

## Submission Guidelines

These guideline were revised based on the Japanese Society for Environmental Education (JSFEE) official submission guidelines for authors on April 1, 2016.  
The English version of these guidelines were first prepared in March 2016.

1. Contributors are limited to members of the Japanese Society for Environmental Education (JSFEE) as well as members of those societies that have Memorandum of Understanding (MOU) with JSFEE which are Korean Society for Environmental Education, Chinese Society for Environmental Education, North American Association for Environmental Education, and Australian Association for Environmental Education. Nonmembers may be included as secondary authors. However, when invited by the Editorial Committee, both members and nonmembers may be lead authors.

2. The submitted manuscript must be related to research on or to an educational practice in environmental education in Asia. The manuscript must be one that has not been previously published in other publications nor should it be a manuscript that is currently submitted, or which is planned to be submitted, for publication to any other journal.

However, the Editorial Committee may consider a manuscript to be unpublished if the author specifies the following conditions regarding the manuscript.

- (1) The material was included in the proceedings of a conference or meeting of an academic association.
- (2) The material was presented as a summary or a document at a symposium, a meeting for presenting research papers, or a lecture.
- (3) The material was included in the research outcome reports for research commissioned by the national or local government, the industrial sector, a public or private group, etc.
- (4) Other reasons especially recognized by the Editorial Committee.

3. The submission classifications are Research article, Review article, Research report, Commentary, Material, Book review and Others.

(1) A Research article is required to be a study with theoretical or substantial originality, creative and effective research on an educational practice, study on development of teaching materials, teaching tools, or an education system. The manuscript is required to be complete.

(2) A Review article is required to be a systematical review of a research field, an educational practice, a new trend of thought or a policy, and present issues, evaluations and outlooks in an organized fashion.

(3) A Research report should discuss an educational practice, domestic and foreign trends, or environmental education policies.

- (4) A Commentary should be a critical discussion of research or educational practice in environmental education in Asia.
- (5) A Material should report information on environmental education practice, environmental education research, and data in Asia.
- (6) A Book review should introduce and review a book on environmental education in Asia.
- (7) The Editorial Committee may also establish 'Others' classifications as deemed necessary and appropriate
4. In the case of Research articles and Review articles, the Editorial Committee will take the decision to accept or reject a manuscript after a review process has been conducted by multiple reviewers appointed by the Committee. As for Research reports and Commentary, at least one reviewer reviews the manuscript before the Editorial Committee make the decision to accept or reject them. Regarding Material, Book reviews and Others, the Editorial Committee will take the decision to accept or reject a manuscript after a review has been conducted by one reviewer.
5. A typical Research article and Review article for the Special Issue of Environmental Education in Asia should be no more than 4,000 words; this limit include tables, references, and figure captions. When requested by the contributor, a maximum of 2 pages are allowed as excess pages at a cost of 20,000 JPY per page to be paid by the contributor to the editorial Committee. However, in the case of an Invited Paper, the contributor will be expected to comply with requests from the Editorial Committee.
6. Manuscripts (including figures and tables as separate files) should be electronically submitted in MS Word or PDF format along with a cover letter. These files must be submitted to the Editorial Committee secretariat via email (int\_com@jsfee.jp) as attached files. The title of the e-mail should be “EEA Manuscript(name of author)”. If the total size of the attached files is large, please submit files separately with only the cover letter attached and names of all files being submitted written in the main body of the e-mail. Please contact the Editor in Chief if an error occurs while submitting files via email, if you prefer any other method of submission, or if it is necessary to use a software format other than MS Word or PDF.
7. As a general rule, the Editor in Chief will confirm the receipt of email within 3 days of the receipt of a submission. The transmission of this email confirming receipt of the submission completes the submission process.
8. The copyrights to published articles belong to the Japanese Society for Environmental Education.

9. As a general rule, the Editorial Committee does not return submitted manuscripts. However, files for rejected submissions will be deleted from JJFEE computers upon request by the author(s).

10. In the case that an author does not conform to the submission guidelines as set out above, the Editorial Committee will inform the author by email that the submission does not meet the JJFEE standards without proceeding to a reviewing process.

11. Upon acceptance of the manuscript (completion of the review process), authors cannot make any significant change to the paper during the proof reading process.

(Additional note) These submission guidelines were revised on: September 13, 2023, May 8, 2020; September 9, 2019; April 1, 2016; September 27, 2014; January 25, 2014; March 8, 2008; July 8, 2006; October 3, 2004; September 11, 1999 and July 5, 1997.