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

Submission Close Date: March 1st. Articles may be submitted between September and March each year. 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 published online and distributed free to IZE members. Past issues are made publicly available online, a minimum of 12 months after the publication date. Additional hard copies of journals prior to 2023 are available for sale from IZE.

Submit articles to Regional Representatives or IZE Journal Editor. Please see the up to date list at http://izea.net/about/board-members/

Language: The journal is published in English. The journal uses British English conventions. Regional representatives 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 (around 500 words) and medium length (around 1,500 to maximum of 2,000 words) articles.

References: Where relevant 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.

Abstract: Submission of an abstract (short summary of the proposed article) to the appropriate regional representative well in advance of the closing date is helpful and may avoid submitting a full article that is then rejected. However, do note that approval of an abstract does not guarantee publication. *See Further Information* for a guide to writing abstracts.

Article Selection & Peer Review: The regional representatives 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 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 program of educational activities within an IZE member zoo or aquarium. However, IZE acknowledges that conservation education in its broader sense can include those programs of activities that make an indirect contribution to biodiversity conservation – such as biological, science or environmental education and practical skills-based programs.

World Zoo and Aquarium Conservation Education Strategy: developed by IZE and WAZA, *Social Change for Conservation: The World Zoo and Aquarium Conservation Education Strategy,* through its set of recommendations, guides zoos and aquariums to achieve educational and social outcomes crucial to their organisational mission.

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 representatives or editor if you need help or advice.

Abstract: this is a concise summary (150-250 words) of what the article is about and gives a quick overview of the whole paper including the conclusions.

Layout & Content: All articles must have:
   i)   Title
   ii)   Name of Author(s) and profession/position and institution and country
   iii)   Abstract
   iv)   Introduction
   v)   Content – which is helpful to divide into methods/results/discussion
   vi)   Conclusion
   vii)   Acknowledgements
   viii) Corresponding author email address
   ix)   References
   x)   Tables, figures and photographs and these to be referred to in the text

References:

The 'Harvard' system is the referencing system used by IZE. See the table below for examples of how to cite a reference in the text:

Single author	"Text (Author surname, 2014)" or "Author Surname (2014) suggests that…"
	e.g., "text (Neville, 2010)" or "Neville (2010) suggests that…"
Two authors	"Text (Author surname 1 & Authors surname 2, 2014)" or "Author Surname (2014) suggests that…"
	e.g., "text (Neville & Matthews, 2010)" or "Neville & Matthews (2010) suggests that…"
Three or more authors	"Text (Author surname 1 et al., 2014)" or "Author Surname 1 et al. (2014) suggests that…"
	e.g., "text (Neville et al., 2010)" or "Neville et al. (2010) suggests that…"

At the end of the article, a full reference list is given in alphabetical order, for example:

Neville, C. (2010). The Complete Guide to Referencing and Avoiding Plagiarism. 2nd Edition. Maidenhead: Open University Press.

Patrick, P., Matthews, C., Ayers, D. and Tunnicliffe, S. (2007). Conservation and education: prominent themes in zoo mission statements. *The Journal of Environmental Education*, 38(3), 53-60.

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).

AZA Annual Survey of Members. (2016). Association of Zoos and Aquariums. Available at: https://www.aza.org/zoo-and-aquarium-statistics [Accessed 30 October 2019].

Illustrations, Photos, Tables and Graphs:

These MUST be provided as SEPARATE files (not embedded in the article). The editor will decide where to place them and their size. Please make sure they are referred in the text (e.g., Figure 1/Table 1 shows…). The editor reserves the right not to use all the tables/graphs/illustrations for reasons of quality or space if 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 are not able to be accepted – the editor may reject articles that cannot send these as separate files.

Include all captions for the figures/tables in a list at the end of your article, e.g., Figure 1: Lord Howe Island Stick Insect (photo credit Zoos Victoria).

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 using British English conventions.

When giving a date please write in full - day / month / year, e.g., 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 i.e., 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/USD); UK£ (UK pounds), € (Euro) and A$ (Australian dollars/AUD).

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, e.g. 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 adjust 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 March 2026. Please check IZE website for any changes).

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

February 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 1st - Deadline for authors to submit full articles for consideration (including all files for graphs, tables, images, etc.…). To meet publication deadlines and in fairness to other authors, articles will not be accepted after March 1 unless the editorial team seek additional articles or grant an extension.

March and April – article selection and editing process. Communication with authors to clarify content or seek higher resolution images if necessary.

Early May –authors will be notified if their article has been accepted and is being included. The editor or appropriate regional representative will communicate to unsuccessful authors.

May to July – editing process continues with IZE volunteers and Journal Editor. The journal is produced by the editor for the IZE Board and modified if necessary following feedback from the Board.

August – final version of the journal is designed and produced. IZE President signs off the final copy and the journal is published online.

September – the digital journal is distributed to members and published on the IZE member site.

About one year after publication – the journal is uploaded onto the public IZE website.