Journal of Outdoor and Environmental Education

Contributor Guidelines

The Journal of Outdoor and Environmental Education (JOEE) is a refereed journal devoted to the scholarly examination of issues in outdoor and environmental education.

The JOEE aims to:

a) enhance understanding of outdoor and environmental education issues;

b) provide balanced and in-depth investigation of outdoor and environmental education practices and theories;

c) examine and present research with a view as to how it might influence the practices of teachers and practitioners, as well as researchers;

d) provide a forum in which outdoor and environmental education professionals from all settings can exchange and discuss ideas and practices relevant to their work;

e) keep readers abreast of current outdoor and environmental education research.

Refereed and non-refereed papers

Authors have the choice of submitting their manuscripts as either refereed or non-refereed papers. Authors hoping to publish a refereed paper (typically academics working in universities) submit their work to the JOEE review process. In this case, de-identified versions of the paper are peer-reviewed by two anonymous reviewers chosen by the editor.

Reviewers provide the editor with one of the following recommendations: reject as a refereed paper; accept in its current form; or more commonly, accept with minor or major revisions. Either way, the process is meant to be helpful for the author and typically, it does lead to considerable improvements. The usual timeframe for the review process is three to six months and every effort is made to complete the process promptly. Presentation of the manuscript in the required format enhances the speed with which a review can be completed. Non-refereed papers are published after negotiation with the editor without the aforementioned review process.

Manuscript presentation

Manuscripts are to be submitted electronically via email attachment (in Microsoft Word format) to ajoe@outdoorcouncil.asn.au. Please make sure your submission

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conforms to the requirements of the APA (6th edition) formatting and referencing system, and the [Oxford English Dictionary](#), freely available online. An A–Z of the JOEE house style is below.

Articles should range from 4,000–8,000 words in length, excluding references and abstract. Please do not send hard copies unless requested. Appropriate photographs and/or artwork should also be submitted electronically, with a minimum resolution of 300 dots per inch – this is critical for quality reproduction. Manuscripts that greatly exceed the word limit, or do not include a sufficient figure resolution, will not be reviewed, as they would not be considered publishable without considerable revision.

The first page of the article should include the title, an abstract (maximum 250 words), keywords (four to eight), and a suggestion for a running header of not more than 80 characters.

A separate cover page containing the author's name, address, phone, and email contacts should be included with the submission. This cover page should also include a biographical statement, "About the Author", detailing the author's current position and professional affiliation, and research interests.

It is the author's responsibility to ensure that articles contain original work and do not breach copyright. The author is responsible for obtaining permission to reproduce all copyright material (for example, figures, tables and images that may have been published elsewhere). The author must ensure that research involving people has the appropriate institutional and/or statutory ethical approval. A copy of ethical clearance must be supplied if requested.

The 7-step production process

Following successful blind review of your article, with any changes made to the final satisfaction of the editor, your paper will enter the production process.

1. The managing editor will read and copy-edit your article, checking for clarity, accuracy and consistency, and inserting any comments or queries in the margin.

2. The managing editor will return the copy-edited document to the corresponding author so that any queries can be dealt with. This step should involve consultation with other contributing authors if applicable. However, this is not an opportunity for a re-write. When the files are returned the text should be clean, free from margin comments, and ready to be typeset.

3. The managing editor will typeset the article, creating a proof as a PDF.

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4. The managing editor will send the proof to the corresponding author, who has joint responsibility with the editor for ensuring that all content is correct and accounted for, so the proof must be checked: for example, are there any typesetting errors? Is the running order correct? Has anything been left out? The corresponding author should also consult with other contributing authors, so they can check the article and record any amendments.

5. Any requested amendments will be incorporated into the final proof.

6. The editor will check the final proof to ensure everything is correct. Once all are satisfied, the article will be included in the next available issue of the journal.

Consistency

To ensure consistency across the journal, and to avoid delays during the copy-editing process, please read the following guide to house style before submitting your article for review.

Standard British English is used, referring to *Oxford Dictionaries* as the source of reference. The stylistic rules and the referencing style followed are those contained in the *Publication Manual of the American Psychological Association* (6th edition) (APA).

http://www.outdoorcouncil.asn.au/13.html#.Vj2qvbcrJ0U

House Style A-Z

Abbreviations

When abbreviating a term, use the full term the first time you use it, followed immediately by the abbreviation in parentheses:

> the Economic and Social Research Council (ESRC)

Abbreviate titles when used before a full name, followed by a period:

> Dr., Mr., Lt., Gov., Mrs., Ms.

Use a period if the abbreviation is Latin abbreviation or a reference abbreviation:

> etc., e.g., a.m., ibid., op. cit., *or* Vol. 7, p. 12, 4th ed.

