Early Childhood Teachers' Association Guidelines for Writers

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Educating Young Children (EYC) is a practitioner journal from the Early Childhood Teachers' Association (ECTA). Published three times a year, the journal's strength is in the variety and individuality of contributions from practitioners, conference presenters, academics and all professionals who are passionate about educating young children. Our readers are professionals who are working with or in settings that impact the lives of young children. This includes early primary classroom teachers, family day care providers, early intervention specialists, teacher educators, students, researchers and policy-makers.

The editorial team welcomes articles and written submissions for possible inclusion in the journal. We look for articles that:

- reflect best practices in early childhood education
- provide practical strategies for early childhood professionals
- cite relevant research findings when appropriate
- provide strategies for building family and community relationships
- advocate for equity, diversity and inclusion of all children
- consider indigenous perspectives and the development of cultural competence
- show respect for gender, culture and identity

When making a submission please consider the following guidelines, but feel free to discuss these with us as we can be flexible.

Length of contribution

Article: 1200 words

Book review: 300 words

Form of submission

Articles should be presented in a Word document and your contribution should be submitted via email to: info@ecta.org.au Book reviews should be emailed to: swebster0712@gmail.com

Photographs must be submitted digitally – minimum 3 megapixels on the highest resolution. Art works should be scanned. Photographs and artworks require a release agreement.

Author release forms should be submitted via email to info@ecta.org.au All authors 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.

EYC disclaimer
The opinions expressed in this publication are those of the authors and not necessarily those of ECTA or the editorial team.

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 that runs counter to the wellbeing and equity of all children and their families, and those who work with them. Articles and blogs, or part thereof, that have already been published elsewhere in print or other formats may be reprinted, at the discretion of the editorial team. They should not be simultaneously submitted to other publications.

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.

Online access to journal
EYC is also available online via EBSCO host and RMT databases.

Advertorial policy
ECTA reserves the right to determine the suitability of articles and quality of any images supplied. Articles that focus on product or service advertorials will not be accepted.

Advertisements

Advertisements in EYC are the responsibility of the advertiser. While the EYC editorial team makes reasonable efforts to ensure that no misleading claims are made by advertisers, responsibility is not accepted by EYC or ECTA 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. Advertisers should comply with the Trade Practices Act 1974.

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Style Guide

EYC uses the American Psychological Association (APA) 7th edition style, which provides writers with a format for cross-referencing their sources--from their parenthetical references to their reference page. This cross-referencing system allows readers to locate the publication information of source material. Most importantly, use of APA style can protect writers from committing plagiarism.

General APA format:

- Do not use contractions. Example: do not rather than don't.

- Use the full title before introducing an acronym. For example, the Early Childhood Teachers' Association (ECTA).
- Use reliable, scholarly and authoritative sources to cite and subsequently reference your work.
- Use of italics for titles. For example: *The Reference Guide Manual* instead of 'The Reference Guide Manual'.
- Use single space after full stops and punctuation.
- If direct quotation is less than 40 words include it in the paragraph and put it in double quotation marks.
- If quotation is 40 words or more, it should be an indented, freestanding block of text, with no quotation marks. At the end of a block quotation, cite the quoted source and the page number in parentheses, after the final punctuation mark.
- Do not include advertorial.
- Numbers:
    - up to twelve are written as words (for example: one, nine)
    - from 13 onwards a numeral is used (for example: 13, 450)
    - exceptions are made when numbers appear in a table, list, or refer to a measure (for example: Cara was seven years old when she walked 4 kilometres to school)
    - use an en dash between spans of numbers (for example: eighty-three people)
- Dates and times:
    - 19 May 2019; 1900s
    - Cara left at 7.25 p.m. in order to catch the seven-thirty train
- Money:
    - usually money amounts are written in numerals (For example: 10c or $0.20, $150, $95.20)
    - words can be used in approximations, such as 'he made millions of dollars'
- Use jargon-free language unless it is essential to your contribution. Assume that the audience has no prior knowledge of the topic.

References *American Psychological Association* (*APA*) seventh edition style

Some examples:

In-text citation

- When citing a source that has been cited within another document use: (Jones, 2009, as cited in Smith, 2010). Here the secondary source is used in the reference list.
- For citing in brackets with two authors the '&' symbol is used. Where the author citation is part of a sentence the word 'and' should be used, for example*:* (White & Greene, 2009) or "White and Greene (2009) suggest that …"
- For three or more authors: White et al. (1998) or (White et al., 1998)

Reference list

- Alphabetical order
- Double-space and hanging indent
- One author:

  Smith, B. (2018). *Let us learn*: Promoting Learning. Home Press

- Two authors:

Smith, B. J. & Renaldo. B. C. (2019). Ways to learn in kindergarten. *Learning with children*, *38*(2), 38- 51. http://dx.doi.org/10.1030/AH1321

- Three to twenty authors:

  Chen, Y., Ng, M L. & Li, T. (2012). English vowels produced by Cantonese–English bilingual speakers. *International Journal of Speech-Language Pathology, 14*(6), 557-568. DOI: 10.3109/17549507.2012.718360

- If there is no digital object identification (DOI) available for an electronic article, provide the URL address in the reference, such as *http://dx.doi.org/10.1030/AH1321*