

## Guidelines for Contributors

Contributions may take the form of research articles, reports, evaluations, case studies, critical essays, practitioner reflections, and reviews. Theoretical essays or research reports should include a description of the practical applications 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.

Manuscripts will be reviewed by at least two advisory editors or invited consultants with relevant expertise. Contributors may wish to supply names and addresses of potential reviewers. The selection of articles for inclusion in the journal will be based on these reviews. Submissions are accepted as early as September 1<sup>st</sup> and no later than November 1<sup>st</sup> of each year, allowing for a timely review process.

### *Submissions*

Manuscripts should be clearly written and well-organized and will be edited for clarity and brevity.

Electronic submissions are requested. Please check the following website for instructions and updates: <<http://cjee.lakeheadu.ca/>>.

All submissions should include a brief abstract to a maximum of 125 words and a minimum of five key words for referencing of papers. The name and affiliation of the author(s) should appear on a separate title page to ensure anonymity during the reviewing process. Authors should retain an exact copy of this manuscript in order to respond to requests for clarification of specific pages, paragraphs, or lines. Microsoft Word is the preferred format.

Manuscripts are accepted for publication on the understanding that they have been submitted only to the *Canadian Journal of Environmental Education* and that copyright of the published articles will be owned by the journal. Authors are responsible for the factual accuracy of their papers and for obtaining permission to reproduce text or illustrations from other publications.

The *Canadian Journal of Environmental Education* will not normally publish feature articles by the same author in consecutive issues. Exceptions may be considered in cases of contiguous work. This limitation does not apply to short analyses, response pieces, or book reviews.

Papers should not exceed a **maximum of 7000 words**. To check manuscript length we conduct a computerized word-count that includes the abstract, endnotes, references, and bibliographical sketch(es) of author(s). In exceptional circumstances a slightly longer paper may be submitted, but this should be negotiated, in advance, with the editors. It is the author(s)' responsibility to ensure that his/her paper meets these guidelines. Long papers may be returned to authors at any stage of the review or production processes. To avoid disappointment, please take care.

### *Style*

*Publication Manual of the American Psychological Association*, 7<sup>th</sup> edition (APA), must be used as a style reference. Explanatory notes should be avoided whenever possible. Essential notes should be identified with consecutive superscripts and listed in a section entitled “Notes” at the end of the text. Papers not formatted in APA style may be returned to authors at any stage of the review or production processes.

Citations are normally presented in a list of references. Please check that in-text references match your list of references, double-checking that dates match. Please refer to the following examples:

#### *In text:*

[Greenall Gough, 1993]

[Kurth-Schai, 1992; Merchant, 1980; Warren & Cheney, 1991]

#### *References:*

Egan, K. (1989). Individual development. In K. Egan, A. Luke, & S. de Castell (Eds.), *Literacy, society, and schooling* (pp. 243-255). New York: Cambridge University Press.

Greenall Gough, A. (1993). *Founders in environmental education*. Deakin University Press.

Warren, K. J. & Cheney, J. (1991). Ecological feminism and ecosystemecology. *Hypatia*, 6(1), 179-197.

Canadian spellings will normally be used. However, alternative approaches to both form and spelling will be considered when integral to the “voice” presented.

#### *Illustrations, Figures, and Tables*

**Only** those illustrations, figures, and tables essential to reader understanding should be included.

Illustrations, figures, and tables should be provided in finished form suitable for reproduction and be no larger than 18 x 11.75 cm or 7 x 4.25 inches. Figure legends should be typed together on a separate page.

#### *Correspondence*

Please email [cjee\\_editors@sfu.ca](mailto:cjee_editors@sfu.ca)

Manuscripts should be submitted at <<http://cjee.lakeheadu.ca>>.