IZE Journal – Instructions to Authors
The information below will guide you when preparing your article

Submission Close Date: March 31st - articles may be submitted between September and March. IZE members articles will be given priority, submissions from non-members will be considered only if space is available.

Publication Date: September annually. The journal is printed and sent free to IZE members and past issues are made available online, a minimum of 8 months after the print version. Additional hard copies are available for sale.

Submit articles to: Regional Editors of IZE or IZE Journal Editor. Please see the up to date list at http://www.izea.net/membership/board.htm

Language: The journal is published in English. Regional editors can help with translation, and the editor will correct grammar/spelling for English if needed.

Format: The journal features articles/papers on zoo, aquarium and field education, conservation education and related topic areas. They should be submitted in ‘Microsoft Word’ format. (Ask if this is not possible).

Length: We publish short and medium length articles. As a guide a short article may be 500 words and a medium article 1500 to 2000 words.

References: Where appropriate references should be used. See further information.

Illustrations/Tables/Graphs: If possible articles should be accompanied by illustrations – photographs, tables, graphs. See further information.

Authorship & Copyright: Articles/papers must be the original work of the named author(s). Acknowledgement may be given to others or supporting institutions. Copyright of the published article belongs to IZE and the author(s). IZE may reproduce and distribute the article without any further consent of the authors being sought. Authors may not publish the same article in any other publication.

Article Selection & Peer Review:
The regional editors and editor act as the peer review team for the journal. Articles are selected for publication following these criteria and scoring system (which is used as a guide):

1. Does the article fall within the scope and mission of IZE? No - rejected
2. Does the article reflect good practice/represent the profession well? No – rejected
3. Does the topic/content represent ideas applicable in different places? 0 to 3 points
4. Is the topic/content about work in a region/place under reported 0 to 3 points
5. Does the topic/content reflect a new area of practice/innovation? 0 to 3 points
6. Does the topic/content advance understanding of education practice 0 to 3 points
7. Does the topic/content advance understanding of education theory 0 to 3 points
8. Does the topic/content advance understanding of conservation 0 to 3 points
9. Is the article supported by relevant references 0 to 3 points
10. Is the article supported by good illustrations 0 to 3 points
11. Is the content of the article supported by evaluation evidence 0 to 3 points
12. Is the topic/content of interest to the IZE community 0 to 3 points
Additionally, we will consider factors such as whether the authors have published before, or whether IZE can provide them with a first opportunity to do so; whether the authors work in this field or have direct/working experience in it; and whether the author(s) is /are members of IZE. Where possible we will provide authors with feedback if an article is rejected.

Further Information for authors submitting to the IZE Journal

IZE Mission: All of our members are guided by a common mission: to improve the education programs in the facilities of its members, to provide access to the latest thinking, techniques, and information in conservation education and to support excellence in animal care and welfare.

The term “education” is used to mean education and learning in the broadest sense, not confined to schools or education focused on children, but to encompass learning opportunities, experiences and activities for all ages and needs. The term ‘conservation education’ has been used to reflect that biodiversity conservation must be at the core of a programme of educational activities within an IZE member zoo or aquarium. However, IZE acknowledges that conservation education in its broader sense can include those programmes of activities that make an indirect contribution to biodiversity conservation – such as biological, science or environmental education and practical skills based programmes.

Past issues of the IZE Journal: Authors will find it useful to look at recent past editions of the journal on the IZE website to see the content, type, style and scope of previous articles.

We do not want these guidelines to be a barrier to submission of articles, especially from those for whom English is a non-native language. Please contact the regional editors or editor if you need help or advice.

Abstract: Submission of an abstract or short summary of the proposed article to the appropriate regional editor well in advance of the closing date is helpful and may avoid submitting a full article that is then rejected. However, note that approval of an abstract does not guarantee publication.

Layout & Content: All articles must have:

i) Title
ii) Name of Author(s) and profession/position and institution and country
iii) Abstract/Introduction
iv) Content – which may be sub-divided into methods/results/discussion
v) Conclusion
vi) Acknowledgements
vii) Corresponding author e-mail address
viii) References
ix) Tables, figures and photographs and these to be referred to in the text (see below)

References:
The ‘Harvard’ system is the one most commonly used such that: in the text the author name and date are given, e.g. text (Author name, 2014) or Author (2014) suggests that... and then the full list of references is given alphabetically at the end, for example:

Where a reference has been taken from internet sources these should also be given (full web address, alongside the date at which the reference was taken).

