ZERO TO THREE Journal Submission Guidelines and Manuscript Instructions

1. *The ZERO TO THREE Journal* is the multidisciplinary, professional journal of ZERO TO THREE, in publication since 1981. The *ZERO TO THREE Journal* publishes four issues per year, available in print and digital (September, December, March, and June). In addition, we publish supplemental online-only digital articles on a rolling basis throughout the year.

2. The Journal supports ZERO TO THREE's mission to ensure that all babies and toddlers have a strong start in life by providing a forum for thoughtful discussion of important issues in four broad areas in the field of early childhood development: *research, practice, professional development, and policy*.

   Research: We seek to bridge research and practice by providing information that is accessible to professionals in a wide range of disciplines and educational levels. Articles should avoid professional or research jargon. If you have been involved in a study or research project that you think would be of interest to our readers, please explain what you studied, what you discovered, and the significance of the research in plain language, using an essay format. We do not publish formal scholarly research analysis or dissertations.

   Practice: A core value of our work is the belief in the centrality of relationships, and that *how* we do our work is as important as *what* we do in our work with infants, toddlers, and families. We seek articles that explore professional challenges, unique collaborations, and effective solutions in the provision of direct services to infants, toddlers, and their families.

   Professional Development: We are interested in articles that reflect multidisciplinary, research-driven, and competency-based efforts to provide professional development to the early childhood workforce. We seek stories that demonstrate cross-sector collaboration and unique solutions to build the knowledge and capacity of early childhood professionals in all sectors of the field.

   Policy: To support the goals of the ZERO TO THREE Policy Center, we are interested in policy solutions that promote good health, strong families, and positive early learning experiences for all infants and toddlers, with special emphasis on those who are the most vulnerable and in need. We seek articles that explore issues related to federal, state, and local policy and advocacy efforts that improve the lives of children and their families and support the professionals who work with them.

3. We publish two types of articles:

> - **Feature articles** are up to 4,000 words in length and allow for an in-depth discussion of an issue or approach.

> - A **PERSPECTIVES column** is typically about 1,500 – 2,000 words. The column is less formal than a feature article, and may include, for example, personal commentary, works in progress, emerging issues, or a Call to Action.

For both types of articles, we seek stories that represent the full range of diversity across the ZERO TO THREE community: diversity of professional practice, experience, and populations served, as well as diversity of age, race, culture, gender, and geographic location of authors.

We are particularly looking for articles that tell a story of professionals who work together to overcome obstacles or discover new pathways to reach the noble goal of better serving young children and families. We are also interested in collaborations between professionals or agencies that are novel, unexpected or challenging, or that resulted in unexpected benefits in addition to the outcomes that were hoped for.

4. We use the *American Psychological Association* (7th ed.) as our stylebook: https://apastyle.apa.org.

5. We develop many of our Journal issues around a featured theme and solicit manuscripts by invitation. We do also accept unsolicited submissions and will publish accepted papers as space allows, either in the printed issue or the online supplement.

6. We are unable to offer financial compensation to Authors. Each Author of an article in the printed issue will receive 3 complimentary copies of the issue in which they are published. Authors of an online-only article will receive a pdf of their article for their personal use.

7. If your article is accepted for publication, we will request that you sign a release form allowing us to hold the copyright for the published article. We have a liberal permissions process for sharing the published article.

8. See instructions below on how to format your manuscript for submission.

9. Article submission instructions

- **Submit the article online at https://survey.alchemer.com/s3/6766918/ZERO-TO-THREE-Journal-Article-Manuscript-Submission.**

- **All authors (lead author and coauthors) should complete the required disclosure form at https://survey.alchemer.com/s3/6738867/Journal-Author-Disclosure**

Manuscript Instructions

Your manuscript should include the following elements:

1. **Title**

The title should be descriptive and succinct.

2. **Byline**

List the lead author first, followed by coauthors. Include name and professional affiliation (employer, or indicate private practice/city/state). Do not include credentials.

3. **Abstract**

Please provide a summary of your article that is approximately 100 words in length.

4. **Learner Objectives and Quiz Questions**

ZERO TO THREE is an IACET accredited organization approved to provide CEUs for learners. Please list two (2) learner objectives and provide two (2) aligned quiz questions (one per learner objective with correct responses identified). This requirement enables us to offer IACET Continuing Education Units (CEUs).

- Learner objectives should articulate what readers should be able to **remember and/or understand**; they should complete this sentence: "As a result of reading this article, learners will be able to…". To support readers in earning CEUs, ZERO TO THREE provides an online quiz for each journal article.

- By taking the quiz, readers demonstrate they can **remember and/or understand** knowledge gained from reading the article. CEU quiz question format must be one of the following: select correct answer, multiple choice (select all that apply), true/false, or matching.

Below are example starter stems of measurable learner objectives for **remembering and/or understanding** knowledge gained by reading the article, followed by examples of aligned quiz questions that demonstrate what they **remember and/or understand**.

