Style sheet – Australian Journal of Environmental Education (AEE)

Last updated March 24, 2023

# Level of edit

Level I

# Standard queries

*Please use these standard queries as applicable*

* N/a

# Article elements

## Article template

* Cambridge Standard Template Small

## Article types

* Article
* Editorial
* Communication
* Review – Book
* Review – Other
* Report Synopsis
* Thesis Synopsis
* Obituary

## Article types – special formatting

* Reviews have no abstract or keywords
* Thesis and Report synopses have no abstracts

## Special issue/symposium/collection headings

* N/A

## Article title

* Capitalization style: Title case – Updated on October 17
* Subtitle: Run in and separated from the title by a colon
* Footnote not allowed against article title

*Examples*

The Effectiveness of a Community-Based Playgroup in Inspiring Positive Changes in the Environmental Attitudes and Behaviours of Children and their Parents: A Qualitative Case Study

## Author name(s)

Full first name and last name, plus any other initials

* Initials, where used, are followed by a period. No space between initials.
* No serial comma
* “and” before last author name
* No academic degrees or accreditations in byline

#### Examples

* Single author: John Smith
* Two authors: John Smith and Jane R. Smith
* Multiple authors: John Smith, Jane R. Smith and Jeremy K. L. Smith

## ORCIDs

* Required for corresponding authors, optional for all other authors. If missing raise query at first proof.
  + Std. Query: If you would like to list the ORCID for the authors "XXXX", please provide them.
* Placement of ORCID icon: Next to author name in byline

## Author affiliations

* Department/school, university/institution, city, state/province, country, email
* Abbreviate USA and UK
* Use two-letter postal codes for state/province names
* If an author has multiple affiliations or if there are multiple authors, use superscript Arabic numerals to differentiate affiliations.
* Affiliations are run in, separated by semicolons. There is no semicolon preceding the “and” before the last affiliation.
* Country required, query if missing
* States should be abbreviate for USA, Canada, Australia
* Preferably no street addresses or zip codes.
* If all authors have the same affiliation, no superscript numbering is necessary.

#### Examples

* Timothy Callaghan1 and Andrew Karch2
  + 1Texas A&M University, College Station, TX, USA and 2University of Minnesota, Minneapolis, MN, USA
* Jenalee R. Doom1, Kenia M. Rivera1, Estela Blanco2,3, Raquel Burrows4, Paulina Correa-Burrows4, Patricia L. East3, Betsy Lozoff5 and Sheila Gahagan3
  + 1Department of Psychology, University of Denver, Denver, CO, USA; 2Department of Psychology, St. John’s University, New York, NY, USA; 3Department of Psychology, University of Michigan, Ann Arbor, MI, USA; 4Serious Mental Illness Treatment Resource and Evaluation Center, Office of Mental Health and Suicide Prevention, Department of Veterans Affairs, Ann Arbor, MI, USA and 5Survey Research Center of the Institute for Social Research, University of Michigan, Ann Arbor, MI, USA

## Corresponding author

* No asterisks allowed to signify the corresponding author. Only list the words “corresponding author” if there is more than one author. Styling now as shown:
* Single author - Email:
* Multiple authors - **Corresponding author:** Author; Email:

## Abstract

* No more than 250 words
* “Abstract” heading in bold
* Unstructured

## History dates

Required

**If required, specify format:**

Run in

(Received [date month year]; revised [date month year]; accepted [date month year])

#### Example

(Received 24 November 2019; revised 14 July 2020; accepted 17 August 2020)

## Keywords

* Authors should provide up to 5 keywords.
* One word (keywords not key words)
* Keywords must be in alphabetical order; Sentence case
* Keywords are separated by semicolons, with no end period
* Lowercase except for proper nouns

**Keywords**: Coronary artery disease; stroke; vascular risk factor

## MSC Codes (data/math)

* N/a

# Main body elements

## Right running head

* Journal title

## Left running head

* Single author: [First name] [Surname]
* Two authors: [First name] [Surname] and [First name] [Surname]
* Three or more authors: [Surname] et al.

## Headings

* unnumbered headings
* Heading levels allowed: H1 and H2 are permitted. H3 and above are not allowed.

**Heading 1**

Bold and in sentence case

***Heading 2***

Bold and italic and in sentence case

## Figures

* All figures must be called out in text, in sequential order.
* Any journal-specific rules for numbering style: 1a, 1b, 1c…

### Captions

* Sentence capitalization style
* Ending period
* Figure should be unabbreviated (i.e., Figure 1 not Fig. 1) in the caption
* Label style: **Figure 1.**

#### Examples

Figure 2. Student responses about (a) optimism towards solving environmental problems, (b) sense of stewardship towards the environment and (c) sense of agency towards addressing environmental problems.

