



# AAEE NSW Conversations Blog Submission Guidelines

Last updated: 2 June 2020

## BACKGROUND

In 2013, AAEE NSW developed the Conversations Magazine to share articles, case studies and best practice programs with our members working across a range of sectors. Over the years, these magazines (printed, then electronic) provided a fantastic range of inspiration and information to hundreds of educators.

In 2020, Conversations moved online to the Conversations Blog. The blog provides an easy way for educators to find articles of interest and inspiration that can be easily shared with friends and colleagues here in Australia and beyond.

## PURPOSE OF THE BLOG

The blog is a place where environmental and sustainability educators from all sectors can be inspired, challenged, uplifted and informed. It creates a space for educators to share content, reflections and learnings that will benefit the whole environmental and sustainability education industry in a timely and responsive way.

We use the blog to:

- support, promote, advocate and improve the quality of environmental and sustainability education in NSW and beyond;
- promote activities that may assist the teaching (formal and informal) of environmental and sustainability education in NSW and beyond;
- share best practice programs from communities, individuals, schools, tertiary institutions, government programs and early learning centres;
- reflect on current strengths, weaknesses, opportunities and threats to environmental and sustainability education in NSW and beyond.

## tone and style

Our blog is a positive, constructive, apolitical and respectful place.

For articles to be considered they should be:

- Well written and carefully edited and proofread
- Engaging to the reader
- Free of unexplained jargon
- Relevant to the purpose of the blog and our audience
- Meet all submission guidelines (below)
- Backed up by accessible data or research
- Talk directly to the reader and make the subject about them (you, your)
- Not directly advertise or promote for commercial gain a product or service without prior approval by AAEE NSW

## WHO SHOULD SUBMIT AN ARTICLE?

Environmental and sustainability educators and enthusiasts from across NSW particularly, but also from across Australia and internationally are welcome to express interest in submitting content for the blog.

Submissions are welcomed from all sectors including formal educators, community educators, professionals, consultants, students, regional networks, government staff and leaders across a broad demographic range.

## SUBMISSION GUIDELINES

Articles:

1. Article text should be no longer than 800 words (400-800 words ideal)
2. Articles must be your original work and not copied or plagiarised from other sources
3. Acronyms should be explained in full when first mentioned
4. The article should be broken up into short, sharp paragraphs that are easy to read with subheadings throughout. Bullet points and numbered lists are also encouraged
5. Sources (e.g. URL or written references) should be cited at the bottom of the article (no citations/footnotes in the article itself).

See example articles at <https://www.aaeensw.org.au/blog>

Along with the submission of the article text, successful submissions will also need to provide:

1. At least one relevant image (min. 500KB size) in .jpg or .png format for inclusion in their article
2. The authors full name, position and organisation they work for
3. 1-3 sentence author bio including area of expertise, role, background or relevant interests. If you would like people to be able to contact you in response to your article, please also include an email address in your bio.
4. A clear, close, headshot (portrait) image of the author (min.150KB size in .jpg or .png format)

## TERMS AND CONDITIONS

All images submitted must be the property of the contributor, or they must have copyright permission to pass the images on for our use. Images of young people (under 18) must have the consent of a parent or guardian. Images of students must have the permission of the school as well as consent of a parent or guardian.

Submissions are offered by the author, and can be accepted at the discretion of AAEE NSW, on the understanding that no payment will be made for any work submitted or accepted, now or in the future.

By submitting an article for publishing, the author acknowledges that AAEE NSW has the rights to publish and promote the article (with author recognition) on our website and other communication channels at our discretion. If your article is published, AAEE NSW has full rights to the content, including but not limited to the ability to edit, mix, duplicate, use, or re-use it in whole or in part as it so chooses.

AAEE NSW has the right to accept and reject submissions at its sole discretion and without explanation and to add or remove content at any time.

## HOW TO SUBMIT

1. If you'd like to discuss your article to ensure it is a good fit before you write and submit it, feel free to [contact us](#).
2. Once you're ready to submit, email your article and associated images/information to [project@aaeensw.org.au](mailto:project@aaeensw.org.au) for consideration.
3. Article text should be submitted as a word or text document attachment, or within the body of the email
4. We'll be in touch as soon as possible with the outcome of your submission.