Australian College of Educators

Professional EDUCATOR

Guidelines

Each edition of Professional Educator is based around a theme. These can range from generalist themes such as the ISSUES edition to more specific themes such as curriculum.

Articles can take any format the author chooses including (but not limited to):
• Feature
• Editorial
• Commentary
• Reflection
• Research-based

The articles published in Professional Educator vary in length; however a general guideline for contributors is:
• Feature article: 1200-2500 words
• Opinion piece: 500-1000 words
• Editorial: 500-1500 words
• Book reviews: 500-1000 words

All submissions must be accompanied by a short author biography (approximately 50 words).

Audience

Professional Educator's audience is made up largely of education professionals from early childhood, primary and secondary schools, TAFE/VET and higher education sectors. Readers come from a variety of occupations including early childhood educators, policy officers, teachers, lecturers, researchers, principals, leaders, administrators, students and others with appropriate qualifications, experience or interest within the education sector.

Articles that promote discussion and debate on the 'hot' topics/issues within the education sector are welcomed.

Professional Educator is a 'light' academic journal providing accessible information to readers. The style should be 'plain English' with clear and simple academic referencing. It is preferred that authors refer to research, literature or other publications in the body of an article. A list of references and suggested further reading should be included at the end of the article adhering to the required APA 7th edition referencing style.

Copyright

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Style & Structure

Submissions to Professional Educator should adhere to the style, structure and referencing requirements specified. Where possible, links to additional resources have been provided to assist contributors to ensure their submissions comply with ACE requirements.

Style

General presentation
- *Body type face: 12 pt* **Arial***, single line spacing, and single space after fullstops.*
- *Author(s) name(s), position title(s) and employer to follow immediately after.*
- *Heading and sub-headings: Please give the article a relevant title. Use only one level of sub-heading thereafter. Headings and sub-headings may be changed to suit presentation and style requirements.*
- *Indicate all quotations clearly, and indent where more than two lines are quoted. (Quotations of more than two lines should be in 10 pt italicised Arial and indented 1.3 cm).*
- *Do not use underlining, shading or other typographical devices to highlight parts of your text.*
- *Please include all citations at the appropriate place using APA 7 for referencing. Please ensure citations are accurate*

Language
Australian English spelling is used in line with the Macquarie Dictionary. Please try to avoid American spellings; for example:
- *use the suffix 'ise' or 'isation' not 'ize' or 'ization'*
- *for words: colour, favour, honour and labour use the 'our' not 'or' ending*
- *use 'spelt' not 'spelled', use 'learnt' not 'learned'*
- *Compound adjectives: When two adjectives, or an adjective and a noun, are used together to create a single idea, then use a hyphen. For example: low-floor classrooms*

Capitalisation
Professional Educator prefers the contemporary style of punctuation that uses fewer capital letters. A quick guide on capitalisation:
- *Use initial capital letter for all headings and keep the rest lower case*
- *Use initial capital letters for all proper nouns (names of specific people, places and organisations)*
- *Use lower case for generic uses of words for example: The universities [generic] jointly agreed...*
- *Use a capital 'I' for Indigenous when referring to Indigenous Australian peoples and cultures and a lower case 'i' when referring generically to indigenous peoples around the world.*

All proper nouns should be capitalised:
- *Personal names: John Smith*
- *Place names: Australia, Victoria*
- *Job titles: Premier of ..., but use lower case in informal mentions of positions when, for example 'head of ACE'*
- *Honorific titles: Professor, Your Honour*
- *Nationalities and religious groups: English, Buddhist*
- *Names of companies and organisations: Australian College of Educators, Parks Victoria*
- *Program and program names: ACER Education Study on...*

Style

Government-related words

Government is capitalised only when part of a formal title:

- Australia has a federal system of government, or the Australian Government
- Do not capitalise 'state' when referring to a nation or abstract entity - state-owned enterprise, India is an independent state - and use NSW Government rather than State Government
- Some nouns used in connection to government need to be capitalised: The House, The Budget, Gonski Report
- All acts and regulations should be written in full and in italics with the date at the first mention in the paper, subsequent references can be used without the date and italics; for example: Education Act 1983

Referencing people

In most circumstances capitals will not be used. For example:

- Lesbian, transgender
- Person with a disability, person with different abilities
- Person with a non-English speaking background and culturally and linguistically diverse communities

Subjects

When referring to school subjects such as science and maths please do not capitalise them. However, if it is a language subject then please capitalise, for example French and English.

Using quatation marks

Quotation marks are used for a variety of reasons such as:

- To show the exact words someone has spoken or written (a direct quote)
- To identify specialist terms

They may also be used to draw attention to specific words or phrases.

