

IZE Journal

Instruction to Authors

The IZE Journal

Mission: The IZE is an association dedicated to expanding the educational impact of zoos and aquariums worldwide. Its mission is 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 IZE Journal is a medium for promoting the IZE mission and highlighting conservation education trends, initiatives, efforts and achievements of IZE members, and evaluation of education programs.

Frequency: once a year (August)

Geographical areas: worldwide

Publication lag time: within 6 months after final acceptance

Formats: full papers; review articles; news & perspectives (mainly IZE); case reports; field reports; new theoretical and technical contributions.

Categories:

The following are desirable, but not exclusive:

education and interpretive techniques; comparative tools of education; education as related to conservation ex-situ i.e. in zoological parks and; education as related to conservation in-situ i.e. in aquaria nature/wildlife centres and wildlife reserves; innovations in conservation education; sustainability; education policies and protocols; evaluation; graphics and multi-media; enclosure design; exhibitions; collection policies; (conservation) education science and research; education training (for conservation); conservation science and research; conservation campaigning; and related areas such as: conservation communication (marketing and public relations for conservation), management issues, partnership and politics, and ethics in conservation.

Style guide:

This document should be used by those writing articles for the IZE Journal.

Instructions for submission

The editors will consider the above stated formats and categories for publication.

Text must be informative without being either terse or wordy.

Articles (including tables and illustrations) should be submitted as an electronic version in MS Word, either via e-mail or on a disc.

Articles should be in English (either USA or UK)

Articles should be accompanied by sufficient illustrations.

Articles will not be extensively copyedited and it is expected that proofs will require only typographical corrections.

All submissions must be preceded by an abstract sent to the regional representative with a request for approval. Note that an approved abstract does not automatically imply article acceptance (see further: Submission and review).

Regional Representatives

Jone Porter (Africa) jporter@seaworld.org.za

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Manuscripts elements:

All submissions must be accompanied by a title and an abstract/introduction of no more than 70 words.

General layout and contents:

1. Title
2. Author(s) along with profession/position and institution
3. Abstract/Introduction
4. Materials and methods
5. Results
6. Discussion
7. Conclusion
8. Acknowledgements
9. Corresponding author along with e-mail address
10. References
11. Tables, figures and photographs (supplied in separate files)

Full papers should not exceed 2000 words and contain at least 6 tables/figures/illustrations/photographs.

New theoretical and technical contributions, case reports and field reports should not exceed 1000 words.

They should contain at least 4 tables/figures/illustrations/photographs.

Review articles, mini-reviews/news/perspectives should not exceed 700 words. They should contain at least 3 tables/figures/illustrations/photographs.

Please submit individual files for text, tables, figures and photographs.

Titles

The article should have a short (relevant and 'catchy') title. The by-line should give author's (authors') name(s), institution and position held. (The author (or lead author) should give contact details (email address) at end of article).

Dr > Dr Joe E Heimlich

Professor > Prof Chris Myers > use in full in the title then abbreviate to Prof plus surname (note no full stop)

Job titles > always lower case e.g. managing director of Rotterdam Zoo, Scott Killeen and the managing directors of Zoos Victoria

Acknowledgements:

List collaborations, sources of research funds, and other acknowledgements in a separate section at the end of the article.

Dates, numbers, ranges and times:

Dates should be set day/month/year, with no comma in between the elements, e.g., 26 January 1988. Do not add st, nd or th to the day. Note no commas. If the weekday is required it precedes the day and with no commas e.g. Saturday 1 January 2011.

In general, use words for numbers that are less than 10, and numerals for all other numbers – except at the start of a sentence when words should be used.

Do not abbreviate inclusive numbers (ranges) in text or references, for the purpose of clarity and completion. Thus, try not to write 1980-4, 1980-84 or 1980 to 84. Do write 1980 to 1984.

Hyphens are not used for inclusive numbers following the prepositions *from* or *between*. These ranges are separated by the words *to* or *and*. For example, use “from 1924 to 1928” *not* “from 1924–1928,” use “between 1924 and 1928” *not* “between 1924–28.” However, it is correct to refer to the fiscal year 2005-2006.

Use 1990s not 90s, `90s or 1990’s.

These are correct: 6pm, 8am, noon, midnight (not capped), 6pm to 7.30pm. Do not write 6.00pm, 12noon, midday, 6-7.30pm or 6pm-7pm.

