

Conversations Editorial Policy

Who does this policy apply to? Conversations Editorial Subcommittee and contributors to Conversations magazine

When endorsed? November 2015

This editorial policy provides the conditions and standards under which material, stories, images and advertising is managed by AAEE NSW for the magazine Conversations. This editorial policy is designed to support the purpose and objectives of the magazine.

Scope

'Conversations' is the bi-annual magazine of the Australian Association for Environmental Education NSW chapter (AAEE NSW).

The magazine encourages submissions of manuscripts from educators, teachers and teacher educators across Australia. It invites contributions which address environmental education broadly and the teaching and learning of it in schools, tertiary education and/or community contexts.

Each edition aims to include an article from schools, early childhood centres, environmental education centres, councils, recommended resources, events and a member profile.

Purpose of the publication

- To support, promote, advocate and improve the quality of Environmental Education in NSW and Australia.
- To sponsor and support activities that may assist the teaching of Environmental Education in NSW and Australia.
- To share best practice programs in schools, Environmental Education Centers, councils and Early Learning Centres and among other formal education providers. It fills a large gap in the range of services provided by AAEE in NSW, and
- To provide opportunities to attract new AAEE NSW Members and provide benefit to existing NSW members.

Objectives of the publication

- To serve as a professional learning tool for teachers and other environmental educators.
- To be used as a promotional tool to encourage individuals to join AAEE.
- To provide a member service for AAEE members.

Key themes for the magazine

- Practice in environmental education in all educational institutions, centres and organisations
- Holistic study of societal and environmental issues
- Policy, curriculum and pedagogy of environmental education
- Education for Sustainability

- Place based education
- Nature Education
- Education for democracy, equity and justice
- Values education
- Indigenous education
- Sustainable communities

Special editions may be decided and developed for special events at the discretion of the AAEE NSW Executive.

Audience

AAEE NSW Members, inclusive of teachers, teacher educators, and organisations who support and implement environmental education programs and activities.

Advertorials or commercially related content

The magazine invites advertorials and commercially related content. Prices vary from \$250 for half page inserts to \$550 for full page coverage. [These prices will be reviewed annually]

Wherever possible a page of paid advertisements or a directory of people who run courses for fees will be established. These will be paid for by the people requesting to advertise in the magazine.

The editors reserve the right to refuse publication of commercial content that does not meet the objective of the magazine.

The editors may negotiate size, placement and format of commercial content with the contributor.

Invoices are to be processed by AAEE NSW Treasurer upon request.

Process for procuring, editing and finalising articles

The AAEE NSW Conversations Sub-Committee invites authors to submit manuscripts.

Manuscripts and other specially invited papers such as the AAEE NSW member profiles are screened by the editor.

Once articles are ready for compilation, Antonia Fieni will undertake a final proofing and share the edition with the AAEE NSW Project Officer for design and layout.

Editor: Angela Colliver

Sub-Committee: Mark Caddey and Angela Colliver

Design

The AAEE NSW Project Officer will:

- format all articles, book reviews and other pages into draft edition
- share the draft edition with the Sub-Committee for review
- make changes as requested by the Sub-Committee.

Distribution

On behalf of the Sub-Committee, the AAEE NSW Project Officer will:

- distribute the magazine to AAEE NSW
- email the magazine to contributing authors
- make the magazine available online via a link on the Member's page of the AAEE NSW website (if requested to do so).

The Editorial Sub-Committee may at times discuss and agree to additional, timely marketing and distribution opportunities. These opportunities will be sent to the Executive for approval.

Images

Images submitted must be the property of the contributor or have copyright permission to use the images. Images of young people (under 18) must have the consent of a parent or guardian. Images of students must have the permission form the school as well as consent of a parent or guardian.

Images need to be of a high quality, saved as a separate file (as a jpeg) with a minimum of 120 pixels per centimetre.

Information for intending contributors

Conversations provides a forum for innovative practices in relation to environmental education. The magazine encourages submissions of manuscripts from educators, teachers and teacher educators and invites contributions which address environmental education broadly and the teaching and learning of it in early childhood, schools, tertiary education and community education.

Practitioner exchange

These papers describe innovative environmental education teaching practices in varying contexts – such as schools and the community. Such papers may be case studies and narratives. They may also make connections between other key educational agendas and the humanities and social sciences learning area.

Resources review

This section includes reviews of materials such as books and other kinds of media that are of interest to the magazine's combined audience of practitioners, organisations and others in the field of environmental education. These materials could include professional resources of interest to teachers, facilitators, teacher educators and pre-service teachers.

The Editorial Committee may consider soliciting reviews from the AAEE NSW membership. Books, curriculum material and resources relevant to environmental education may be sent to The Editor. Please mail these materials to The Editor, 84 Merino Vale Drive WAMBOIN NSW 2620.

Guidelines for manuscripts

Articles for consideration should be sent in electronic format to The Editor c/- Angela Colliver (angela@colliver.com.au).

Papers should address environmental education broadly and/or the teaching and learning of it in schools, tertiary education and/or community contexts.

Articles should be between 500-2000 words in length (inclusive of references and spaces taken by tables and/or figures which are calculated at 500 words per page).

Papers are to be typed in 12 point Arial font, paginated, with generous margins and formatted with 1.5 line spacing. Each paper should include an abstract of approximately 50 words. Resource reviews may be between 100 and 300 words in length. Articles are to follow conventions for scholarly work and be print ready. Any images should be high resolution. Acronyms should be explained in full when first mentioned.

Please note: If you are using images and figures, please contact the editor to ensure that the work will meet print requirements.

For anonymity in reviewing, author's name(s), affiliations, postal addresses, email and telephone numbers should only be on a separate covering page.

Referencing should be included as necessary for readers to extend their researching and understanding.

References should follow the guidelines of the American Psychological Association (APA). Authors are asked to avoid the use of footnotes and to use endnotes sparingly. References should be cited within the text of your paper and be listed alphabetically, in full, at the end of the paper, using the APA Style.

For example: Reynolds, R. (2009). *Teaching studies of society and environment in the primary school*. South Melbourne, Victoria: Oxford University Press.
