

Call for Papers

Content

Submissions should be the author's original research and/or discussion of issues and experiences. We accept empirical research, literature reviews, critical analyses, colloquia, and reflections upon practice. Papers should be written in English and should be between 3,000 and 5,000 words for peer reviewed papers, and 1,000 to 2,000 words for commentaries that are not peer reviewed.

Conditions for Submission of a Paper to He Kupu

As used in these Conditions: "Author" means any person that submits a manuscript for publication in He Kupu; and "Paper" means any manuscript that an Author submits to He Kupu, including without limitation, scholarly articles, reflections and accounts of personal experiences, interviews, reviews and comments.

By submitting a Paper to He Kupu, the Author represents and warrants that:

- a. The Paper is the Author's original work, in respect to which the Author is the sole copyright owner, except where the Paper acknowledges the work or authorship of a third party.
- b. The Paper does not contain confidential information or the Author has obtained a written release or waiver from the owner or discloser of such confidential information.
- c. The Paper does not violate or infringe the intellectual property rights of a third party.
- d. The Paper does not contain any defamatory material, or material that may be viewed as offensive or discriminatory on the basis of race, religion, age, gender, sexual orientation or cultural affiliation.
- e. The Paper is accurate and does not contain any errors or omissions.
- f. The Paper does not fail to state a material fact necessary to provide a balanced view.
- g. The Paper complies with relevant privacy laws.
- h. The Paper has not previously been published.
- i. The Author has obtained all necessary permissions and consents.
- j. The Author has paid any fees for the use of copyright materials.

The Author hereby indemnifies NZTC, and holds NZTC harmless, against any claims, losses, costs and damages that NZTC suffers as a consequence of the Author's breach of any of the foregoing representations and warranties. As used in the foregoing indemnity, 'NZTC' means New Zealand Tertiary College Limited and its affiliate, Kindercare Learning Centres Limited, together with their respective shareholders, directors, employees and contractors.

The Author acknowledges and agrees that NZTC is not responsible for any opinions or statements expressed in the Paper.

If He Kupu accepts the Paper for publication, the Paper shall become the copyright of He Kupu. Upon acceptance of the Paper for publication, the Author shall sign over the worldwide copyright to He Kupu.

He Kupu will consider a submission that has been rejected by another journal or of a complete report that follows publication of preliminary findings elsewhere, usually in the form of an abstract. The Author must deliver to He Kupu copies of any previously published versions of the Paper at the same time as the Author delivers the Paper.

If the Author uses material within the Paper that has been published elsewhere, the Author must obtain the permission of the earlier publisher.

If He Kupu publishes the Paper, the Author may not publish the Paper elsewhere. However, the Author shall have the right to use, reproduce, distribute, update, create derivatives, and make copies of the Paper (electronically or in print) in connection with the Author's teaching, conference presentations, lectures, other scholarly works, and professional activities.

The Author understands and agrees that readers of the Paper may copy it without the permission of the Author or He Kupu for educational, not for-profit, purposes and provided reasonable attribution is provided to the Author and He Kupu.

The Author shall not use the Paper as a platform to promote the sale of any goods or services. The Author shall refrain from including any material in respect to which the Author has a personal or pecuniary interest, unless the Author obtains the prior written consent of He Kupu.

The Paper is subject to editing and styling that complies with the standards of He Kupu.

The decision to publish the Paper is within the sole and absolute discretion of He Kupu.

Upon the Author's request, NZTC shall reasonably consider any exception, variation or waiver to these Conditions. The Author agrees that for any exception, variation or waiver to be valid, it must be in writing and signed by an editor of He Kupu.

Criteria for He Kupu Journal Articles

Before you submit a paper for consideration, please read the following criteria:

Does the article acknowledge or speak to the following unique characteristics of NZTC?

- NZTC values of *Vision, Heart, Competence* and *Spirit* (learn more [HERE](#))
- Teacher education, teaching excellence and practical application in early childhood settings
- Flexible modes of blended learning opportunities in early childhood teacher education
- Technology supported teaching and learning

Who can contribute papers?

Those working in higher education institutions, government agencies, private foundations or international agencies who can be regarded as researchers on higher education issues and/or activity connected with early childhood education.

Teachers working in early childhood education including current students and alumni of New Zealand Tertiary College. Teacher educators working in early childhood education or related settings.

Criteria: Submission of Papers

Special Edition:

Research can be of an empirical or theoretical nature employing any research methodology employing any paradigm relevant to early childhood education.

Identification of an opportunity or issue can be in a local and/or global context. The paper should propose an analysis and reflection on an issue offering an innovative response. The relevance and impact on considering challenges, improving existing systems, and satisfying community needs in the context of early childhood education could include:

- Pedagogical approaches to teaching, learning and teacher education
- How research, learning and engagement can be integrated and linked
- The process of partnership and ways of working that empower all stakeholders in early childhood communities
- The transformative impact of policy decisions on the institution or institutional management
- The way of communicating between partners in the community
- Knowledge produced through teaching and learning or the result of research projects

Practitioner Researcher:

- The context and circumstance of topics selected for discussion are clearly relevant to early childhood education, teacher education, teaching and learning.
- Articles and research reporting exemplifies a scholarly approach, including writing that is balanced, adequately referenced and reflective.
- The research reporting is based on activity that has been implemented within the previous six years.

The Review Process

Papers submitted for peer review will be blind-reviewed by a minimum of two members of the Editorial Review Board. Commentaries, interviews, research and practice notes will not be reviewed. Once reviewed the author or principal author will be advised if there are amendments to the submission required.

Style and Formatting**Standard of Written Expression**

- The writing is in English.
- The writing is of a standard in keeping with an international journal .
- The referencing must be accurate and up to date.
- The referencing is from academically reputable journals and texts in the last ten years unless regarded as seminal texts.
- All formatting from any past publication has been removed.

Referencing

We use the Publication Manual of the American Psychological Association ® (6th Edition) for referencing guidelines.

We ask that you follow the below formatting guidelines to help us with the editorial process:

- Use 2.5 cm margins on pages.
- Use Arial 12 pt font for the main text; put titles in Arial 12 pt bold and subheadings in Arial 12 pt italics.
- Ensure there is double spacing between lines.
- Number all pages.
- Do not indent paragraphs.
- Avoid using footnotes or endnotes.
- Embed any tables and figures in the document (i.e. do not attach as a separate document), and provide titles along the top of the figure or table. Captions should be situated beneath in Arial 8 pt. Make sure tables do not exceed the 2.5 cm margins.
- Use just one space between sentences.
- Titles of publications and organisations in text should be italicised.
- For emphasis, use italics (not quotation marks or capitals).
- When using numbers, spell one through nine, including ages such as two-year-old, but use numerals for 'Floor 8' or 'Level 1'. Write 10 and above in numerals, but spell out large, rounded numbers such as one hundred and one thousand. Use numerals for numbers like 1,200 or 101.
- Avoid capitalisation unless referring to a specific person or organisation; however, capitalise 'World Wide Web', 'Web', and 'Internet'.

How to Submit Your Contribution

Electronic copies (in Microsoft Word or Rich Text Format) of authors' manuscripts should be sent to the editor at hekupu@nztertiarycollege.ac.nz

Authors are also required to provide at the time of submission of their article:

- Biographical outline of their background and research interests, their institution, and their full contact details, not exceeding 200 words
- A high-resolution headshot photograph, no smaller than 2MB
- An abstract not exceeding 200 words