

Southern African Journal of Environmental Education



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Editorial Policy and Author Guidelines

Editorial Policy:

1. All papers published in the journal should have a clear focus on environmental education, and/or Education for Sustainable Development and should be relevant to the field of education. The SAJEE is primarily an education journal, although it is also interdisciplinary and papers from communications, environmental sciences, development studies, labour market analysis etc. may also be relevant, but the core focus of these contributions should be education, communication, social learning and /or public awareness.
2. The journal should seek to continually reflect its regional character, which means that papers from a diversity of countries should be represented in each edition.
3. Full research papers can be either theoretical or empirical, and should include methodological detail, theoretical and/or literature review material and a clear argument as relevant.
4. Ethical procedures also need to be pointed out where relevant.
5. Full research papers submitted to the journal will be blind peer reviewed by two qualified peer reviewers. Viewpoint papers will be reviewed by one of the journal editors and one qualified peer reviewer.
6. Review reports are checked and reviewed for the quality and relevance of the review comments by journal editors, and all final review communications are sent to the authors after review by the Editor-in-Chief.
7. Journal editors mediate the blind reviews with authors, and will check that all recommended changes have been substantively attended to. Authors are required to submit a report to the editors documenting how they have responded to reviewers recommendations.

8. The SAJEE endeavours to have papers reviewed within a three to four month period where possible. The review process may, however, take longer than this.
9. Papers will be checked for plagiarism using *turnitin* if editors detect potential plagiarism problems. Authors are fully responsible for any plagiarism, and should check their own papers before submission. By submitting a paper to the journal, authors agree that journal editors may check the paper via *turnitin* if necessary.
10. Authors must obtain permissions for all graphics and extensively used citations *before* submitting the paper to the SAJEE, should these not be original work.
11. The Editor-in-Chief shall only be permitted to publish papers occasionally in the journal that represent large research programmes that are relevant to EEASA members, or that involve a substantive number of EEASA partners (i.e. they must be field informative). The full review process should be followed and managed by one of the co-editors.
12. If co-editors submit papers to the journal then these should be dealt with by the Editor-in-Chief and the full blind review process should be followed as per normal.
13. The Editor from UNISA should handle the RU papers, and any papers from UNISA should be handled by RU editors.
14. The journal is an association journal, and editors are accountable to the EEASA Council.
15. The Editor-in-Chief should provide an annual report on the SAJEE and its publication to EEASA Members at the annual EEASA AGM.
16. Editors / Editors-in-Chief would normally serve a six year term of office. This term of office can be renewed by the EEASA Council.
17. The SAJEE is published once per annum, normally at the end of the academic year.
18. The SAJEE is an open access journal, and pdf versions of all papers are available on the eeasa website (www.eeasa.org.za). As from 2016 the SAJEE will also be distributed via the Africa Journal Online (AJOL) service (<http://www.ajol.info>) which will enhance its distribution globally under the Creative Commons licence agreement Attribution-Noncommercial-Share-alike (BY-NC-SA)
19. The SAJEE is an accredited journal (South African DHET approved) and editors of the journal will seek to maintain the quality standards necessary for ongoing accreditation of the SAJEE.

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Guidelines for Contributors:

Articles should be written in clear and straight-forward style, and be free of technical jargon. Papers should be between 3500 and 5000 words in length, including abstract and references.

Footnotes to the text should be avoided. Each paper should be accompanied by a short note of the author(s)' biographical details, not exceeding 35 words. This should be provided on a separate cover page with other details, such as contact numbers and emails, as well as manuscript title.

Rejected manuscripts will not normally be returned to authors.

Manuscripts. These should be typed with double spacing and a wide margin to the left. The English language used, should either be South African or United Kingdom. All pages should be numbered. Papers must be sent to the following email address: elrc@ru.ac.za. If you have not received acknowledgement of your email within 30 days, please re-send the paper or contact the editor at h.lotz-sisitka@ru.ac.za. Please ensure that your files are VIRUS FREE before sending them. All electronic files should be saved as a Microsoft Word document.

General

Font: Times New Roman, size 12

Title and abstract. The paper should have a short title (no longer than 15 words) and a short abstract of between 150 and 200 words, which summarises the problem that the paper addresses, the aim, research methods, key findings and major conclusions. Your contact details and name(s) should not appear on the abstract page or any other place in the paper apart from the cover page.

