



Southern African Journal of Environmental Education

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Editorial Policy

1. All papers published in the SAJEE 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 papers from Communications, Environmental Sciences, Development Studies, Labour Studies etc. may also be relevant; however, the core focus of these contributions should be education, communication, learning and /or public awareness.
2. The SAJEE should seek to continually reflect its regional character, which means that papers from a diversity of countries should be represented in each edition.
3. The SAJEE is an accredited journal (accredited by the South African Department of Higher Education and Training) and editors will seek to maintain the quality standards necessary for ongoing accreditation.
4. Full research papers submitted to the journal will be blind peer reviewed by two qualified peer reviewers.
5. Viewpoint papers and Think Pieces will be reviewed by one of the journal editors and one qualified peer reviewer.
6. 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.
7. Ethical procedures also need to be pointed out where relevant.
8. Reviewers' 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.
9. 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.

10. 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.
11. 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 SAJEE, authors agree that journal editors may check the paper via *Turnitin* if necessary.
12. Authors must obtain permissions for all graphics and extensively used citations before submitting the paper to the SAJEE, should these not be their original work.
13. The Editor-in-Chief shall be permitted to publish papers only occasionally in the journal, if these contributions represent large research programmes that are relevant to EEASA members, or 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.
14. If co-editors submit papers to the SAJEE, then these should be dealt with by the Editor-in-Chief and the full blind review process should be followed as per normal.
15. The Deputy Editor from UNISA should handle all RU submissions, and submissions from UNISA should be handled by RU editors.
16. The SAJEE is an association journal, and editors are accountable to the EEASA Council.
17. The Editor-in-Chief should provide an annual report on the SAJEE and its publication to EEASA Members at the annual EEASA AGM.
18. Editors / Editors-in-Chief would normally serve a six-year term of office. This term of office can be renewed by the EEASA Council.
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5. Follow the prompts to complete the submission process. This will include:
 - details of the author and all co-authors, including the email addresses and short biographies (no more than 35 words) for every contributing author.
 - a copy of the list of references as they appear in the paper.

Author Guidelines

Manuscripts. Submissions should be 3 500 - 5 000 words in length, including abstract and references. The English language used should be either South African or UK, and the style should be clear and straightforward without unnecessary jargon. Footnotes should be avoided. Pages should be numbered. The submission should be uploaded as an editable Microsoft Word document, or equivalent. Please ensure that all electronic files are virus free before uploading.

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. Your contact details and name(s) should **not** appear on the abstract page or any other place in the paper, including the references.

Tables and figures. Tables and figures must be included as part of the text, clearly labelled and numbered consecutively. Figures should be in a finished form, suitable for reproduction. Figures will not normally be redrawn by the publisher. Photographs need to be high resolution.

Referencing in the text. This should be quoted by the name and date in brackets, e.g. (Jones, 1970) or Smith (1983) or UNCED (1992) or (Jones, 1979; Smith & Le Roux, 1983:183).

References. These should be listed in alphabetical order by the author's surname. If several papers by the same author and from the same year are cited; a, b, c, etc. should be included after the year of publication. The references should be listed in full at the end of the paper in the following standard form:

For books: Handy, C.B. (1985). *Understanding organisations* (3rd edn). Harmondsworth: Penguin.

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

For chapters within books: Little, A. (1990). The role of assessment re-examined in international context. In P. Broadfoot, R. Murphey & H. Torrance (Eds), *Changing educational assessment*. London: Routledge. pp.213–245.

For policy documents: UNCED (United Nations Conference on Environment and Development). (1992). Agenda 21 (Chapter 36). United Nations Conference on Environment and Development, Rio de Janeiro.

Unpublished theses: 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.

Unpublished reports: Gysae-Edkins, M. (Ed.). (1994). Report on the Environmental Education Workshop. Lesotho Association of Non-formal Education, Morjia.

For personal communication: Moosa, V.M. (2003). Minister of Environmental Affairs and Tourism, Ministry of Environmental Affairs and Tourism, Pretoria, 16 June 2003.

For email: Nhamo, G. (2003). Request for official position and update on the Plastic Bags Regulation implementation. Email, 1 October 2003.

For website: DEAT (Department of Environmental Affairs and Tourism). (2003). Inspection of readiness of retailers on the eve of Plastic Bag Regulations effect. <http://www.environment.gov.za>, visited 8 May 2003.

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Headings and sub-headings. The use of informative sub-headings is recommended and should adhere to the following form: **Main Heading** (title case, italics & bold); **Section Heading /Sub-heading** (sentence case, bold); and *Sub-section heading* (sentence case, italics).

Units of measurement. Use the SI metric system for units of measurement. Spell out numbers from one to ten; use numerals for larger numbers, groups of numbers, fractions or units, e.g., 4 to 27, 12kg/ha, 34 pupils. Words and abbreviations of Latin and Greek derivation, e.g. *et al.* should be in italics. Scientific names should be given in full when a genus or species is first mentioned, and they should be in italics.

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