

Notes for Contributors

New Zealand Journal of Education Studies (NZJES) is the journal of the New Zealand Association for Research in Education. Since 1966, NZJES has published research of relevance to both the Aotearoa New Zealand and international education communities. NZJES publishes original research and scholarly writing that is insightful and thought provoking. NZJES seeks submissions of empirical (qualitative and quantitative) and non-empirical articles, including those that are methodologically or theoretically innovative, as well as scholarly essays and book reviews. The journal is multidisciplinary and interdisciplinary in approach, and committed to the principles and practice of biculturalism. In accordance with that commitment, NZJES welcomes submissions in either Māori or English, or the inclusion of the paper abstract in both English and Māori. NZJES also welcomes international submissions that shed light on matters of interest to its readership and that include reference to Aotearoa New Zealand authors and/or contexts. The journal also welcomes proposals for Special Themed Sections, which are groups of related papers curated by guest editors.

NZJES is indexed in Scopus and ERIC. All articles have undergone rigorous double blind peer review by at least two expert reviewers, who are asked to adhere to the 'Ethical Guidelines for Peer Reviewers' published by the Committee on Publication Ethics (COPE).

Types of submission

| Type of Article | Length # | Include |
|---|------------------|--|
| Article: original contributions to educational theory or research, or provide critical review and evaluation of existing theory, research, policy, or practice. | Up to 7000 words | Abstract (max 150 words) Title Author(s) ** Keywords Text & References Figures - B&W only * Tables - in text * |
| Research Note: reports of relatively small-scale research projects, or concise or condensed reports of larger-scale work. | Max 3000 words | Title Author(s) ** Keywords Text & References Figures - B&W only * Tables - in text * |
| Commentary: original observations on a particular educational issue, or critical reflections on an article published in a recent past issue of NZJES | Max 3000 words | Heading / Title Author(s) ** Text & References |
| Essay review: offers a critical analysis of one or more published books (or articles) in a particular field and discuss the implications for future research and practice. | Max 3000 words | Heading / Title Author(s) ** Text & References |
| Book Review - may be invited. Should be relevant to education /educational research. | Max 2000 words | Author/Title of book Name of Reviewer ** Book publication details Text & References |

Number of words includes references.

* Please do not use tables or figures where the matter can be easily and efficiently described in a few lines of text. Inclusion is at the discretion of the editors and editors may request the original spreadsheet.

** Include name and institutional address for publication; include contact address phone and email for editorial queries.

Stylistic conventions: The NZJES follows general standard for publication of Springer, and guidelines for these are on the Springer journal website for NZJES. <http://www.springer.com/education+%26+language/journal/40841>.

New Zealand English spelling should be used. 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. Endnotes are strongly discouraged.

For all manuscripts, non-discriminatory language is mandatory. Sexist or racist terms must not be used.

Copyright: Copyright of the work remains with NZ Association for Research in Education Inc. 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.

When submitting a manuscript authors must include a statement 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.

Language: Manuscripts may be submitted in English or te reo Māori.

Manuscript format for articles

Title / Cover page: The cover page should include the title of the article (which should contain appropriate words to enhance retrieval by databases); the name(s) and institutional affiliation(s) of the author(s), an abstract and up to four keywords.

Text: The first page of text should be numbered page 1 of the manuscript. It should repeat the title of the article but not include the names of the authors.

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 very carefully follow the format of the Springer guidelines identified on the website for NZJES: <http://www.springer.com/education+%26+language/journal/40841>

Authors are expected to take full responsibility for the accuracy of all elements (e.g., authors' names, books, book titles) of references they cite.

Submitting manuscripts

All manuscripts must be submitted electronically via the Springer Editorial Manager system at <https://www.editorialmanager.com/nzje/>

Springer Editorial Manager requires the corresponding author to register, enter details of the manuscript and upload the manuscript in electronic format. Word limits are listed above

and manuscripts may be rejected if they exceed the limits. Authors are able to track the progress of their submission, view the reviewers' comments and upload any revisions.

Ordinarily authors will not contact the editors directly regarding progress of their submission but if they need to contact the editors regarding suitability of the work or exemption for length of article, the contact address is editors@nzare.org.nz.

The editors' decision to publish or not publish any work is final.

Manuscript review process

All manuscripts are sent out to two senior academics for anonymous review. If information in acknowledgements or endnotes unavoidably identifies authors, the Editors should be alerted to this fact in the notes to the submission.

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.

Final Proofs: will be sent to the corresponding author and a three-day turn-around from the corresponding author is expected. It is 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 so that minimal change occurs at the final proof stage. Only factual and style corrections at proof-stage will be accepted.

Book reviews

Book reviews should be 1-2000 words in length, and provide a critical review of recent publications of interest to readers of NZJES. Book reviews will normally be solicited contributions. Anyone interested in being listed as a potential reviewer may write to the Book Reviews Editor at editors@nzare.org.nz, with an indication of their areas of expertise. NZARE members are automatically considered, based on their NZARE registered lists of interest.

Updated March 2018