- *Learner Objective:* List the top three factors…
  - *Quiz Question:* The top three factors… identified in this article are…
    - *Question type could be*: select correct answer, multiple choice (select all that apply), or true/false
- *Learner Objective:* Summarize one key idea associated with…
  - *Quiz Question:* One key idea associated with … is:
    - *Question type could be:* select correct answer or true/false
- *Learner Objective:* Identify components of the theoretical framework discussed in this article…

- o *Quiz Question:* The components of the theoretical framework discussed in this article are…
  - ▪ *Question type could be*: select correct answer, multiple choice (select all that apply), or true/false
- *Learner Objective:* Match parental needs with supports this article presents…
  - o *Quiz Question:* Match the following parental needs with the supports suggested in this article…
    - ▪ *Question type would be*: matching
- Examples of other words to describe reader learning (**remembering and/or understanding**):
  - o state
  - o name
  - o select
  - o reproduce
  - o repeat
  - o classify
  - o describe
  - o recognize
  - o translate

5. Body text

- Length: A feature article can be up to 4,000 words unless you have made a different arrangement with the Journal Editor. Feature articles allow for an in-depth discussion of an issue or approach. A PERSPECTIVES column is typically about 1,500 – 2,000 words. The column is less formal than a feature article, and may include, for example, personal commentary, works in progress, emerging issues, or a Call to Action.

- Do not use any special formatting, such as text boxes, colors, inserted images, or fields.

- Do not include text boxes, references, author bios, tables, or additional resources in your total word count.

- Avoid footnotes, and do not use them for references.

6. Graphics and photographs

- We strongly encourage you to submit photographs or other kinds of illustrations with your article if possible. **Photographs** may be of your site, study, clients, staff, events, or other activities mentioned in the article. (No formal photos of the authors, please.) **Illustrations** can include copies of public education materials you have produced, such as posters or Web pages.

- You are responsible for obtaining all permissions from the subjects in the photographs to secure their consent to publication.

- Do not incorporate scanned photos or illustrations into the text of the article. Email them as separate files in their original format (jpeg, png). Please email your scanned photos to spowers@zerotothree.org with your final manuscript.
- The dpi of the photo must be 300 pixels or higher and the physical size 4 x 6 inches or larger
- Please provide a photo credit. We can either list the photographer, or we can list the person or organization who is providing the photo.
- Do not insert images or graphics into the body of the text. Please provide them as separate files.
- Be sure to refer to Figures, Tables, and Boxes in the text. For example: "our program's logic model (see Figure 1)."

7. Author bios

Please provide a brief biography of each co-author at the end of the article. The name in the author bio should exactly match the name in the byline, for example, if you use a middle initial it must appear in both places. Each bio should include the professional degree, job title, current organization or affiliation, and a paragraph of your relevant professional experience.

8. Learn More sidebar

If possible, please provide a "Learn More" box of additional resources (**not** listed in the references)—including books, Web sites, DVDs, or other electronic media—related to your article for readers to go to for more information.

9. Reference list

Use APA Style (7th ed.) for text and references. Use both in-text parenthetical citations and a final References list. Every work cited in the text must be listed in the References. Every item in the References list must be cited in the text.

WHAT TO EXPECT DURING THE EDITING AND PRODUCTION PROCESS

Substantive Editing

Editors from ZERO TO THREE and the guest editor of the issue (if applicable) will comment on your manuscript and provide suggestions to make it as clear and appealing as possible for the multidisciplinary readership of the *ZERO TO THREE Journal.* Substantive editing focuses on whether you have adequately covered the topic, provided an appropriate level of detail, used language and a tone that is suitable for our

audience, and organized the material in a logical and useful manner. It may involve reorganizing, adding, or deleting text, or re-writing sentences and paragraphs. We will work with you on the article until everyone is pleased with the result. *The substantive editing stage is your final opportunity to make substantive or significant changes to your article*.

Please note that *ZERO TO THREE Journal* articles are a tool for professional development through the opportunity to earn Continuing Education Units (CEUs) for each issue. To support the linkages between article contents and professional competencies, Journal editors identify the domain(s) of the ZERO TO THREE Competencies for Prenatal to Age 5 Professionals™ [https://www.zerotothree.org/resources/2239-about-the-p-5-competencies] most strongly supported by each article, which are tagged in the published article.

Copyediting

After substantive editing is complete, a copyeditor will review the manuscript for any remaining ambiguities in the text, spelling and grammar, completeness of references and citations, and adherence to APA style. Your editor will send you a new electronic version of your article with corrections and questions for the authors to review.

Proofreading and Production

After we receive your responses to the copyedit queries, we will send the article to our designer to create page proofs which will we send to you for proofreading. The page proofs are your final opportunity to see the article before it goes to print. Note that we will select stock photos to illustrate your article, and include a caption selected from your article text. If you object to any of the photo and caption selections, we will work with you to find an acceptable alternative.

Thank You!

Your contribution and hard work are what make the *ZERO TO THREE Journal* a leading source of information in early childhood development for professionals, parents, and policymakers.

We look forward to working with you, and thank you for your contribution to the *ZERO TO THREE Journal.*

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