

## Notes for Contributors

The NZJES is the journal of the New Zealand Association for Research in Education. It is multidisciplinary in approach, and welcomes submissions reflecting a variety of methodologies and conceptual frameworks, with a focus on questions of interest to a New Zealand audience. In addition to original reports, and critical reviews of educational research, theory and policy, NZJES will publish contributions that reflect on teaching and practice in educational settings at all levels and across the lifespan. Authors are encouraged to review articles which have been previously published in the journal, and to reference them. This will enhance context, coherence and continuity for our readers.

### 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 6000 words, although longer articles may be accepted in special circumstances.

**Research note:** Research notes are reports of relatively small-scale research projects, or concise or condensed reports of larger-scale work. They should not exceed 3000 words, and require keywords but not an abstract.

**Commentary:** Commentaries are original observations on a particular educational issue, or critical reflections on an article published in a recent past issue of NZJES. Commentaries should not normally exceed 3000 words.

**Essay review:** Essay reviews offer a critical analysis of one or more published books (or articles) in a particular field and discuss the implications for future research and practice. They should not exceed 3,000 words.

**Book review:** Book reviews should be up to 1000 words in length, and provide a critical review of recent publication(s) of interest to readers of NZJES. Book reviews will normally be solicited contributions. Anyone interested in being listed as a potential reviewer may contact the Book Reviews Editor with an indication of their areas of expertise.

### Preparing Manuscripts for Publication

**Layout:** The document must be prepared in Microsoft Word or rich text format (RTF). It will be single spaced and preferably in Tahoma 10 pt or Times New Roman 12 point type. Please allow margins of 25mm. Major headings will be in 16 pt type and minor headings in 14 pt type. Abstracts of around 100 - 150 words are required for all papers submitted and should precede the text of a paper on a separate page with bionotes contained on the cover page. Please try and keep your titles short, relevant and interesting. Endnotes are strongly discouraged.

**Stylistic conventions:** The NZJES follows the APA guidelines for text and referencing. Acronyms or abbreviations should be written out 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. For all manuscripts, non-discriminatory language is mandatory. Sexist or racist terms must not be used.

**Tables and figures:** Please do not use tables or figures where the matter can be easily and efficiently described in a few lines of text. All tables and figures should be prepared in Microsoft Excel, and authors may be asked for the Excel document if needed.

**Copyright:** Authors alone are responsible for securing, where necessary, permission to use published material, 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 Maori.

## Manuscript Format for Articles

**Cover page:** The cover page should include the title of the article (which should contain appropriate words to enhance retrieval by data bases). It should give the name(s) and institutional affiliation(s) of the author(s), and indicate, as available, the email address, postal add This page should also provide the bionotes: i.e. a brief statement appropriate for publication at the end of the article which indicates a postal and/or email address which journal readers could use to contact the designated corresponding author.

**Second page:** The second page should include (a) the 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 will 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. Where necessary, authors may provide additional information of relevance 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:** Acknowledgements should be provided in a section that is positioned before any endnotes, tables, figures, and references. Authors should 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 follow the format of the APA. Authors are expected to take full responsibility for the accuracy of all elements (e.g., authors' names, books, book titles) of references they cite. 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:** Email two copies of the full document and a covering letter to the Editor – one full copy and a 'blind' version. The current contact is Liz Gordon, and her email address is lizgordon@paradise.net.nz.

**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.

**Covering letter:** Authors must include a covering letter confirming that the material has not been published elsewhere, and the manuscript is not currently under consideration with any other publisher. If written permission is needed to use copyrighted material in the manuscript, it should be attached.

## Manuscript Review Process

Manuscripts are sent out for anonymous review. To facilitate this process 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/

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