Try to avoid an abbreviation in a chapter title or heading but, if unavoidable, spell it out at the first mention in the text proper.

Do not use periods when abbreviating measurements, unless to avoid confusion, e.g., inch (in.):

> cd, ft, lb, mi, min

To form the plural of abbreviations, add s alone without apostrophe or italicisation.

> vols., IQs, Eds.

Do not use periods or spaces in abbreviations of all capital letters, unless it is a proper name *or* refers to participants using identity-concealing labels:

> MA, CD, HTML, APA

> P. D. James, J. R. R. Tolkien, E. B. White *or* F.I.M., S.W.F.

Bold type

Bold type should be confined to headings and subheadings within articles. It should not be used for emphasis, or in the names of organisations or exhibitions.

Bullet points

For lists that do not communicate hierarchical order or chronology, bullet points may be used (sparingly). The first word of each bullet point should have an initial capital letter and a full stop only if the text in the bullet point consists of a completed sentence; otherwise, use a semi-colon if the bullet points are a list of words or fragments of sentences.

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Based on the research conducted, we have completed:

- the site map;

- integrating graphics with text;

- search boxes.

Captions

Figure captions should appear *below* the illustration and should explain the illustration in full.

Figure 16. The human alimentary canal.

Please note the full stop after the figure number, and termination with a full stop, even if the caption is not a full sentence.

Table captions should appear *above* the table and should describe what the table contains.

Table 8. *Tree and Shrub Species Used in Hedging (Ordered by Frequency of Use)*

Please note the use of italics.

Commas

With regard to commas in a series (three or more words, phrases or clauses that appear consecutively in a sentence), the "serial" or "Oxford" comma is preferred, i.e., a comma is used before the 'and' or the 'or' between the last two items:

mad, bad, and dangerous to know

Contractions

Spell out contractions:

don't (do not), didn't (did not), I'll (I will)

Data

Data can be singular or plural, as long as consistency is maintained.

Dates

21 March 1978

1970s, 1980s

1964–67; 1897–1901 (note en dash, not hyphen, and no spaces)

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> Nineteenth century, twentieth century, twenty-first century

Diagrams/graphics

Diagrams should be supplied as JPEG, TIFF or PDF, with a minimum resolution of 300 dots per inch. If a mistake is identified in a diagram through the reviewing process, please make the amendments and re-supply.

Ellipses points

When text is omitted from the middle of a sentence, use three dots with a space either side to indicate the missing text.

> He arrived home … in time for supper.

Where two or more sentences are omitted, four dots are used (a full stop and three ellipses). Note that since the first dot is a full stop, there should be no space between the full stop and the first dot.

> He arrived home in time for supper…. He had brought his roommate along.

For punctuation other than a full stop, whether it goes before or after the ellipses depends on whether it comes before or after the omitted text in the original quotation.

> He arrived just in time for a sumptuous dinner …; his roommates didn't find the meal quite so appealing.

Emphasis

Italics are preferred for emphasis within quotations; you should indicate whether the emphasis is from the original text or whether you are adding it to make your own point.

> This mission is extremely important for our future: *we must not fail*!

Font

Please use a well recognised font such as Times New Roman in 12 point.

Foreign words

Unless they appear in the Oxford English Dictionary, foreign words and phrases inserted in the text, as well as capitalised proper names of foreign organisations, institutions, political parties, trade unions, etc., should be italicised.

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Headings and subheadings

Please make sure the different heading levels within your article are clear, for typesetting purposes.

The article title should be in bold type, centred, in sentence case, with no full stop.

The life and times of John Smith

Second level headings should be in bold type, sentence case, with no full stop.

Method and methodologies

Third level headings should be in bold type, sentence case, italicised, with no full stop.

First experiment

Hyphens, en rules and em rules

Hyphens are used to avoid mispronunciation, particularly where there is a collision of vowels/consonants e.g., anti-intellectual.

A hyphen can also be used to avoid confusion where a prefix is repeated (re-release, sub-subcategory) or to avoid confusion with another word (reform/re-form, re-cover/recover).

Note that an en rule is used rather than a hyphen (–) to signify range (e.g., 30–40 years; pp. 27–30), and an em rule (—) with a space either side is used as a parenthetical dash:

> "There are two major kinds of populations — citizens and foreign exports — here."

In-text citations capitalisation, quotes, and italics

Always capitalise proper nouns, including author names and initials: D. Jones.

When referring to the title of a source, capitalise all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*, *There Is Nothing Left to Lose*.

(**Note:** in the Reference list, only the first word of a title will be capitalised: *Writing new media*.)

When capitalising titles, capitalise both words in a hyphenated compound word: *Natural-Born Cyborgs*.

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Capitalise the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo.*"

Italicise the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.

Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

Italics

Italics should not be used for emphasis, as the sense of emphasis is reduced each time italicisation is used and because italics are used for other purposes such as the titles of books, films or plays, etc. If an author wishes to draw attention to a word or phrase, it is acceptable to use roman type inside double quotation marks.

Keywords

The format of all "Keywords" is all lower case (unless they are proper nouns), listed one after the other and separated with a comma. Six to eight words or two-word phrases is recommended.

Lists

Numbers should only be used in a list if in the preceding paragraph the author specifies a certain number of points to be made, and should be formatted as follows: "1. 2. 3." etc. if the points being made are listed one below the other. If the list of points is incorporated within a paragraph, then the numbers should be formatted "(1) (2) (3)" etc. Bullet points should be used when listing items of interest (see "Bullet points").

Notes

Notes may be used for comments and additional information only, and should be in the form of endnotes rather than footnotes. The note call must be in Roman (1, 2, 3).

Numbers

One to nine (in words); 10–99 (in figures); 100, 200, 1,000, 1,500, 5,000, 10,000

Thirty, forty, fifty, (if expressed as an approximation)

6 million or six million (a mixture is acceptable but should be consistent)

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15 years old (only introduce hyphens to avoid ambiguity, for example "he is 7 years old", but "7-year-old children").

3 per cent, 4.7 per cent, 10 per cent, 25 per cent

pp. 10–19, 19–21; 102–07, 347–49

100 mph, 250 bc, 11 a.m., 13 mm

Paragraphs

All paragraphs should be double-line spaced. At the end of every paragraph there should be one hard return.

Percentages

Use "per cent" rather than "%" if the term is used just once or twice in a single isolated paragraph. However, "%" is acceptable if a whole series of percentages are given within a paragraph in, for example, a statistical survey. Percentages should always be expressed in figures not words (i.e., 3 per cent; 4.7 per cent; 10 per cent; 25 per cent).

Quotations

Double quotation marks are to be used for quotations embedded into a paragraph, with single quotation marks for a second quotation contained within the first. All long quotations (i.e., over 40 words long) should be "displayed" i.e., set into a separate indented paragraph, and without quotation marks at the beginning or end, and with the citation appearing in brackets after the full stop.

If the quotation marks are followed by a comma or full stop, then these must be positioned within the final quotation mark. Colons, semi-colons and other punctuation marks are positioned outside the quotation.

> Smith (2013, p. 12) notes "this programme is excellent."

> "This programme is excellent," Smith (2013, p. 12) asserted.

Please note that for quotations within the text, the full stop should follow the bracketed bibliographical reference. For an indented quotation, the bracketed reference appears after the full stop.

Omitted material in quotations should be signalled by ellipsis points (see also Ellipses Points):

> Political language … is designed to make lies sound truthful.

Avoid breaking up quotations with an insertion such as, for example:

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"This approach to mise-en-scène", says MacPherson, "is not sufficiently elaborated" (MacPherson, 1998, p. 33).

References

The referencing style of the *Publication Manual of the American Psychological Association* (APA) (6th edition) is used.

Scales of measurement

Scales of measurement should be capitalised, for example, "the Likert scale."

Spelling

Oxford Dictionaries (free access at www.oxforddictionaries.com) should be consulted on matters of spelling, which will give guidance on recommended spellings and acceptable variants. For most verbs that end with –ize or –ise, either termination is acceptable in British English. However, the spelling must be kept consistent throughout the article.

Tables

Tables must be positioned within the main text but also supplied as separate Word documents. See "Captions" for the format of table headings.

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Journal style checklist

❖ **Endnotes**

Please use endnotes rather than footnotes. They should be used sparingly and for giving useful additional information, not for listing references.

❖ **Metadata**

Please ensure the following is provided with your article:

- Article title;

- Author's name and affiliation;

- Abstract (approx. 150–250 words);

- Keywords (six to eight);

- Author's biography (approx. 100–200 words);

- Author's postal and email address.

❖ **Quotations**

Please ensure that double quotation marks are used, not single (single quotation marks are only used for quotations within quotations). Quotations over 40 words should be "displayed", i.e. indented, with a space above and below, and without quotation marks at the beginning or end.

❖ **References**

These must follow the *Publication Guide of the American Psychological Association* (APA) (6th edition). All references should be listed alphabetically under the single heading "References".

❖ **Figures (images, graphs, tables, diagrams) and captions**

- Please check that figures are not embedded into articles but are sent as separate editable files, clearly labelled as Figure 1, Figure 2, etc., with the approximate positioning of the figure identified in the main text.

- Please ensure that figure captions are provided.

- All images *must* have a resolution of at least 300 dots per inch.

- It is the contributor's responsibility to obtain copyright permission to reproduce images in their article.

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