



contributor guidelines



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about

Family day care is a unique, home-based childcare service providing quality care for children in the homes of family day care carers, supported by a local specialist coordination and resource team. Family day care provides learning and development in a safe, secure and stimulating home environment for babies and children up to 12 years of age.

Family Day Care Australia (FDCA) is here to support, enhance and resource family day care services, whilst leading the way for family day care in the Australian child care industry. We work on behalf of the family day care community – carers, coordination unit staff, families and operators/sponsors – to ensure the strength and continued growth of family day care in Australia.

FDCA publishes *Family Day Care Matters*, the e-newsletter for family day care and *JiGSAW* the only family day care specific magazine in Australia!

Both our e-newsletter, published weekly, and *JiGSAW*, published quarterly, include great features and shorter regular articles about professional development, innovations, child development and behaviour and insurance issues as well as family day care program matters at the national level. They are very reader friendly and written especially for people who provide or use family day care.

audience

With over 100,000 children cared for in 12,000 family day care homes across the nation, FDCA publications are important connections between the child care service, carer and the child's home.

Our readers are members of the family day care community, academics, state and federal government personnel, parents, and other interested people.

Whatever their interest, *Family Day Care Matters* and *JiGSAW* are valuable resources for anyone involved in the early childhood field, providing information about topics relevant to children generally and family day care specifically.

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when can I apply?

Family Day Care Australia accepts submissions throughout the year.

Alternatively, writers can pitch their stories by email first. Your pitch should be one or two paragraphs and contain an angle, a list of potential interviewees if applicable and whether photographs and/or illustrations are available. If we like the idea, we'll call or email to discuss it further.

why is the procedure so thorough?

Because of the number of contributor applications we attract and the limited space in each issue, we are able to be very specific about what we're after. Our selective approach also ensures successful applicants enjoy the benefits of a long-term relationship with Family Day Care Australia.

For example:

- If you supply articles on an ongoing basis, you can expect stronger client leads and enjoy an enhanced expert presence

From *Family Day Care Australia's* perspective;

- The application process enables us to more effectively gauge the extent to which you can help our audience
- We can publish articles on a wider range of topics and avoid covering repetitive themes
- Our demanding process encourages contributors who are committed to supplying on-going, quality content which in turn ensures loyalty from our growing readership

While we want contributors who can send us articles *regularly*, this does not mean we expect to hear from them *frequently*. The exact level of commitment is discussed with each individual upon acceptance.

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word count

Articles are 500 words for a single page and 1,200 words for a double page. While longer articles may be published by pre-arrangement with the Editor, initial submissions that are outside the stated lengths will not be considered.

style

While the brevity of the articles suits a to-the-point style, we also want to maintain an affable, upbeat tone. Furthermore, it's important that contributors share a similar outlook and philosophy to the team at Family Day Care Australia.

house format

- All spelling is Australian-English
- Use multiple line spacing at 1.1 and 6pt after paragraphs
- Use Century Gothic font at 10pt
- Use single space following full stops
- Use single inverted comas for quotations
- Do not use ampersands (&), instead write the full word 'and'
- Write numbers one to nine as words and numbers 10 and above as numerals
- When referring to carers please list them as **family day care carers**
- If you want to emphasise a phrase or word, use italics rather than underlining. Readers assume underlined text is a hyperlink.
- Titles of books to be presented in italics
- Use non-stereotypical language and situations wherever possible, ie authors should avoid the use of sexist, ageist or racist terminology. Don't use fireman when you could use fire-fighter.
- Don't use generic 'mother', she or her when discussing children's care when you could use a male parent or carer
- The use of metric measurement is preferred

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what we look for

All successful applicants have the following in common:

- Their experience is interesting or relevant to family day care
- Their articles present sufficient 'stand alone' information to the reader

It is useful, then, for you to consider your ability on these fronts. If you doubt any of them, it's highly likely we'll feel the same!

This may seem strict, but we know raising the bar is necessary to maintain our high quality of content and avoid wasting time - yours and ours. Read on for more tips on how to get our attention.

what we avoid

Articles that are not 'child care' specific

We will reject articles which are irrelevant to our audience.

Articles that are too advertorial in style

Rather than blatantly plug your offering, employ the 'attraction' marketing principle, ie expertise is evident, but not obtrusive.

Articles that require too much editing

Our expectation is for articles submitted to be as close to Family Day Care Australia 'ready' as possible. Any submissions requiring significant editing will not be considered. This could include overly long articles, or previously published/written items which require excessive modifications.

Finally, we reject any **articles that are not in accordance with these guidelines.**

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what we require

We ask potential contributors to supply an article which complies with these guidelines.

Those selected will also be asked to supply an image of themselves to accompany their article. A professionally shot, head and shoulders shot is preferred, but not essential. It is essential, though, that the image supplied is a minimum of 300dpi in resolution.

Copyright

You retain full copyright for published work - what you do with it outside of Family Day Care Australia is your choice entirely. If one of your articles is to appear elsewhere at your instigation, a link to Family Day Care Australia is encouraged, but not required. Suggested wording for such a link is:

This article first appeared in Australia's only family day care specific magazine, JiGSAW, www.familydaycare.com.au.

Contributors' Agreement

Once your article has been accepted for publication, we will send you a Contributors' Agreement, detailing the terms of publication.

where to send submissions

Submissions should be sent as a Microsoft Word or RTF document attached to an email.

Contributors must ensure their submissions are their own original work and that publication by Family Day Care Australia will not contravene the rights of any third party.

Send submissions to:

jigsaw@fdca.com.au

We look forward to hearing from you!