**Illustrations, Tables and Graphs:**
These should be provided as SEPARATE files. The editor will decide where to place them and their size. Please make sure they are referred to in the text (eg. Figure 1 shows...). The editor reserves the right not to use all the tables/graphs/illustrations for reasons of quality or space, as long as their omission doesn’t affect the overall representation of the content.

It will be assumed that permission has been obtained by the author(s) for use of any photographs that feature people/children; and that photographs are not subject to any other copyright.

High resolution images are needed for the final publication. Files embedded in word documents do not reproduce well – the editor may reject articles that cannot send these as separate files.

**IZE Journal - Further information for authors continued...**

**Language, Dates, Numbers, Currencies etc.**
The journal is published in English. Regional editors and the editor may be able to assist with translation. The editor will assist with standardising the English, spelling and grammar.

When giving a date please write in full - day / month / year, eg. 1 January 2014.

Metric and SI measurements are used as standard, including for distances, weights, temperature. (The editor may ask for resubmission to clarify this, or convert units appropriately. An exception may be the use of miles or kilometres, where both will be accepted as standard).

When quoting decimal or large numbers make it very clear ie. use no punctuation or use a comma not a full stop for large numbers, ten thousand is 10000 or 10,000 and a 'point' or full stop for decimal numbers therefore 10.0 = ten point zero.

Note one million = 1,000,000 and one billion = 1,000,000,000.

Where a currency is referred to please make clear what this is (the editor may convert to another currency for the international readership to understand). Standard currencies we use are US$ (United States dollars); UK£ (UK pounds), € (Euro) and A$ (Australian dollars).

**Place Names:**
In general, as the articles are published in English, use the standard international name of countries/places. For example, Germany not Deutschland, Rome not Roma.

**Species Names:**
If animal or plant species are referred to in the text please provide the scientific name in italics in parentheses to avoid confusion over common names, eg. Amur leopard (*Panthera pardus orientalis*). Names should be in lower case unless named after someone/somewhere (proper noun), for example: black rhinoceros, Sumatran rhinoceros.

**Disclaimer:**
The opinions and comments expressed in articles are those of the author and do not necessarily represent endorsement by or the views of the IZE or the editor.

**Editor's Comment:**
The editor reserves the right to make adjustments to articles to correct grammar, annotate illustrations and tables, and if necessary make a change or comment to clarify. Where possible,
within the constraints of time, articles that require editing/have been significantly edited, will be returned to the author for checking.

**Contacts** (correct as of December 2018. Please check IZE website for any changes):

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<thead>
<tr>
<th>Region</th>
<th>Name</th>
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**Timeline for Submissions and Correspondence from Editors – Guidance**

This timeline is to give authors an indication of the desired key dates for submission, selection and review. The editorial team endeavor to work within this framework but reserve the right to vary it should circumstances require.

**September 1st to March 1st** Authors submit abstracts or article summaries to their regional editor or Journal editor for feedback. Approval of an abstract does not guarantee publication. Authors can expect initial feedback from their regional editor within 2-3 weeks of receipt of an abstract or article summary.

**March 1st – final deadline for receipt of abstracts.** Abstracts must be submitted by this date for consideration. Articles may still be submitted after this date, but may not get a response until after the article selection phase.

**March 31st - Deadline for authors to submit full articles for consideration (including all graphs, tables, images, etc...).** In order to meet publication deadlines and in fairness to other authors, articles will not be accepted after March 31 unless the editorial team seek additional articles.

**April** – Articles selected and initial editing process. Communication with authors to clarify content or seek better images etc if necessary.

**May 1st** – by this date authors will have been notified if their article has been accepted and is being included. The editor or appropriate regional editor will communicate to unsuccessful authors.

**During May** – the journal is produced by the editor for the IZE Board, and modified if necessary following feedback from the Board.

**By 14th June** – IZE President signs off the final copy and the journal is sent by the editor to print.

**August** – the journal is posted out to members and printed copy sent to authors.

**About one year after publication** – a PDF version of the journal is uploaded onto the IZE website.