Use figures for centuries (e.g. 20th century) unless before 10th century (e.g. ninth century). (Note, no capitals and only hyphenate if adjectival).

Use figures for ages, e.g. 5-year-old. (also see Hyphens)

Millions: use the correct figure or word followed by the word million(s): e.g. two million, nine billion, 14 million, 59 billion etc. Thereafter use 2m, 9bn, 14m and 59bn. (Note – the m or bn is closed up next to the figure).

Use £2m for two million pounds. (Again, note no spaces between number and m). For thousands use 1,000 and not 1000 or 1.000.

Use % not per cent. Where possible, try to avoid starting sentences with these figures.

Temperatures:

Temperatures should be written 78°C or 119°F.

Currency:

A\$ – Australian Dollars

US\$ – American Dollars

€- Euro should be lower case e and never plural.

Foreign words, names and places:

Use English spelling (either USA or UK) for all foreign names except where the foreign version is the universally accepted or only version. Rome not Roma, The Hague not Den Haag, but do use Beijing. Wherever possible, use national characters, such as accented vowels and consonants e.g. Curaçao not Curacao.

(Look out for the use of Holland – this is an area within The Netherlands, which is the correct term for the country.)

Hyphens

Use hyphens to clarify points for the reader: e.g. extra-marital sex differs from extra marital sex.

4-year-old boys differ from 4 year-old boys.

Use in words that could confuse the reader, such as co-pilot, re-elect. Do not use in coordinate or cooperate.

Use to distinguish words like re-form and reform. Use after prefixes: e.g. vice-chairman and ex-chairman.

Use in ages when saying 5-year-old. Do not use when describing age as four years old. Remember to use an em dash (–) rather than a hyphen (-) when using in place of brackets.

Species names:

Use lower case for species names, such as golden pheasant, unless a proper noun is being used, such as Edward's pheasant. The first time a species is referred to, it should be followed in italics, and within brackets, by its scientific name e.g. giant anteater (*Myrmecophaga tridactyla*).

Notes/citations:

Parenthetical notes or comments may be included as endnotes but should be kept short and to a minimum. Note numbers or asterisks should *not* be placed on essay titles, section headings, epigraphs, or the contributor's name. In-text citations should follow the author-date system, with the full documentation given only in the reference list.

AUTHOR-DATE EXAMPLES

(Smith 1987; Pickett and White 1985)
Jones's research (1977, 1979a, 1979b)
(Kant n.d.; McGinnis forthcoming)

SINGLE AUTHOR WITH MULTIPLE SOURCES

(Smith 1993: 63; 1998: 124–169; 2001: 104)

THREE OR MORE AUTHORS

(Jones et al. 2001)

AUTHORS WITH SAME LAST NAME

(D. Smith 1981; G. Smith 1999)

References:

Referencing should follow the author-date system, with full documentation in the reference list, including the publishers' names and authors' full first names, when known. Note that article titles are to be capitalized and enclosed within quotation marks. The reference list must be in Alphabetical order. For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order. Every author mentioned in the reference list must be cited in the main text or notes, and every author cited in the main text and notes must be listed in the reference list.

Reference examples

BOOK:

Wagner, Roy G. [1975] 1981. *The Invention of Culture*. Chicago: University of Chicago Press.
———. 1986. *Symbols That Stand for Themselves*. Chicago: University of Chicago Press.

TWO AUTHORS (USE COMMA TO SEPARATE):

Apffel-Marglin, Frederique, and Stephen A. Marglin, eds. 1996. "The Frequency of Crickets." Vol. 10, *Decolonizing Swamps*. Oxford and New York: Clarendon Press.

CHAPTER/ESSAY IN A BOOK (NOTE PLACEMENT OF PAGE NUMBERS AND EDITORS):

Franklin, Sarah. 1995. "Romancing the Helix." Pp. 63–77 in *Romance Revisited*, eds. Jill Stacy and Laurence Pearce. London: Lawrence & Wishart.

ARTICLE IN A JOURNAL:

Joyce, Christopher. 1992. "Western Medicine Men Return to the Field." *Bioscience* 42 (6): 399–402.

TRANSLATIONS:

Cortázar, Julio. 1969. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House.
Wereszyncki, Henryk. *Koniec sojuszu trzech cesarzy* [The End of the Three Emperors' League; summary in German]. Warsaw: PWN, 1977.

