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Articles should be up to 3000 words (unless otherwise arranged). We can cope with B&W illustrations, both line drawings and photos, but please talk to us first. Coloured photos will be converted to B&W. We also have an illustrator who can draw to your specifications.

Language should be relatively clear and jargon free. Ask yourself: ‘Could the staff read this while the children are sleeping?’ ‘I, ‘we’ and ‘you’ are OK words. Citations should be kept to a minimum: no long lists of citations, though there may be writers and researchers to whom you want to draw the reader’s attention. Please use first and family names (Anne Smith) the first time you mention a person within the article. This is so that women who write become visible - many students (and probably practitioners) still assume that all writers and researchers are ‘he’.

Include a reference list that comprises any article or book that you have referred to in your work. Reference style is APA 6th edition, but it isn’t a problem for us to do this if you send us all the details. This means for books: name, initials or first name, year of publication, title of book, place of publication, publisher. For journal articles: name, initials or first name, year of publication, title of article, title of journal, volume or date, and page numbers.

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Professor Claire McLachlan
Editor, Early Education
Phone (06) 356 9099, Ext 84390
Email: c.j.mclachlan@massey.ac.nz

Dr Sue Stover
Editor, Early Education
Phone (09) 921 9999
Email: sue.stover@aut.ac.nz
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