

Early Education Author Guidelines

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Originality and Length

Early Education welcomes:

- **Articles** with a **maximum of 3500 words** (excluding reference list), plus an abstract or professional summary of 150 words and up to four keywords. These might include innovative practice papers or research informed papers. These can be peer or editor reviewed.
- **Research notes** with a **maximum of 1500 words** (excluding reference list). These might include teacher-inquiry informed reflections, graduate and postgraduate student research/reviews, or overviews of research in progress.
- **Opinion pieces or commentaries** with a **maximum of 1500 words** (excluding reference list). These might include think pieces, professional reflections on practice, commentaries on leadership and policy matters.
- **Book or resource reviews** with a **maximum of 1000 words**.

Submissions to Early Education should be unpublished and not under consideration by another journal or for a conference proceeding. In-text citations and references need to conform to the latest edition of the *Publication Manual of the American Psychological Association* (APA style).

Style

- The journal is designed for a practitioner audience and should reflect this in tone and style.
- Language should be clear and jargon free.
- Please use New Zealand/UK spelling.
- Personal voice such as 'I', 'we' and 'you' is appropriate for this journal.
- Citations should be well-targeted and accessible; over-use of citations is discouraged.
- Connections to practice, reflective questions and thoughtful provocations are encouraged.
- Please consider both a national and international audience in providing context.
- Keep reference list brief, e.g., **less than 15 references**.

Layout and Formatting

Please download the Early Education template (MS Word format) and refer to the guide below.

Access templates at <https://eej.ac.nz/index.php/EEJ/for-authors/author-guidelines>

File format and templates	The preferred format is Microsoft Word. If you use any other authoring tool (e.g., Open Office, Page, Google Docs, etc), please download your file as a .doc or .docx to upload to Early Education for review. We offer two main templates: Title Page Template – use for author names and institutional affiliation, acknowledgements, author contact details, and brief bio for each author. Please also include ORCID if you want these included. Main Submission Template – use for all other aspects of your submission. Compressed file formats such as zip are not acceptable.
Title	Ensure the title clearly and succinctly describes the main focus of your work. Please keep your title under 16 words. Use sentence case.
Abstract	Give a brief overview of the focus of your article. No more than 150 words .
Keywords	Identify no more than four keywords that will be used for indexing on online databases and help readers to find your article. You will be asked to enter your keywords when submitting your article in the system.
Footnotes	Avoid using footnotes.
Figures and diagrams	Please ensure high-definition graphics are used in your submission.
Photos	Photos should be clear and of high resolution. You must obtain written consent for the use of photos within the journal where a person can be identified. The permission must state permission to publish online. If accepted for publication you will be asked to supply individual image files.
Appendices	Avoid using appendices unless absolutely essential to the communication of the paper.

Acknowledgements	This is an optional section in which you may record appreciation to individuals or organisations for assisting or supporting the research work. See Title Page Template.
Author contact details	Do not include author contact details on submitted manuscripts. This information is captured by the journal management system and the Title Page Template when you submit your paper.
Author biography	Each author must provide a brief biography of no more than 100 words per author. See Title Page Template.

Peer Review/Editor Review Process

Articles submitted for editor review:

Early Education offers editor-reviewed articles so that teachers and emerging researchers are supported to share ideas stemming from both research and practice. If you are a teacher or emerging researcher please do not feel that you are on your own when you write. Editors are happy to look at your draft and give advice. Once submitted we also work with you to ensure your submission meets journal expectations.

Articles submitted for peer review:

Early Education offers a double-anonymised peer review process. The identity of both the reviewer and author/s is always concealed from both parties.

Articles submitted for peer review must not contain any information that identifies the author/s. A title page, with author details, is submitted separately and is not available to reviewers.

Key peer review points:

- Your manuscript will undergo an initial evaluation. Manuscripts may be desk rejected without peer review at this point if they are out of scope for the journal.
- All reviewers' comments and feedback are considered by the editor/s and the author is notified of the required revisions.
- The editor makes the final decision on publication of all manuscripts.
- If the editor or members of the editorial board submit their own manuscripts for possible publication in the journal, the peer review process will be managed by alternative members of the board.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party. Please note the lead author's contact email address will be included on the article's front page. Please notify your assigned editor if this is not acceptable.

Complaints Procedure

Should authors, readers or reviewers have a complaint, this must be sent in writing to the Editor, outlining the basis of the complaint. The Editor will review any complaint on the basis of EEJ policies and procedures. The Editor may convene an extraordinary Editorial Board meeting to resolve matters before responding to the complainant with a final ruling and/or next steps.

Open Access Policy

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

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Pre-submission Preparation Checklist

Before submitting, please attend to the following key points:

- ☐ Submission meets the required word limit.
- ☐ The submission is presented in the appropriate template and in accordance with the Author Guidelines.
- ☐ All references have been thoroughly checked and adhere to the guidelines published in the latest version of the American Psychological Association's Publication Guidelines.
- ☐ Unless the Journal Editor has been notified before publication, you agree to the lead author's contact email address to be included on the article's front page.
- ☐ You have declared any potential conflicts of interest – professional or financial – that may arise from the publication of the article on the Title Page template.

- ☐ You have obtained signed consent to use any photo where people/a person can be identified. This must state permission to publish. These consents can be attached to the last section of your submission.
- ☐ When you submit your manuscript, you will be asked to indicate which section of the journal you are submitting for. Please select one of the following:
 - Peer-Reviewed Articles
 - Editor-Reviewed Articles
 - Research Notes
 - Opinion Pieces or Commentaries
 - Book or Resource Reviews

Submission Confirmation Checklist

As part of the submission process, authors must check that their submission complies with all of the following items.

- ☐ The submission has not previously been published and is not currently under consideration for another journal or conference proceeding.
- ☐ The submission is presented in the appropriate template.
- ☐ Authors affirm they have read the Author Guidelines, the submission complies with the Author Guidelines, and agree to conditions of publication in Early Education.
- ☐ If seeking peer-review, a blind copy has been uploaded.