



New Zealand Journal of Educational Studies: A journal of the New Zealand Association for Research in Education

Statement of Purpose

OWNERSHIP

The *New Zealand Journal of Educational Studies* is the official journal of the New Zealand Association for Research in Education [NZARE].

AIM OF NZJES

The aim of *NZJES* is to nurture and promote educational research. The journal is both multidisciplinary and interdisciplinary in approach. It includes original reports, critical reviews of educational theory and policy, discussions and commentaries on conceptual and methodological issues in educational research, reports on research in progress, and book reviews. The *NZJES* may occasionally publish *Special Issues*, depending upon current needs, emerging trends, and readership interests.

READERSHIP

NZJES is sent to the entire NZARE membership, as well as to a host of libraries, research centres, and educational institutions. Individual copies are also available for purchase from the NZARE Secretariat, c/o New Zealand Council for Educational Research, PO Box 3237, Wellington, New Zealand.

Guidelines for Authors - NZJES

PREAMBLE

Journal Policy

The *New Zealand Journal of Educational Studies* welcomes submissions reflecting a variety of methodologies and conceptual frameworks. In addition to original reports, and critical reviews of educational research, theory and policy, *NZJES* will publish contributions that reflect on teaching, research and practice in educational settings at all levels. The journal has a strong focus on the South Pacific region in general and New Zealand in particular, but is also interested in publishing papers from all parts of the world that contribute to the international debate on contemporary issues in education. *NZJES* aims to promote robust academic debate and reflection for the advancement of quality educational research and practice. The views expressed by writers, therefore, may not necessarily be those of the NZARE.

Types of Submission

Article: Articles should offer useful original contributions to educational theory or research, or provide critical review and evaluation of existing theory, research, policy or practice. They should not normally exceed 4,500–5,000 words, although longer articles may be accepted in special circumstances (e.g., when a large two-stage research study is being reported, or when a great deal of qualitative data needs to be included). Manuscripts that significantly exceed the limit primarily because of careless construction or

unnecessary wordiness will be returned for rewriting prior to review. An *abstract* and *keywords* must be provided (see below).

Research note: Research notes are short reports of relatively small-scale research projects, or concise or condensed reports of larger-scale work, in which the introductory material (e.g., review of relevant literature) is kept to a minimum. If the project being reported is a pilot study, a master's or honours' thesis, work in progress, or other form of small-scale research, then it should normally be submitted as a research note rather than a full-length article. Research notes should not normally greatly exceed 2,000 words in length. They require *keywords* but not an abstract.

Commentary: Commentaries are

(a) original critical observations on a particular contemporary educational issue, or
(b) critical reflections on an article published in a recent past issue of *NZJES*. (In the latter instance, the original authors will also be invited to contribute a reply.)

Commentaries should not normally exceed 2,000 words in length, and can be much shorter than this. They do not require an abstract; when appropriate, keywords will be allocated by the Editors.

Essay review: Essay reviews offer a critical analysis of one or more recently published books (or major articles) in a particular field and discuss the implications for future research and practice. Essays should normally range in length from 1,500 – 2,000 words.

Book review: Book reviews should be between 750 and 1,500 words in length, and provide a critical review of a single recent publication or publications of potential interest to readers of *NZJES*.

Potential contributors are welcome to contact the Editors to discuss the general suitability of a proposed submission, and are strongly advised to adopt this practice in the case of essay reviews. Any such consultation should not be taken as a guarantee of future publication.

GENERAL GUIDELINES FOR PREPARING SUBMISSIONS

Research and publication ethics

Writing: Contributors are encouraged to promote academic debate, but at all times are expected to adhere to the NZARE Ethical Guidelines (see www.nzare.org.nz).

Research procedures: When reporting research with human participants, authors are expected to make appropriate reference to ethical procedures and safeguards (e.g., recruitment/selection procedures, obtaining informed consent, ensuring confidentiality, debriefing).

Authorship: Authors are responsible for determining authorship and for specifying the order in which two or more authors' names appear in the byline. The general rule is that the name of the principal contributor should appear first, with subsequent names in order of decreasing contribution. *NZJES* is keen to encourage first time authors. In accordance with the codes of ethics of some professional associations in the field of education, the editors wish to discourage supervisors of theses, dissertations and other major individual student projects from claiming a place in the byline for contributions which in other circumstances *would* warrant joint authorship. This general principle (in conjunction with our policy of blind review) is seen as supporting new researchers to get sole-authored publications, and supervisors' or mentors' contributions should instead be appropriately recognised in an *Acknowledgement*. Nevertheless, it is recognised that alternative policies may prevail in certain situations, and the corresponding author is requested to make brief notification of any such alternative preferences in the submission letter.

