Guidelines for submission
International Research in Early Childhood Education (IRECE)

Checklist

Send your manuscript as a Word document to edu-irece@monash.edu and ensure you have the following with your email submission:

1. **Identified manuscript, including:**
   a. your name and academic affiliation,
   b. an abstract of 150-200 words,
   c. a list of 6 keywords, and
   d. a short biographical statement for each author to appear at the end of the manuscript, including an email for correspondence.

2. **De-identified manuscript for review**
   a. Please remove all author identification from the manuscript including: name, academic affiliation, biographical statement, and email.
   b. If you have cited your publications, substitute the word 'author' for your details and for the title of the work cited (in citations and reference list). Remove any other references to publications that could potentially identify authorship to reviewers.

3. **(If applicable) Ethics declaration**
   a. If your paper reports on a study involving humans, it needs to be accompanied by evidence that it was approved by a university ethics committee. Please also see requirements for declarations of funding and/or conflict of interest below.

4. **Confirmation that the manuscript has not been published nor submitted for publication elsewhere.**
   a. Please provide this as a message accompanying your email submission

Manuscripts should have the main text set to 12pt Times (or Times New Roman) and double space.

Manuscript types

Articles may vary in length, but should not exceed 8000 words, inclusive of notes and references.

Book reviews should not exceed 1000 words and require keywords, but not abstracts.

Ensuring a blind peer review
All articles are peer-reviewed. To ensure the integrity of this process, the anonymity of authors and reviewers must be preserved. In preparing the de-identified manuscript for submission, please take the following steps:
1. Remove your name from the text, substituting 'author' if and where you have cited your own work
2. Also remove your details from the properties of the Word document file.
   - (On a Mac:) Word > Preferences [Cmd + ,] > Secuity > Tick "Remove personal information from this file on save" > Save

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Researchers should produce a statement declaring any interest or payment obtained in the commissioning of the research; whether the research was funded by a body for which there were financial or ethical values or benefits to be gained from the outcomes of the study; and declaring any conflict of interest that might be reasonably perceived and attributed to the author(s) with respect to the content of the study and the report being submitted for consideration by IRECE.

Manuscripts in languages other than English
The language of submission is normally, but not necessarily, English. Please write to the journal (edu-irece@monash.edu) before submitting your manuscript with a 300-word abstract in English, and advise on the following:
- your academic affiliation (if applicable)
- the language in which you seek to publish
- whether this is the first time you have submitted to an English language publication.

You will be advised as soon as possible about the arrangements we are able to make with respect to your manuscript.

<u>**House style guide**</u>
The journal generally adheres to American Psychological Association (APA) style, so refer to their guide when in doubt. Other details are listed below.

Spelling: Our default style uses ___ spellings and punctuation conventions. Avoid hyphens (e.g., 'sociocultural', 'multicultural') except where is accepted practice in the field (e.g., 'cultural-historical').

en/em dashes: Use em dashes—typed as two hyphens with no space before or after the dash—rather than en dashes the set off an element or digress from the main clause.

Footnotes / Endnotes: please convert all footnotes to endnotes numbered consecutively starting with 1. Do not use endnotes as a method of citation, but only to provide essential supplementary information to the text.

Latin abbreviations: generally, only the following abbreviations are used, and only within parenthesis with the accompanying punctuation: 'cf.' (compare), 'i.e.,' (that is,), 'e.g.,' (for example,), ', etc.' (, and so on/forth). Use the English translation outside of parenthesis (except for 'et al.', which is written as such in all cases).

Lists: Use Arabic numbering for lists, roman numbers for sub-lists, and lower-case letters for third-level lists. Use closing parentheses after the numbers. For example:
1) Top level
   i) Second level
      a. Third level

Tables, Figures, Captions
All tables, figures, and artwork should be contained within the manuscripts supplied and appropriately labelled and captioned. Tables consist of a title, caption, the table,, followed by any notes (e.g., explanation of abbreviations, and probability notes). Also avoid vertical rules and apply minimal horizontal rules. Figures have their number designation and caption underneath the figure itself.

Titles of works in text
Use italics for longer works (e.g., books, edited collections), and quotations for shorter works (e.g., journal articles, book chapters):

> …is discussed in the *Collected Works (Vol.3): Problems of the Theory and History of Psychology*, specifically in the chapter "The Problem of Consciousness" (Vygotsky, 1997).

Transcripts and transcript quotations
Transcript data should be set in a Courier typeface, using multiple spaces to align lines of text (e.g., for indicating overlapping speech). Transcript data should also be numbered by turns rather than lines.

In-text citations

In referring to an idea from another work, the author and year of publication must be cited. Only where you have directly quoted material is the page number also required. Where a direct quotation comes from an electronic source (e.g., webpage) without page numbers, use paragraph numbers if paragraphs are numbered, using the abbreviation "para."

For multiple authors, only use an ampersand (&) when the citation is parenthetical. Otherwise, use 'and' in-text. Where a work has three to five authors, list all names on the first citation, then only the first author and "et al." for subsequent citations.

Examples
In parentheses:

1 author	(Johnson, 1995)
2 authors	(Johnson & Smith, 1996)
3-5 authors (first citation)	(Johnson, Smith, & Doe, 1997)
3-5 authors (subsequent citation)	(Johnson et al., 1997)
6+ authors	(Smith et al., 1998)

In text

1 author	Johnson (1995) discussed…
2 authors	Johnson and Smith (1996) discussed…
3-5 authors (first)	Johnson, Smith, and Doe (1997) discussed…
3-5 authors (subsequent)	Johnson et al. (1997) discussed…
6+ authors	Smith et al. (1998) discussed…

Multiple citations within the same parenthesis: use a comma to separate works by the same author, and a semicolon to separate works by different authors.

(Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)

Quotations
Citations for direct quotations should consist of page numbers (or paragraph number for electronic sources). Enclose the quotation in double quotation marks, except where material is quoted within quotes, where single quotation marks should be used. Use block quotations for quotations exceeding 40 words and omit quotation marks.

Reference list

The reference list should contain all and only those texts cited in the text. List authorship rather than using long-dashes to indicate the same authorship as the previous entry.

Use DOIs where assigned (e.g., electronically published books, journal articles)

Author, A. A. (1997a). Title of article. *Title of Journal, volume*(issue), pp-pp. doi:xx.xxxxxxxxx

Author, A. A. (1997b). Title of chapter. In A. Editor, & B. Editor (Eds.), *Title of book* (pp. xx-xx). Location: Publisher.

Author, A. A., & Author, B. B. (1998). Title of work reprinted and translated to English. (A. Translator, Trans.). In A. Editor (Ed.), *Title of book* (pp. xx-xx). Location: Publisher. (Reprinted from *Original source*, pp. xx-xx, by B. Editor, Ed., 1930, Location: Publisher)

Author, A. A., Author, B. B., & Author C. C. (1999). *Title of book.* Location: Publisher. doi:xx.xxxxxxxxx

Editor, A. A. (Ed.). (in press). *Title of book*. Location: Publisher.