money in numerals. (For example: 20c or \$0.20, \$120 and \$88.15.) Words may be used in approximations such as 'he made millions of dollars'.
- Use italics for titles. For example: *The Australian* rather than 'The Australian'.
- Use a single space after full stop.
- Use single quotes.
- Use an en dash between spans of numbers.
- Aim for a style that is free of jargon or slang (unless this is relevant to your contribution).
- Don't assume that your audience has prior knowledge of your topic. For example, it is possible your readers will not be familiar with an acronym that you use every day. You should use the full reference the first time, followed by the acronym in brackets as shown here: Early Childhood Teachers' Association (ECTA).
- Advertorial should not be included.

Referencing

If your contribution concludes with a list of references, you should check these carefully as the editor may only pick obvious typographical errors. A search on Google usually brings up any reference you do not have to hand.

Maybe you need help with referencing. If so, The preferred style for the *ECTA Journal* is the author-date system (pp.188–208 of the *Style manual for authors, editors and printers, 6th ed.*).

Example of in-text citations: This approach (Smith 1995; Tyler 2002) suggests ...

Example of book referencing: O'Hagan, M 2001, *Early years practitioner*, 4th edn, Harcourt, London.

Example of journal referencing: Bredekamp, S 2006, 'Staying true to our principles', *Educating Young Children*, vol. 12, no. 2, pp. 21–4.

Direct quotations within your article should be in italics and referenced with name of author and the source.

Specific terminology

We are presently compiling a standardised list of frequently used terms. Examples are:

- day care (rather than daycare or day-care)
- child care (rather than childcare or child-care)
- preschool (rather than pre-school)
- the Preparatory Year or Prep (rather than prep)
- Year One, Year Two/Three (words rather than numbers)
- 'the staff members are' (instead of the awkward singular noun 'the staff is ...')
- five-year-olds (i.e. age with hyphens)

The journal committee reserves the right to undertake some minimal editing or rewriting in order to maintain conformity of 'house style'. If an article is provisionally accepted, but fairly major changes are required, we will contact you to discuss this.

Length of contribution

- Article: 1200 words • Book review: 300 words • Regular article: 650 words

Form of submission

Your contribution should be submitted via email to info@ecta.org.au Photographs may be submitted digitally – minimum 3 megapixels on the highest resolution. Art works should be scanned. Photographs require a release agreement. A hard copy should also be included.

Author release forms must be signed and a hard copy forwarded to ECTA 20 Hilton Road, Gympie, Qld. 4570. Where

original artwork or material has been submitted it will be returned at the contributor's request. All contributors will be sent a copy of the journal.

Photographs

All photographs are attributed to the author unless otherwise noted. A photo and/ or artwork permission form is required.

Permission Forms and Author Agreement required when submitting articles

http://www.ecta.org.au/dbase_upl/14-5_PhotoReleaseAgreement.doc

http://www.ecta.org.au/dbase_upl/14-5_ArtWrkAgreement.doc

http://www.ecta.org.au/dbase_upl/14-5_AuthorLicenceAgrmt.doc

EYC disclaimer

The opinions expressed in this magazine are those of the authors and not necessarily those of the ECTA Inc. or the editorial panel.

Editorial policy

The material published in the journal will aim to be inclusive of children in Australia wherever they live, regardless of race, gender, class, culture and disability. The journal will not publish material which runs counter to the wellbeing and equality of all children and their families, and those who work with them.

Registered Teachers - Continuing Professional Development (CPD) requirements

Registered teachers are advised to note the Queensland College of Teachers endorsed position on professional reading, accessing online resources and viewing video-streamed materials as contributing to their CPD requirements for renewal of teacher registration. The endorsed position can be viewed on the ECTA website www.ecta.org.au from the *Educating Young Children* link.

Online access to journal

Educating Young Children is also available online via EBSCOhost and Informat databases

Journal contributions

Articles and ideas for possible inclusion in the journal, following review by the editorial panel, are welcomed.

Advertising sizes

Type	Size	1 Issue	2 Issues	3 Issues
Full Page	170mm w x 240mm h	\$451	\$407 per issue	\$363 per issue
Half Page	170mm w x 120mm h	\$269	\$242 per issue	\$214.50 per issue
Quarter Page	80mm w x 120mm h	\$181.50	\$148.50 per issue	\$121 per issue
Eighth Page	80mm w x 60 mm h	\$121	\$99 per issue	\$71 per issue

Advertising rates (GST inclusive)

Volume	Content due	Publication
.1	31 January	End April / May
.2	30 May	End July / August
.3	30 September	End November / December

Advertising policy

ECTA Inc. reserves the right to determine the suitability and quality of any camera-ready artwork supplied by advertisers. Advertisements in *Educating Young Children* (EYC) are the responsibility of the advertiser. While EYC makes reasonable efforts to ensure that no misleading claims are made by advertisers, responsibility is not accepted by EYC or ECTA Inc. for statements made or the failure of any product or service to give satisfaction. Inclusion of a product or service should not be construed as an endorsement or recommendation by ECTA Inc. Advertisers should comply with the Trade Practices Act 1974.

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EYC subscriptions

Subscriptions to the journal are included in your ECTA membership. Single back copy issues can be purchased for \$15 plus postage (GST inclusive).