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## Author Guidelines

*The First Years Ngā Tau Tuatahi* is a professional journal for people involved and interested in the education and care of infants and toddlers. It is a peer reviewed journal, including two types of articles: one quality assured by engagement with the editor, the other quality assured through double blind-peer review by two reviewers.

Authors are invited to submit manuscripts under the following categories:

*Research-based article/report*

*Reflective/opinion piece*

*Book review*

*Voices from the field/interviews*

### General Information

- The word count for research-based articles/reports and reflective/opinion pieces is 1500-4500 words. The word count includes the abstract (150 words), tables, and references.
- The word count for a book review is 1000-1500 words. Book reviews highlight key features and themes and demonstrate the relevance of the book's content to infant and toddler care and education/research. Reviews usually discuss each of a book's chapters in succession, but alternative formats will be considered.
- Manuscripts are to be submitted to the Editors Collective as Word documents attached in an email sent to [firstyearsjournal@auckland.ac.nz](mailto:firstyearsjournal@auckland.ac.nz)
- When you submit your manuscript, indicate whether your preference is for the manuscript to be reviewed by the editor or blind peer reviewed by two reviewers.
- Before submitting your manuscript, read the following guidelines. Submissions that do not align with these may be returned to the authors for further attention.

### Format Guidelines:

- *Format.* Submit your manuscript as a Word document with 2.5 cm margins. Use Times New Roman font, size 12, for the main text and double-space the lines.
- *Headings and subheadings.* The main title should be size 16. Subheading should be size 12. Both the main title and subheading should be in bold and the first letter of each word than contains more than four letters should be capitalised.
- *Paragraphs.* Instead of indenting the beginning of a line to indicate a new paragraph, leave a line to create a space between paragraphs.

- *Referencing.* Articles submitted for publication are expected to be supported by relevant academic and professional literature using APA guidelines (7th edition). This includes providing a reference list at the end of your manuscript in alphabetical order with URLs if available. Refer to the referencing examples provided after these Author Guidelines.
- *Grammar and Spelling.* Before submitting material, ensure it is grammatically correct and you have done a full spell check set to New Zealand English. Check that words in te reo Māori and other languages are spelled correctly.
- *Images.* Colour images are preferred. Supply these separately in JPEG format (resolution of 300dpi or higher) and indicate where you intend them to be placed in the text. Include a short caption underneath each image.
- *Charts and Diagrams.* Supply these separately and indicate where you intend them to be placed in the text. Include a short caption underneath each chart or diagram.

### **Submission Preparation Checklist**

In addition to the format guidelines above, check that your manuscript complies with the following before submitting it to the Editors Collective:

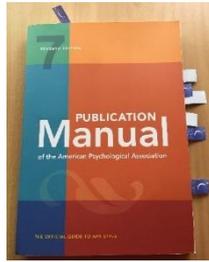
1. The submission has not been previously published, nor is it currently submitted to another journal for consideration
2. You have permission to use the images included.
3. If you are submitting for peer review, attach a second copy of your manuscript in which the author or authors' names are anonymous. Do this by replacing the name of the author with the word "Author". Use "Author 1, Author 2" etc. if there are multiple authors. This includes any in-text reference to other work by the author/s and the reference list. With Microsoft Office documents, author identification should also be removed from the properties for the file. To do this in Microsoft Word, see Prepare and Inspect Document. To do this on a MacBook word doc, see File/Properties/Summary).

When your manuscript is ready, submit it to the Editors Collective at [firstyearsjournal@auckland.ac.nz](mailto:firstyearsjournal@auckland.ac.nz). Receipt of manuscripts will be acknowledged by email.

### **Copyright Statement**

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## Referencing Examples Using APA 7<sup>th</sup> Edition Format



### Journal Article

Note that for one or two authors both surnames are used in-text and in the reference list. For 3-20 authors et al. is used in-text but all names are included in the reference list.

*Article in journal that does not have DOIs (digital object identifiers)*

Gorst, L. (2020). Leadership development as a bus journey: Making sense of life experiences from childhood to adulthood. *The First Years: Ngā Tau Tuatahi/New Zealand Journal of Infant and Toddler Education*, 22(1), 20-24.

Paranthetical citation: (Gorst, 2020)

Narrative citation: Gorst (2020) found that ...

Hedges, H. (2017). Reflecting on our aspiration statement: Competent, confident, and capable infants and toddlers. *The First Years: Ngā Tau Tuatahi/New Zealand Journal of Infant and Toddler Education*, 19(2), 5-8.

Paranthetical citation: (Hedges, 2017)

Narrative citation: Hedges (2017) argues ...

*Article in journals with DOIs*

Jacobs, M. M., Harvey, N., & White, A. (2021). Parents and whānau as experts in their worlds: Valuing family pedagogies in early childhood. *Kōtuitui*, 16(2), 265-282. <https://10.1080/1177083X.2021.1918187>

Paranthetical citation: (Jacobs et al., 2021)

Narrative citation: Jacobs et al. (2021) valued ...

