

## Notes for Contributors

*Pacific-Asian Education* is an international refereed journal that engages with theoretical and empirical issues in sociology of education, curriculum studies, and teaching and learning. Two issues are published each year. Submissions are welcome from a range of approaches including: research studies, theoretical discussions, and historical surveys concerning education throughout the Pacific and Asian region. In addition, reports of curriculum and education initiatives relevant to Pacific-Asian education are welcome.



## Guidelines for Submitting Manuscripts

Manuscripts: should be 3000 – 6000 words and preceded by an abstract of 100 – 150 words. Intending contributors should submit **one hard copy and/or an electronic copy** (disk or email) of the manuscript to the Editor, and ensure that they retain an electronic and hard copy. Manuscripts should be typed in 12 pt font, left aligned, double-spaced and on one side of the page only. Authors' names should be included on the title page but not be on the manuscript. A brief (2-3 line) biographical note about each author should be provided on a separate page and should include full contact details (i.e. postal address, phone and facsimile numbers, email address).

Manuscripts should meet high academic standards and be written in clear English.

Intending contributors should consult the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.) to ensure that articles conform to the guidelines including the use of up to three levels of headings, citations, references, tables, figures, etc.

For books: FitzGerald, S. (1997). *Is Australia an Asian country? Can Australia survive in an East Asian future?* St. Leonards, NSW: Allen & Unwin.

For article: Baumgart, N., Halse, C. (1999). Approaches to learning across cultures: the role of assessment. *Assessment in Education* 6(3), 321-337.

For chapters: Long, M.H. (1996). The role of the linguistic environment in second languages acquisition. In W.C. Ritchie & T. L. Bhatia (Eds.), *Handbook of second language acquisition* (pp. 413-468). San Diego: Academic Press.

**Tables** must be typed on separate pages and not included as part of the text. The approximate location of tables should be indicated in the text.

**Figures** should be submitted on separate pages, in finished form, correctly labelled and their approximate location in the text clearly indicated.

In addition to consulting the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.) authors should note the following **conventions** must be used in preparing a manuscript for submission:

## PCC notes for contributors

Either British English or American English spelling should be used consistently throughout the text.

Footnotes should not be used. Endnotes should be kept to a minimum.

All pages should be numbered consecutively.

Do not use more than three heading levels.

Do not use double spaces after full stops at the end of sentences.

Do not use full stops in abbreviations: USA not U.S.A.

When referring to the title of an organization by its initials, first spell out the title in full followed by the abbreviation in parentheses, e.g. Curriculum Development Council (CDC). Thereafter refer to it as CDC.

**Refereeing** of articles takes approximately three months although this may vary according to the availability and commitments of referees.

**Proofs** will not be sent to authors. It is important to be as careful as possible with the final manuscript. Final manuscripts should be double spaced and accompanied by a 100-150 word abstract, a brief biography and full contact details. Authors should submit an electronic copy of their final manuscript and accompanying details. A disk or e-mail attachment should be clearly labelled with the author's name, title of the article and the type of programme used. Editorial staff, to improve the readability of an article, may modify the manuscript.

**Book reviews** should be between 500-750 words and follow the format outlined a regular issue.

Manuscripts for submission to *Pacific-Asian Education* should be addressed to: [paejournal@auckland.ac.nz](mailto:paejournal@auckland.ac.nz)

