

# Guidelines for Authors

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 in all areas of formal and non-formal education. The official abbreviation for the Journal is Aust. J. Environ. Educ.

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. Contributions presented in a variety of written or graphic forms are welcomed. Material in written form other than prose, or in graphic forms such as illustrations or photographic essays, should be accompanied by text clearly setting out its philosophical or practical origins or implications. All material should be clearly referenced to its sources.

3. All manuscripts will be reviewed by at least two members of the editorial board or invited referees with expertise in the relevant field. Selection of articles for inclusion in the journal will be based on these reviews.

#### 4. Specifications for contributions

A short title of not more than thirty-four letters must be submitted with each manuscript as well as a longer title if necessary. An abstract is to be provided, preferably no longer than 150 words. Authors should supply a minimum of five key words for referencing of papers.

Tables, drawings, diagrams and charts should each be presented on a separate sheet of A4 paper. The approximate positions of these should be indicated in the typescript.

Contributors are encouraged to consider the inclusion of photographs. Consultation with the Editor is requested.

Footnotes will not be used. References should be listed alphabetically at the end of a contribution. Contributors should follow the specifications in *Style Manual for Authors, Editors and Printers* 1994, 5th edition, AGPS, Canberra. The following examples illustrate the standard form for book and journal article references:

Ruether, R. R. 1992, *Gaia and God: An Ecofeminist Theology of Earth Healing*, HarperCollins, New York.

Henning, D. H. 1984, 'Inservice training for government personnel: Global considerations', *Environmental Education and Information*, vol. 3, no. 1, pp. 33-37.

When references are cited in the text details of author(s) and year of publication should appear, for example: (Huckle 1991).

Spelling should conform to *The Macquarie Dictionary*, Macquarie Library, Sydney.

Non-sexist language should be used at all times (for example, humankind or people, chair or chairperson).

Underlining is to be avoided except to indicate the use of italics. Emphasis should be made through sentence construction.

#### 5. Submission of printed and disk materials

Manuscripts may be up to 3500 words in length. Three word-processed copies printed on one side only of A4 paper should be submitted. Double spacing the text and allowing adequate 'white space' in the margins will make review considerably easier. **The names and present professional affiliations of the author(s) should appear on a separate title page so that anonymity is maintained during the reviewing process.**

Your contribution should also be submitted to the Editor in electronic format, that is as a word processor document stored as a file on a 3½" computer disk. Contributors are asked to use MS Word 5.0 or a later version. Your file will be prepared for publication in the page layout program QuarkXPress. Files saved as Text Only are the easiest for us to work with. The typesetting process is simplified if the word processing file you have on disk avoids the unnecessary use of tabs and the space bar. Return characters should be used only to create new paragraphs, not to produce blank lines.

An accompanying hard copy is important for displaying the structure and the various heading levels you have used.

Authors should retain an exact copy of the manuscript for reference should clarification of specific pages, paragraphs or lines be required.

6. 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. Documentary evidence of this permission is required.

7. Authors will receive five complimentary copies of the journal issue in which their paper appears.

8. All contributions should be addressed to:

The Editor, *AJEE*  
PO Box 65  
Norton Summit  
South Australia 5136  
Telephone/Fax: 61 8 8390 1347  
E-mail: aae@peg.apc.org