### Credits

* Format: *Source*: Author-date citation.

### Figure notes

* Format: *Note* in italics and followed by a colon
* Note marker style for notes applying to specific parts of the figure (if applicable)? \*,†,‡, §,∥,#
* Use “=” to define abbreviations: CI = confidence interval; HS&B = High School & Beyond; NELS88 = National Education Longitudinal Study of 1988; UK = United Kingdom.

#### Examples

\*Indicates negatively worded questions.

## Tables

* All tables must be called out in text, in sequential order.
* Column headings and the rows of the stub column should be sentence case.

### Titles

* Sentence case
* Label style: “**Table [number]**” in bold; no full stop at the end of the title

### Credits

* Author-date citation style as a footnote

#### Examples

Source: Haribon Foundation for the Conservation of Natural Resources, Inc. (2006); Galang et al. (2003).

### Table notes

* Format: *Note* in italics and followed by a colon.
* Note marker style for notes applying to specific parts of the table? *Examples*: 1, 2, 3; a, b, c;\*,†,‡, §,∥,#
* Order of elements? (1) source notes, (2) general table notes, (3) specific data notes, and (4) notes on significance levels

#### Examples

\*\*Correlation is significant at 0.05 level (2-tailed).

## Footnotes/endnotes

Footnotes

## Extracts (block quotes)

* Omit quotation marks around quotations set as extracts.
* Set quotations of more than 50 words as extracts

## Lists

* Follow format in manuscript.

## Equations

* Follow format in manuscript.

# Back matter – No BM headings for 'book-review' and 'product-review'

* Sentence case
* Singular, not plural, EXCEPT for Acknowledgments and Competing interests.
* Ending with a period
* **Conflicts of interest** should be changed to **Competing interests**

1. Supplementary material
   * + **Supplementary material.** The supplementary material for this article can be found at [https://doi.org/](https://doi.org/10.1017/). . .
2. Acknowledgements (Mandatory heading)
3. Financial support (Mandatory heading)
4. Competing interests -- if the competing interest has a **negative statement**, it can be removed
5. Ethical standard (Mandatory heading): When statement is negative use “Nothing to note”.
6. References
7. Appendices
   * For more than one print appendix, Appendix A, Appendix B, etc.
     + In Appendix A: Table A1, Figure A1, etc.
     + In Appendix B: Table B1, Table B2, etc.
8. Author Biographies (Please add bio of each author under the heading “Author Biographies”). Please remove author designation like Dr, Prof., etc.

**\*\*NOTE: Thesis Synopses have a separate short section at the end before the other back matter containing full thesis citation and the supervisors.**

*Example*

Please find full thesis, Jukes, S. (2022). *Enacting more-than-human pedagogies in response to ecological precarity: An immanent praxiography* [Doctoral dissertation]. La Trobe University. https://doi.org/10.26181/20400702.v1

A thesis submitted for the award of Doctor of Philosophy in the School of Education at La Trobe University.

**Supervisor:**

**Dr Marcus Morse**

La Trobe University

## Cite this article

#### Follow journal reference style.

#### Examples

Mongar, K. (2023). The impacts of environmental science on Bhutanese students’ environmental sustainability competences. *Australian Journal of Environmental Education*, 1–15. https://doi.org/10.1017/aee.2023.2

# Reference style

## Standard Style Guide(s)

American Psychological Association (APA)

## Citations

In-text citations

### General style

#### Examples

(Deleuze & Guattari, 1987)

(St. Pierre *et al.*, 2023)

## References

### General style

#### Examples

# Style

## Spelling

* British-English spellings/Australian spellings (i.e. UK ise)

## Quotation marks

US style: “Double” quotation marks, with periods and commas inside marks and ‘single’ quotation marks for quotes within quotes.

## Dashes

Em dash, one letter space on each side

## Order of parentheses in text

([ ])

## Serial comma

no

## Abbreviations and acronyms

## Capitalization

## Dates, time, eras

## Hyphenation

## Measurements and units

## Numbers

## Punctuation

## Possessives

## Translations and Transliterations

## Other society- or journal-specific notes

## Word list, spelling preferences, common acronyms

|  |  |  |
| --- | --- | --- |
| a | b | c |
| d | e | f |
| g | h | i |
| j | k | l |
| m | n | o |
| p | q | r |
| s | t | u |
| v | w | x y z |