Matapo, J. (2021). Mobilising Pacific Indigenous knowledges to reconceptualise a sustainable future: A Pasifika early childhood education perspective. *Asia-Pacific Journal of Research in Early Childhood Education*, 15(1), 45-63. <http://dx.doi.org/10.17206/apjrece.2021.15.1.45>

Paranthetical citation: (Matapo, 2021)

Narrative citation: Matapo (2021) reconceptualises ...

Peters, S. (2018). Exploring new approaches to pathways from early childhood education to school. *Early Childhood Folio*, 22(1), 21-26. <https://doi.org/10.18296/ecf.0048>

Paranthetical citation: (Peters, 2018)

Narrative citation: Pathways to school, as Peters (2018) ...

*Article online ahead of publication*

Cooper, M. (2022). Everyday collective leadership: teachers enhancing education and care through goal-directed joint activity. *International Journal of Leadership in Education*. Advance online publication: <https://doi.org/10.1080/13603124.2022.2052757>

Paranthetical citation: (Cooper, 2022)

Narrative citation: ECL is described by Cooper (2002) as ...

## Chapter in an Edited Book

Similarly, for one or two authors both surnames are used in-text and in the reference list. For 3-20 authors et al. is used in-text but all names are included in the reference list.

Reedy, T. (2019). Tōku rangatira nā te mana mātauranga: Knowledge and power set me free... In A. C. Gunn & J. Nuttall (Ed.), *Weaving Te Whāriki: Aotearoa New Zealand's early childhood curriculum document in theory and practice* (3rd ed., pp. 25–43). NZCER Press.

Parenthetical citation: (Reedy, 2019) Narrative citation: Mana, according to Reedy (2019) is ...

Hedges, H., Cooper, M., & Weisz-Koves, T. (2019). Recognising and responding to family funds of knowledge. In S. Alcock & N. Stobbs (Eds.), *Rethinking play as pedagogy* (pp. 107-120). Routledge.

Parenthetical citation: (Hedges et al., 2019) Narrative citation: Families in Hedges et al. (2019) ...

## Books

Again, for books, if one or two authors both surnames are used in-text and in the reference list. For 3-20 authors et al. is used in-text but all names are included in the reference list.

### *Authored*

Hedges, H. (2022). *Children's interests, inquiries and identities: Curriculum, pedagogy, learning and outcomes in the early years*. Routledge.

Parenthetical citation: (Hedges, 2022) Narrative citation: Hedges (2022) argues that ...

May, H. (2013). *The discovery of early childhood* (2<sup>nd</sup> ed.). NZCER Press.

Parenthetical citation: (May, 2013) Narrative citation: May (2013) describes ...

### *A chapter within an authored book*

Canning, N. (2020). Observing empowerment in play (chapter 6, pp. 75-89). In *Children's empowerment in play: Participation, voice and ownership*. Routledge.

Parenthetical citation: (Canning, 2020) Narrative citation: Canning (2020) adopts ...

### *Edited book*

Podmore, V., Hedges, H., Keegan, P., & Harvey, N. (Eds.). (2016). *Teachers voyaging in plurilingual seas: Children learning in more than one language*. New Zealand Council for Educational Research.

Parenthetical citation: (Podmore et al., 2016) Narrative citation: In Podmore et al.'s (2016) book ...

## Policy Document/Report/Resource or Freely Accessible Internet-Publication

Leaupepe, M. (2011). Pasifika perspectives of play: Challenges and responsibilities. *He Kupu: The Word*, 2(4), 19-33. <https://www.hekupu.nztertiarycollege.ac.nz/article/pasifika-perspectives-play-challenges-and-responsibilities>

Parenthetical citation: (Leaupepe, 2011) Narrative citation: In Leaupepe (2011) ...

Ministry of Education. Te Tāhuhu o te Mātauranga. (2017). *Te Whāriki/He whāriki matauranga mō ngā mokopuna o Aotearoa: Early childhood curriculum*. <https://www.education.govt.nz/early-childhood/teaching-and-learning/te-whariki/>

Parenthetical citation: (Ministry of Education, 2017)

Narrative citation: In *Te Whāriki* (Ministry of Education, 2017) ... OR The Ministry of Education (2017) curriculum document ...

Please note that not all Ministry of Education documents have the Māori name for the Ministry as well – check the authorship details. *Te Whāriki* does, so the above is the correct style now dual language names are recognised by APA. *Tapasā* that follows does not have the dual name.

Ministry of Education. (2018). *Tapasā: Cultural competencies framework for teachers of Pacific learners*.  
<https://teachingcouncil.nz/content/tapasā-cultural-competencies-framework-teachers-of-pacific-learners>

Parenthetical citation: (Ministry of Education, 2018)

Narrative citation: In *Tapasā* (Ministry of Education, 2018) ... OR The Ministry of Education (2018) Pasifika cultural competencies document ...

### **Streaming Service e.g. YouTube Videos**

Watson, B. (2022, February 21st). *The impact of social exchanges on mentor/PCT relationships: Five vignettes*. [Video]. YouTube. <https://www.youtube.com/watch?v=r7OBgUbXNBc>

Parenthetical citation: (Watson, 2022)

Narrative citation: In Watson's (2022) vignettes ...