



Southern African Journal of Environmental Education

Environmental Learning Research Centre, Rhodes University, PO Box 94, Grahamstown, 6140, SOUTH AFRICA

Tel +27-(0) 46 603 8390

E.Rosenberg@ru.ac.za and C.Royle@ru.ac.za www.eeasa.org.za

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.
19. The SAJEE is normally published once per annum.
20. 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 has been distributed via the Africa Journal Online (AJOL) service (<http://www.ajol.info>) under the Creative Commons Licence agreement Attribution- Noncommercial-Share-Alike (BY-NC-SA).

ISSN 2411-5959

**Key title: Southern African Journal of Environmental Education
(Online) Abbreviated key title: South. Afr. J. Environ. Educ. (Online)**

Online submission. The *Southern African Journal for Environmental Education* has been migrated to an online platform and requires submission uploading directly to the African Journals Online (AJOL) system. To submit a paper contributors will need to register as a new user, or log-in if a user profile exists.

Upload your paper as a *New Submission*. Provide *Notes to the Editor*, for example, if the paper is for a special edition. Prompts to complete the submission process will include details of the author and all co-authors, including their email addresses and 35 word biographies.

Manuscripts. Submissions should be between 3 500 and 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. All 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. To protect the integrity of the blind peer review process, your contact details and name(s) should **not** appear on the abstract page or any other place in the paper, including the references of the paper uploaded.

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. Please separate individual references with a blank line. 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 of pupils. *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.

Grammatical errors. The author must ensure that grammar and spelling are correct and is responsible for ensuring that all factual information is correct.

Headings and sub-headings. The use of informative sub-headings is recommended and, if used, should adhere to the following form: MAIN HEADING (italics and bold); section or sub-heading (small caps and bold); and sub-section heading (small caps and in 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.

Proofs. Will be sent to authors if there is sufficient time to do so and should be corrected and returned within three to five days.

Offprints. These will not be provided. Authors will, however, be granted permission to use copies of their papers for teaching purposes. Journals will be available in pdf format on www.eeasa.org.za.

Copyright. It is a condition of publication that authors vest copyright in their articles, including abstracts, in EEASA. Authors may use the article elsewhere after publication, providing prior permission is obtained from EEASA and the publishing details are included.

Editing. The editors reserve the right to edit articles, but will endeavour to check all significant editorial changes with the authors.

Helpful links:

Forgot your username or password? <https://www.ajol.info/index.php/index/login/lostPassword>
Online

submissions: <https://www.ajol.info/index.php/sajee/about/submissions#onlineSubmissions>

Should you not have the *New Submission* tab in the online submission process available to you, please follow the following steps:

Select *Edit my Profile* from the grey toolbar

Scroll down midway to '*Roles*' and select both *Reader* and *Author*

Select *Save*