ARTICLE IN A NEWSPAPER OR MAGAZINE:

Green, Megan. 2005. "The Turning of the Soil." *Nature Times*, sec. 3, April 1.
New York Times. 2000. "The Obituary of Iggy the Frog." October 31.
Dauer, Tom, and Klaus Jacob. 2000. "Fruchtbare Zerstörung." *Die Zeit* 54 (February 7): 41-42.

SYMPOSIUM:

Speth, James D., and Deirdre Davidson. 1975. "Seasonal Variability in Early Hominid Predation." Paper presented at symposium, Archeology in Anthropology: Broadening Subject Matter. Seventy-fourth annual meeting of the American Anthropological Association, September 4.

DISSERTATION:

Downer, John. 1975. "Necessity and Knowledge in the Later Philosophy of Wittgenstein." PhD diss., University College of North Wales.

UNPUBLISHED MATERIAL:

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report" (December). Chicago. Unpublished.

Weingart, Peter. 1992. "Struggle for Existence: Selection and Retention of a Metaphor." Faculty Working Paper 86, Research Group on Biological Foundations of Human Culture, University of Amazonia.

ORGANIZATION AS AUTHORING AGENT:

Metropolitan Housing and Planning Council. 1982. *Map 2000: Metropolitan Area Plan for the Year 2000*. Chicago: Metropolitan Housing and Planning Council.

MATERIALS IN ARCHIVES:

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens. "Minutes." 4 July 2000. Fols. 10-12, Edward Alsworth Ross Papers in the Archives of the State Historical Society of Wisconsin, Madison, Wisconsin.

INTERNET/WORLD WIDE WEB SITES:

Evanston Public Library Board of Trustees. 2000. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed 30 May 2001).

Tables and figures:

- Tables and figures should *not* be embedded within the article.
- Each table should be in a separate file following the references in the text body.
- Each table should be numbered with Arabic numerals and given a short, descriptive title.
- Cite all tables in the text where they should appear.
- Figures should be numbered consecutively in Arabic numerals and given a short, descriptive title.
- Figures should be accompanied by the name of the first author, figure number and figure legend.
- The legends should define all symbols and new abbreviations not used in the text.
- Cite all figures in the text where they should appear.
- The position of tables and figures within the article layout cannot be guaranteed.

Photographs:

- Photographs should *not* be embedded within the article.
- Captions should be provided for all photographs.
- State photographer/credit (per photograph).
- Photographs should be high quality JPEG or TIFF files (300dpi resolution).
- If necessary they should be sent on a disc.
- Photographs should not be embedded within the article.

- Cite all photographs in the text where they should appear (note that the position of photographs within article layout cannot be guaranteed)

Permissions:

The use of copyrighted material requires the copyright holder's written permission. Authors are responsible for attaining permission from the copyright holder before submission for publication.

Submission and review:

Before submit an article for review, please submit an abstract to your regional representative with a request for approval. Note that an approved abstract does not automatically imply article acceptance.

Abstracts should be submitted to your local IZE Regional Representatives:

Regional Representatives

Jone Porter (Africa) jporter@seaworld.org.za

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Sandra Gomez (Latin America) sgomez@zoosantacruz.org

Bill Street (North America) William.Street@BuschGardens.com

All submissions to the journal will be reviewed by a minimum of three referees/editors before being accepted or rejected. Every effort will be made to ensure a rapid review (within 1 month of the submission deadline) and a publication time of less than five months after final acceptance. Under special circumstances, the editors will formulate a critique of the submitted article. This critique will be sent to the author and may be published at the conclusion of the article if the article is accepted.

Submitted articles must be previously unpublished and not submitted for publication elsewhere.

Articles received after the submissions deadline will not be accepted and reviewed.

The editors reserve the right to return articles which are not prepared in accordance with these instructions.

IZE Journal Editor

Loran Wlodarski Loran.Wlodarski@SeaWorld.com

Page proofs:

All authors will see page proofs of their papers. To avoid delay, proofs should be checked immediately for typographical errors and returned to the editor within 48 hours.

IZE website:

The journal will be posted on the IZE website approximately three months after publication. Articles which do not make the journal may be considered for publication on the IZE website.

Reprints:

All contributors (authors, advertisers and sponsors) will receive 3 copies of the IZE Journal. Reprints may be ordered through Stephanie Arnett at the IZE Office ize.centraloffice@izea.net.

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Other information:

For more information on IZE, visit www.izea.net