Please follow the convention of using 'single' quotation marks. Use "double" quotation marks to enclose a quote within a quote.

Short quotes are usually placed directly in the text, with quotation marks at their beginning and end.

When using a quote that is longer than 40 words/two lines, start the text on a new line and indent slightly. Do not use quotation marks. Example of a block quotation is provided below:

> Quotation marks are also called quote marks, quotes or speech marks; they used to be called inverted commas but that term appears to be falling out of favour. Their primary function is to show direct speech and the quoted work of other writers. Other uses are for enclosing the title of a song or an article in a periodical, and for drawing attention to a term that is unusual or recently coined (Commonwealth of Australia, 2002, p. 25).

All quotations should be attributed to the person or reference they are coming from.

Please use the neutral 'said' when quoting interviewees. Alternatives like 'commented' and 'remarked' sometimes imply judgement by the writer.

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Use commas to introduce direct quotes:
In his article, Masters (2014, p. 1) notes, 'A lifetime working in the field has convinced me that assessment in education has become overconceptualised and over-complicated'.

However, do not use commas:
* for quotes introduced by 'that'
* for 'integrated' quotes where the quote fits smoothly into the text .

For example:
Masters (2014, p.1) holds that 'assessment in education has become [...] over-complicated'.

Masters (2014, p.1) describes assessment in education as 'overconceptualised and over-complicated'.

Abbreviations
* Avoid words and symbols like etc, i.e, & and %, and instead spell it out in full for example: 'per cent'
* Spell out acronyms in full the first time they are used in the article and then use the acronym after that. If the article is particularly long you can include a list of abbreviations at the end.

Numbers
Numbers are written in words in narrative or descriptive contexts, and as figures in mathematical, scientific, technical or statistical contexts.

If a number is used to begin a sentence it is always spelt out.

Numbers under 100 are generally expressed in words in narrative or descriptive texts.
For example: *This was one report that would never be read by the public.*

Numbers over nine can take figures unless they are approximations, or in narrative or descriptive texts.

Punctuating numbers
When two sets of numbers follow each other, separate them by a comma; for example:
In 2002, 200 extra teachers will be required at the region.

Use commas to separate number as follows:
* $100,000 (text and/or table)
* $10,000 (text)
* $1,000 (table) but $1000 (text).

Dates
Dates should be written out:
* 3 November, 2011, not 3/11/2011
* 2012–2013 financial year (please notice the dash is longer [en dash] than the normal short hyphen, indicating 'to')
* Years should be 2010–11 not 2009/10
* 1990s not: nineties, 1990's, 90's or nineteen-nineties

Time
Write out time in digits in full:
* write 2pm not 2.00pm
* two pm, two o'clock in the afternoon
* for 12.00pm and 12.00am use noon or midnight
* do not use 24-hour clock for papers
* months, days and holidays, religious days and public events are capitalised: Monday, Friday, Australia Day and Good Friday

Fractions
Use hyphens to express fractions in words; for example, one-sixth, three-quarters.

Spans of figures
Pp. 402–5, 410–16, 421–39 and 440–553

Units of measure
* 9 per cent
* 100 km
* 550 tonnes
* 8 mm
* 10 L
* 42.5 ° C
* 12 ha
* Kilobyte (kB)

Style

Common usage examples:

- Sums of money $10.50
- Time   2 pm (can also be 2pm)
- Mass   125 g (can also be 125g)
- Length   15 mm (can also be 15mm)
- Percentages   10 per cent (in text) 10% (in tables)
- Decimal points   0.10
- Compounds   a 54-year-old man

Punctuation

Full stops should not be used after:

- Headings
- Dates or signatures
- Contractions containing the first and last letter, such as Mr, Rd, Dept
- Acronyms such as TAFE, DTPLI
- Initials in a person's name, such as FB Bloggs

Possessive apostrophes

- The professor's decision (one prof)
- The professors' decision (two or more profs)
- Charles' dog (no extra 's' is needed)
- DOT's focus (acronyms)
- Use 1950s not 1950's, MPs not MP's, FAQs not FAQ's

Dashes and hyphens

- Between words to show spans in figures use an 'en dash'; for example, 2010– 11 financial year
- In compound adjectives e.g. high-performing school
- Use a long, or 'em', dash with no spaces to signify a change in thought to replace brackets

Ellipsis points

An ellipsis is used to indicate that text is missing from a quote; for example: The ceremony honoured the … athletes visiting Australia.

