

# Guidelines for authors

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- 1 The Australian Journal of Environmental Education provides a forum for the publication and dissemination of articles intended to further the study and practice of environmental education at all levels of formal and non-formal education.
- 2 Contributions may take the form of research or project reports, program evaluations or case studies of practice, reports on teaching practice or techniques, critical essays relating to philosophical or policy issues, critiques of previously published articles, and literature and book reviews, that are of relevance to environmental education. Theoretical essays or research reports should include a description of the practical application(s) of the ideas raised or tested, while reports of teaching practice or techniques should contain an explanation of the theoretical foundation underlying the practice or technique in question.
- 3 All manuscripts will be reviewed by at least two members of the editorial board or invited consultants with expertise in the relevant field. The selection of articles for inclusion in the journal will be based on these reviews.
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  - i) Manuscripts may be up to 3500 words in length. Three copies should be submitted which are typed, double spaced with ample margins, on one side of A4 paper. The name and present professional affiliation of the author(s) should appear on a separate title page only to ensure anonymity during the reviewing process.  
Contributions for the journal can be sent to the Editor on computer disk. Save your document on disk as a **Text file only** (which means no characters or formats are saved with the document). Documents can be transferred from: MSDos, Omega, BBC, Microbee, Apple IIe (5<sup>1</sup>/<sub>2</sub>" ) and Macintosh (3<sup>1</sup>/<sub>4</sub>" ). Contributions on computer disk should be accompanied by a **formatted hard copy**.
  - ii) A short title of not more than thirty-four letters must be submitted with each manuscript as well as a long title if necessary.
  - iii) An abstract is to be provided, preferably no longer than 150 words.
  - iv) Authors should supply a minimum of five key words for referencing of papers.
  - v) Tables should be numbered by roman numerals and referred to by number in the text. Each table should be typed on a separate sheet of paper with an explanatory heading above. Figures (i.e., drawings, diagrams and charts) should be numbered consecutively in arabic numerals. Each figure should be on a separate sheet of white paper, card or tracing paper in a form suitable for reproduction. Drawings should be in black Indian ink. The approximate position of tables and figures should be indicated in the typescript.
  - vi) Photographs will be accepted only if they are essential for illustrating points raised in the text. All photographs must be black and white originals of high quality.

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- vii) Footnotes should be avoided. References should be listed alphabetically at the end of the paper, and cited in the text by author and year in parentheses. The following examples illustrate the standard of form for book and journal article references:  
McInnis, N. & Albrecht, D. *What Makes Education Environmental*, Environmental Educators Inc., Washington D.C., 1975.  
Fensham, P.J. & May, J.B. "Servant not master - A new role for science in a core of environmental education", *Australian Science Teachers Journal*, 25(2), 1979, pp.15-24.  
The style, both for references and in general, should follow the specifications in: *Style Manual for Authors, Editors and Printers*, 3rd Ed., Australian Government Publishing Service, Canberra, 1978.  
Spelling should conform to: *The Macquarie Dictionary*, Macquarie Library, Sydney, 1981.
- viii) Non-sexist language should be used at all times (e.g., humankind or people, chair or chairperson).
- ix) Underlining is to be avoided except to indicate the use of italics. Emphasis should be made through sentence construction.
- 5 Manuscripts are accepted for publication on the understanding that they have been submitted only to the Australian Journal of Environmental Education and that copyright will be owned by the publisher, the Australian Association for Environmental Education. Authors are responsible for the factual accuracy of their papers and for obtaining permission to reproduce text or illustrations from other publications. The following details acknowledging any previously published work must be provided: Author, title, ISSN or ISBN number, volume and number (if appropriate), publisher, page numbers, copies, and total length of work.
- 6 Authors will receive five complimentary copies of the journal issue in which their paper appears.
- 7 Authors should retain an exact copy of the manuscript for reference should clarification of specific pages, paragraphs or lines be required. All manuscripts should be addressed to: Dr. I. Robottom, Editor, Aust. J. Environ. Educ., School of Education, Deakin University, Geelong, Victoria, 3217.
- 8 The official abbreviation for the Journal is: Aust. J. Environ. Educ.