

Ethics and Malpractice Statement

A manuscript published in the peer-reviewed journal He Kupu is an essential building block in the development of a coherent and respected network of knowledge. He Kupu is a free online journal published bi-annually by New Zealand Tertiary College (NZTC). We welcome articles that provide critical reflection and encourage debate, as this is a direct reflection of the quality of the work of the authors and the institutions that support them.

New Zealand Tertiary College, as publisher of the journal He Kupu, takes its duties of guardianship over all stages of publishing extremely seriously and we recognise our ethical and other responsibilities. We are committed to ensuring that we develop an inclusive, critical, collaborative and informed community of early childhood professionals – including the research and views of academics, practitioners and students. This journal, He Kupu, is the perfect vehicle to weave together the different voices of all those working in the sector.

Duties of Editors

Publication decisions: The editor is responsible for deciding on accepting or rejecting a manuscript submitted to the journal. The editor will communicate the result of their decision in a timely fashion. The editor reserves the right to edit, clarify or shorten the manuscript as deemed necessary. The editor may confer with the publisher in making the decision.

Peer review: The editor will ensure that the peer review process is fair, unbiased and timely. Manuscripts submitted for peer review will be blind-reviewed by a minimum of two members of the Editorial Review Board. The editor shall select reviewers who have suitable expertise in the relevant field. Due to the scope of He Kupu, commentaries, interviews, research and practice notes will not be reviewed. Once reviewed, the author or principal author will be advised if amendments to the submission are required.

Fair review: The editor shall ensure that each article submitted to He Kupu is reviewed for its intellectual content without regard to the author's race, gender, sexual orientation, religious belief, ethnic origin, citizenship or political philosophy. The decision will be based on the article's importance, originality, clarity, and relevance to the scope of He Kupu. The editor should ensure that peer reviewers and authors have a clear understanding of what is expected of them. The editor shall establish along with the publisher, a transparent process for appeal against editorial decision.

Confidentiality: The editor and editorial staff must ensure that information regarding manuscripts submitted by the authors is kept confidential. The editor must protect reviewers' identities.

Disclosure and conflicts of interest: The editor and members of the Editorial Board of He Kupu shall not use unpublished materials disclosed in a submitted manuscript for his/her own research without the author's explicit written consent. The editor will maintain a register of declared conflict of interests.

Duties of Authors

For the purposes of these guidelines, "author" means any person that writes/co-writes a manuscript and submits it for consideration for publication in He Kupu.

By submitting a manuscript for consideration for publication in He Kupu, the author acknowledges they have read and accepted these guidelines. This indemnifies New Zealand Tertiary College, and holds NZTC harmless, against any claims, losses, costs and damages that NZTC suffers as a consequence of the author's breach of any of the foregoing representations and warranties. As used in the foregoing indemnity, NZTC means New Zealand Tertiary College Limited and its affiliate, Kindercare Learning Centres Limited, together with their respective shareholders, directors, employees and contractors.

Publication guidelines: Author/s must follow the submission guidelines of the journal. Manuscripts accepted for publication shall become the copyright of He Kupu.

Originality, Plagiarism and Acknowledgement: Author/s must ensure that the manuscript they are submitting:

- Is original and that they are the sole copyright owner/s.
- Does not violate or infringe the intellectual property rights of a third party.
- Does not contain confidential information that the author/s have not obtained a written release or waiver.
- Does not contain any defamatory material, or material that may be viewed as offensive or discriminatory on the basis of race, religion, age, gender, sexual orientation or cultural affiliation.
- Has appropriate citations of the work and/or words of others.
- Acknowledges and agrees that NZTC is not responsible for any opinions or statements expressed in the manuscript.

Multiple submissions: Author/s must certify that the manuscript has not previously been published and is not currently being considered for publication elsewhere. Submitting the same paper to more than one journal constitutes unethical publishing behaviour.

The Author/s shall have the right to use, reproduce, distribute, update, create derivatives, and make copies of the published article (electronically or in print) in connection with the author's teaching, conference presentations, lectures, other scholarly works, and professional activities. The Author/s understands and agrees that readers of the article may copy it without the permission of the author or He Kupu for educational, not for-profit, purposes.

Authorship of the paper: All Author/s mentioned in the paper must have significantly contributed to the research. The author submitting the manuscript to the journal must ensure that all contributing co- authors are included in the author list.

Conflict of interest: Author/s must notify the editors of any conflicts of interest that may be construed to influence the manuscript.

Fundamental errors: Authors are obliged to provide retractions or corrections of mistakes at any point in time if the author(s) discovers a significant error or inaccuracy in submitted manuscript.

Human or animal subjects: If the manuscript involves the use of animal or human subjects, the author/s should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them.

Reviewers' Duties

Confidentiality: Reviewers must keep all manuscripts received confidential.

Acknowledgement of sources: Reviewers must ensure that authors have cited all relevant published work referred to in the manuscript in the text and in the list references. Reviewers should advise the editors if they notice any substantial similarity or overlap between the manuscript and any other published papers they are aware of.

Standards of objectivity: Reviews should be conducted objectively. Personal criticism of the author is inappropriate.

Supporting argument: Reviewers should express their views clearly with supporting arguments.

Conflicts of interest: Reviewers should not review manuscripts in which they have conflicts of interest resulting from competitive, collaborative or other relationships, or connections with any of the authors, companies, or institutions associated with the paper(s).

Promptness: In the event that a reviewer feels it is not possible for him/her to complete review of manuscript within the stipulated time, he/she should notify the editor in a timely manner and withdraw from the review process.

All research manuscripts submitted for the Articles section will be peer reviewed. Manuscripts will be blind-reviewed by a minimum of two members of the He Kupu Editorial Review Board. Commentaries, interviews, research and practice notes will not be reviewed. Once reviewed, the author or principal author will be advised if there are amendments to the submission required. The decision of the editor on publication of a manuscript will be based on how the author/s have incorporated the reviewer report in the amendments of their manuscript. Where the editor of the journal is an author in the submission, adequate steps will be taken to ensure blinding the editor from the submission during peer-review.