Duplicate publication of data: Attempts to publish the same material in more than one place can inappropriately enhance an author's apparent productivity, waste valuable journal space and lead to copyright violation. Authors must not submit material to *NZJES*

that has been published in whole or in substantial part in another refereed journal, monograph, book or refereed conference proceedings. Authors wishing to submit material that is widely available in some other form (e.g., on a website or in a non-refereed periodical) should explain the nature of such distribution and seek clarification from the editors prior to submission. The Editors will take into account the extent of existing circulation and the similarity of purpose and audience, as well as the extent to which the material has been adapted for *NZJES*.

Disclosure of potential conflict of interest

The *NZJES* expects all authors to disclose any potential conflicts of interest that may result from their associations or other interests that may potentially impact on, or bias, the subject matter or material discussed in the manuscript.

Referral of possible misconduct

The *NZJES* adheres to the NZARE Ethical Guidelines (www.nzare.org.nz). Should possible misconduct or dishonesty in research submitted for review be suspected or alleged, the *NZJES* reserves the right to forward any submitted manuscript to the sponsoring or funding institution or other appropriate authority for investigation. The *NZJES* recognises the responsibility to ensure that the matter is appropriately pursued, but does not undertake the actual investigation or make determinations of misconduct or dishonesty.

Preparing Manuscripts for Publication

Layout: Manuscripts should be double line-spaced throughout on one side of A4 paper. The preferred font size is 10 point, and there should be margins of at least 20mm all round. Authors should consult recent issues of *NZJES* for conventions regarding titles, main and subsection headings, and paragraph indentation.

Stylistic conventions: For guidance on stylistic issues such as hyphenation, metrication, use of numerals in text, reporting of statistics in text, quotation, citation, referencing and use of nonsexist language, authors should closely consult the *Publication Manual of the American Psychological Association* (5th ed., 2001). Authors should familiarise themselves with ways in which the latest edition differs from the 4th edition (1994) or previous APA website advice, particularly with regard to the overall formatting of references and the content of references to electronic media sources.

NZJES discourages the use of technical jargon. Acronyms or abbreviations should be written out in full the first time they occur in the text. Authors are also encouraged to minimise use of underlining, parentheses, italics and quotation marks for emphasis in the text.

Endnotes: Endnotes are explanations or amplifications of textual material. As a general rule, authors should try to write in a manner which avoids the need for lengthy and/or numerous endnotes. When they must occur they should be typed on a separate sheet which follows the text, not placed at the bottom of text pages. Endnotes should be numbered consecutively throughout the text, with numbers positioned as superscripts (i.e., slightly above the line).

Tables and Figures: Authors are requested to closely consult the *APA Manual* with regard to the construction of tables and figures. Neither should be used to present fairly minimal amounts of numerical or graphic material which can be easily and efficiently described in a few lines of text. Each table or figure should be titled, numbered, and referred to in order in the text. Each should be presented on a separate piece of paper, following the text and references, and not inserted in the text itself. Original illustrations or figures intended for reproduction should not be larger than their final reproduction size.

Copyright: Copyright policies vary among publishers. Authors should check whether written permission needs to be sought to use quotations or other illustrations from copyrighted materials. Authors alone are responsible for securing such permission, and

should be aware that publication delays may be incurred if this process is not completed prior to submission of the manuscript.

Language: Manuscripts may be submitted in English or Te Reo Māori.

Manuscript Format for Articles

Cover page: The cover page should include the title of the article (which should contain appropriate subject words to enhance retrieval by databases). It should give the name(s) and institutional affiliation(s) of the author(s), and indicate, as available, a postal address, phone number, fax number, and e-mail address for correspondence between authors and editors. It should also provide a brief statement appropriate for publication at the end of the article which indicates a postal and/or e-mail address which journal readers could use to contact the designated corresponding author.

Second page: The second page should include

(a) an *abstract* of 100–150 words, and

(b) up to four *keywords* that must be drawn from a standard source (e.g., the ERIC thesaurus or the Australian thesaurus of educational descriptors).

Third page: This page should be numbered page 1 of the manuscript. It should begin with the title of the article but *not* include the names of the authors.

