

Notes for Authors

The *Australian Journal of Language and Literacy (AJLL)*, a journal of the Australian Literacy Educators' Association, is produced three times a year. It is directed at Australian and overseas audiences whose interests range from early childhood to adult literacy education, English as an additional language, Indigenous education and learners with diverse language and literacy needs.

The *Australian Journal of Language and Literacy* aims to:

- Keep readers informed about current national and international literacy research;
- Enhance understanding of literacy issues in relation to their wider educational and social contexts;
- Provide a forum in which literacy professionals from all settings can exchange and discuss ideas and practices relevant to their work;
- Examine and present research with a view as to how findings might be implemented by classroom teachers as researchers;
- Present balanced and in-depth investigations of literacy practices and theories.

Review process

The *AJLL* has an editorial team, an editorial board and a review board of eminent literacy educators from Australia and overseas. All unsolicited manuscripts are subject to blind review. The normal time-frame for review is three months and every effort is made to complete the process promptly. Presentation of the manuscript in the required format enhances the speed with which a review can be completed.

Manuscript specifications

A manuscript will be accepted only on the understanding that it is an original contribution which has not been published previously and is not under consideration for publication elsewhere. It is the author's responsibility to obtain permission to reproduce all copyright material (e.g. newspaper articles, illustrations from books). It is also the author's responsibility to ensure that ethics clearance has been obtained where required.

The entire manuscript, including a short abstract, the reference list and any tables or figures and their captions must be submitted. Manuscripts should be approximately 5000–6000 words. They are to be typed in A4 size with double spacing and a 2.5 cm margin on all sides. Font should be 11 pt Palatino. All headings are to be aligned to the left. Tables and figures should be set out on separate pages at the end of the article, clearly numbered, with captions attached. An insertion point should be marked in the text of the manuscript (e.g. <INSERT FIGURE 1 HERE>). Manuscripts that greatly exceed the word limit are likely to be returned to the author(s) for further editing.

Author's name, address, phone, fax and email contacts must be on the covering email. It is important for the review process that the author's name is not evident on or in the body of the manuscript.

Please ensure that you have carefully edited and proofread your manuscript. Accepted papers that have style problems or missing references will be returned to their author for revision.

Referencing style

All references should conform to the American Psychological Association (APA) style. Please consult the *APA Publication Manual*, 5th edition, or recent editions of *AJLL*. Please be particularly careful with electronic referencing. The APA publishes a brief guide to electronic referencing which is available free at their website: www.apastyle.org/electref.html.

Submission of manuscripts

All manuscripts and author biographies should be submitted as Microsoft Word documents via *AJLL*'s ScholarOne interface. Information on format and submission of scripts can be found on ALEA's website at

<http://www.alea.edu.au/resources/australian-journal-of-language-and-literacy-ajll/ajll-author-guidelines>,

or manuscripts can be submitted direct to ScholarOne at

<https://mc04.manuscriptcentral.com/ajll>.