Dot points

- Use dot points to help break up text and make it easier to read
- Do not use semi colons at the end of each dot point

Examples:

The committee came to two important decisions:

- they should investigate developing guidelines
- research should be funded in the three priority areas

1. Before granting or refusing to grant any application, Council will assess:
    1.1 the advantages of the services proposes
    1.2 the existing services for the conveyance

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Referencing

Authors are required to use the American Psychological Association (APA) referencing style (7th edition). For further information on APA referencing style, please refer to their <u>website</u>.

For contributors not fam*ilar with APA Style 7th edition, please refer to the following on-line guides:
Griffith University APA 7 Guide - <u>CLICK HERE</u>
The University of Queensland APA 7th Referencing Style - <u>CLICK HERE</u>
Curtin University Library APA 7th Referencing Guide - <u>CLICK HERE</u>

Quick Guide

In-text citations

For in-text citations, use the authors' surnames only and the year in text. A direct quote, also needs to include a page number.

When citing someone's work using in-text citations there are generally two methods.
*   Narrative citations: the author(s) are part of the sentence For example:

Masters (2014) holds that "assessment in education has become [...] over-complicated' (p. 1).

*   Parenthetical citations: the author(s) are not mentioned in the sentence, just the content of their work. Place the citation at the end of the sentence or clause where they have been referenced. The author's name is placed in the brackets (parentheses) with the rest of the citation details. For example:

Assessment in education has become overconceptualised and over-complicated (Masters, 2014).

Further examples

2 authors
Jones and Smith (2020) found that "the mice disappeared within minutes" (pp. 29-30).

The authors stated "the mice disappeared within minutes" (Jones & Smith, 2020, p. 29).

For 3 or more authors, use the first author and "et al." for all in-text citations

Green et al.'s (2019) findings indicated that the intervention was not based on evidence from clinical trials.

It appears the intervention was not based on evidence from clinical trials (Green et al., 2019).

If you cite more than one work in the same set of brackets in text, the citations go in the same order in which they appear in the reference list (i.e. alphabetical order, then oldest to newest for works by the same author) and be separated by a semi-colon. For example:

*   (Corbin, 2015; James & Waterson, 2017; Smith et al., 2016).
*   (Corbin, 2015; 2018)
*   (Queensland Health, 2017a; 2017b)

Use only the surnames of authors in text (e.g., Smith & Brown, 2014) - however, if there are two authors with the same surname who have published in the same year, use their initials to distinguish between the two of them (e.g., K. Smith, 2014; N. Smith, 2014).

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a full stop.

Capitalise only the first letter of the first word. For a two-part title, capitalise the first word of the second part of the title. Also capitalise proper nouns. Do not italicise it. End with a full stop.

Author, A. A, & Author, B. B.   (Year).   Title of the article.

Name of the Periodical,   *volume*(issue),   #–#.   https://doi.org/xxx

Capitalise all major words in the periodical name. Follow with a comma. Italicise the periodical name (but not the comma after).

Italicise the volume number. Do not put a space between the volume number and the parenthese around the issue number.

Do not italicise the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** No problem. Follow the volume number with a comma

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a full stop.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a full stop after the DOI.

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a full stop.

Capitalise only the first letter of the first word. For a two-part title, capitalise the first word of the second part of the title. Also capitalise proper nouns. Italicise the title. End with a full stop.

Author, A. A, & Author, B. B.   (CopyrightYear).   *Title of the book* (xth ed.).

Publisher. DOI or URL

Include the name of the publisher, followed by a full stop. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

Does the article have a DOI? Include a DOI for all works that have one. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a full stop after the DOI or URL

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the full stop. If both, show edition first and volume second, separated by a comma. Do not put a full stop between the title and parenthetical information.

Quick Guide: *Chapter in an Edited Book*

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Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a full stop.

Capitalise only the first letter of the first word. For a two-part title, capitalise the first word of the second part of the title. Also capitalise proper nouns. Do not italicise the title. End with a full stop.

Author, A. A, & Author, B. B.

(CopyrightYear).

Title of the book chapter.

Write the word "In" and the initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma.

In A. A. Editor & B. B Editor (Eds.),

Title of the book

(xth ed. pp #–#).

Publisher. DOI or URL

Provide the title of the book in which the chapter appears. Capitalise only the first letter of the first word. For a two-part title, capitalise the first word of the second part of the title. Also capitalise proper nouns. Italicise the title. End with a full stop.

Include the chapter page range. End with a full stop. Does the book have an edition or volume number? If so, include the number in the parentheses before the page range. If both, show edition first and volume second, seprataed by a comma, before the page range. Do not put a full stop between the title and the parenthetical informtion

Include the name of the publisher, followed by a full stop. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

Does the article have a DOI? Include a DOI for all works that have one. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a full stop after the DOI or URL