Tables. Tables must be on separate pages, and not included as part of the manuscript. Table headings must be listed together on a separate page. Tables are to be numbered consecutively and their approximate position indicated in the manuscript.

Figures. Diagrams, photographs, figures and other artworks must be supplied in high resolution, digital format and be suitable for reproduction. Diagrams will not normally be redrawn by the publisher. Please submit each figure on a separate page, with descriptive headings, and indicate their preferred position(s) in the manuscript.

References

This journal uses the APA (American Psychological Association) referencing style. The main points relating to this style are listed below. See <http://guides.library.ualberta.ca/apa> for further details.

Within text

Author name(s) and the year (Jones, 1992) or UNCED (1995)

2 authors?

Cite both authors every time (Jones & Smith, 2011).

3 to 5 authors?

Cite all authors the first time (Jones, Smith, & Brown, 2011), but after that just cite the first one listed (Jones et al., 2011).

6 or more authors?

Only cite the first named author, followed by et al. (Smith et al., 2011)

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Quotations

To acknowledge a direct quote, always include the page number with the in-text citation. For example, "This is what a short quote would look like" (Jones, 2003, p. 17). Or, Jones (2003) found that "you could be a little flexible to facilitate the flow of your writing" (p. 17).

Quotations longer than 40 words are indented and double-spaced. One blank line should be left before and after every indented quotation and no inverted commas are used. Add the author, year and page number in parentheses at the end of the block quote. (Jones, 2003, p. 17)

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Every entry in the reference list **must** appear in the main text and no additional sources should appear in the reference list. References should be listed in alphabetical order of the author's surname. If several papers by the same author and from the same year are cited, a, b, c, etc. should appear after the year of publication. The references should be listed in full, at the end of the manuscript, in the following standard form:

Authored book:

Ayers, H. (1998). *Classroom management: A practical approach for primary and secondary teachers*. London, England: Fulton.

Chapter in an edited book:

Cohen, D. K., & Barnes, C. A. (1993). Pedagogy and policy. In D. K. Cohen, M. W. McLaughlin, & J. E. Talbert (Eds.), *Teaching for understanding: Challenges for policy and practice* (pp. 207-239). San Francisco, CA: Jossey-Bass.

Chapter/Entry in a reference book (no author):

Portugal. (2007). In J. J. Arnett (Ed.), *International encyclopaedia of adolescence* (Vol. 2, pp.795-812). New York, NY: Routledge.

Translated book:

Bolano, R. (2012). *The savage detectives* (N. Wimmer, Trans.). London: Picador. (Original work published 1998).

Journal article:

Boschhuizen, R. & Brinkman, F. G. (1990). A proposal for teaching strategy based on pre-instructional ideas of pupils. *European Journal of Teacher Education*, 14(2), 45-56.

Policy document:

UNCED (United Nations Conference on Environment and Development). (1992). *Agenda 21* (Chapter 36). United Nations Conference on Environment and Development, Rio de Janeiro. Retrieved December 6, 1996, from <https://sustainabledevelopment.un.org/content/documents/Agenda21.pdf>

Unpublished thesis:

Gobrechts, E. (1995). The recycling of domestic waste in the Cape Peninsula: Implications for environmental education. Unpublished Master's thesis, Department of Education, Rhodes University, South Africa.

For personal communication:

Moosa, V. M. (2003). Minister of Environmental Affairs and Tourism, Pretoria, 16 June 2003.

Email:

E-mail communications from individuals should be cited as personal communications.

Website:

DEAT (Department of Environmental Affairs and Tourism). (2003). Inspection of readiness of retailers on the eve of Plastic Bag Regulations effect. Retrieved December 6, 2003, from <http://www.environment.gov.za>

Grammatical errors. The author must ensure the grammar and spelling are correct and that the style of presentation is satisfactory.

Headings and sub-headings. The use of informative sub-headings is recommended and, if used, should adhere to the following form:

- **HEADING 1**

- font size 12, all caps, bold

- maintain one line above the heading and one line below it.

- **Heading 2**

- font size 12, sentence case, bold

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Paragraphs. Paragraphs should be separated by a blank line. **Do not** indent the first line of a paragraph.

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Submission dates: Papers for a particular annual issue should normally be received before **30 April** of each year to allow time for the review and production process for an end of year (December) release of the journal.

Contributions should be submitted to the Editorial team of the Southern African Journal of Environmental Education:
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