

Submission Instructions

Thank you for your submission to the Canadian Journal of Environmental Education!

Follow these steps to submit your paper via our new online manuscript submission system:

- Direct your web browser to <http://cjee.lakeheadu.ca>
- If you are registered, log into the site using your user name and password (if you think you may be registered on the site, but are unsure please send an inquiry to cjee@lakeheadu.ca)
- If you are not registered, complete the following steps:
 - Under the heading “Canadian Journal of Environmental Education New”, click on <Register>.
 - Complete the profile, making sure to click the check box indicating that you are an author and want to be able to submit items to the journal. Click on <Register> when you are finished.
 - You will be logged on to the site automatically.
- To begin the submission process, click on <Author> under the heading “Canadian Journal of Environmental Education New”
- On the right hand side of the page, under the heading “AUTHOR”, click on <New Submission>
- Review the submission checklist, and ensure your manuscript conforms to each item.
- Select the Journal Section that you are submitting to (at present, the choices are limited to articles or reviews).
- Enter any comments for the editors, then click <Save and continue>
- Under the heading “Authors”, ensure that the information for the principal author is correct, including a bio statement of up to 50 words. If there is an additional author, click on <Add Author> and enter their information in the newly created fields.
- Under the heading “Title and Abstract”, type the title of your submission, and type or paste the abstract in the space provided.
- Click <Save and continue>.

- Under the heading “Submission File”, click <choose file> to select the file you wish to upload for submission. When you have selected it, the file name will appear next to <choose file> button. Click <upload> to upload the file. If your file was accepted, you will notice the file name has been changed to a numbered file for use by the submission system. If you do not see this green numbered file listed under the heading “Submission file, your upload has not been accepted.
- Click <Save and continue>.
- Repeat this process for any supplementary files. (NOTE: please include tables and figures at the end of your manuscript where possible. In some cases, the manuscript submission system will not accept manuscripts files that are too large. In this case, submit your figures separately in graphic formats like .jpg or .tiff).
- If there are no supplementary files, or you have finished uploading them, click <Save and continue>.
- Under the heading “File Summary”, review your submission files. If the files are correct, click <Finish Submission>. If for some reason, the correct files have not been uploaded, or you need to change information you have entered about your submission, click on the numbered links to return to the section you need to correct.
- The system will alert you that your submission is complete, and allow you to view your active submissions.