Correspondence and further information: The correspondence information for journal readers given on the cover page will be printed at the end of the text. As necessary, authors may provide additional information of relevance (e.g., that the research being reported is taken from the author's postgraduate thesis; that the article was presented previously at a particular conference; that the work was conducted while the author was on secondment to a particular overseas organisation). This section may also include a statement about authorship (e.g., that both authors contributed equally to the paper, as distinct from being first author and second author). Such additional material should be typed on a separate sheet and positioned immediately after the last page of the text. Authors must alert the editors to the presence of this material in the covering letter, so that it can be removed for blind review purposes.

Acknowledgements: As appropriate, authors should acknowledge

(a) the assistance or co-operation of others in the conduct of a research project, in data analysis, or in preparation/initial review of the paper;

(b) organisations external to their own institution which commissioned and/or provided financial support for the work being reported;

(c) permission to use copyrighted materials. Acknowledgements should be typed on a separate sheet of paper positioned before any endnotes, tables, figures and references. Authors must alert the editors to the presence of this material in the covering letter, so that it can be removed for blind review purposes.

References: The full list of references at the end of the article should be arranged alphabetically, and very carefully follow the format of the *APA Manual* (5th ed.). Authors are expected to take full responsibility for the accuracy of all elements (e.g., authors' names, dates, book titles) of references they cite. Authors should also ensure complete compatibility between references and in-text citations. If significant reference to their own prior or current work cannot be avoided, authors must do as much as possible to conceal their identity in the manuscript initially submitted for review (e.g., cite "XXXX, 1998" in text and references).

Format for other submissions: Submissions other than articles should follow the above guidelines as necessary and appropriate.

Submitting Manuscripts

Copies: Send *three* high-quality hard copies of manuscripts for consideration (articles, research notes, commentaries, essay reviews) to the editors. Please do not send an electronic copy or copy on disk at this stage, but retain a version which is *identical* to the submitted manuscript.

Copyright: A condition of publication is that copyright in the article, as accepted by the editors, must be given to the New Zealand Association for Research in Education. (Authors who subsequently wish to copy all or substantial parts of a published article for use elsewhere, e.g., for a textbook or a reprint collection, should submit a request to the editors in the first instance.)

Covering letter: When submitting a manuscript to *NZJES* authors must, for ethical and copyright reasons, include in a covering letter a statement confirming that

- (a) the material has not been published elsewhere, and
- (b) the manuscript is not currently under consideration with any other publisher.

If written permission was needed to use copyrighted material in the manuscript, copies of letters granting permission should be attached. (See *APA Manual* for additional guidelines.) See also “Duplicate publication of data”.

MANUSCRIPT REVIEW PROCESS

Receipt

Manuscripts will be acknowledged by the editors upon receipt. Following preliminary editorial review, manuscripts will normally be sent to at least two reviewers with expertise in the subject area and/or research methodology. The editors reserve the right to return *without* external review manuscripts which

- (a) do not clearly relate to the journal’s criteria for content and/or scholarship,
- (b) have not been prepared according to the journal’s stylistic guidelines,
- (c) inappropriately exceed the normal length limits,
- (d) are not “finished” (e.g., conference presentations which have not been suitably reworked for journal publication; articles with seriously incomplete referencing).

Review

Procedure: Manuscripts are sent out for anonymous review (i.e., reviewers do not know the identity of authors, and authors do not know the identity of reviewers). To preserve the advantages of anonymous reviewing, authors must

- (a) include names on the cover page of the manuscript only and not on the first page of the text, and
- (b) make every attempt to avoid self-identification in other parts of the text, including references and endnotes. If information in acknowledgements or endnotes unavoidably identifies authors, editors should be alerted to this fact in the covering letter.

Time-frame: The editors undertake, whenever possible, to forward a publication decision to authors within three months of submission.

Editing and Revision

Revised manuscripts: If a manuscript is accepted unconditionally after first review, authors will be asked to supply a final version on disk or as an e-mail attachment. When authors are required to revise a manuscript, two hard copies will normally be requested in the first instance. The disk should be clearly labelled with the following information:

- (a) the name(s) of the file(s) on the disk (e.g., POLICY.DOC);
- (b) the operating platform (IBM compatible or Mac);
- (c) the name and version of the word processing software.

Editing: The Editors reserve the right to make minor alterations or deletions to manuscripts without consulting the author(s), so long as such changes do not materially affect the substance of the work. Proofs will not normally be sent to authors. It is therefore extremely important for authors to be as careful as possible in preparing and checking the final submitted version of the manuscript, particularly with regard to tabular and other numerical data.

Offprints: Ten offprints will be supplied to authors.