

## Instructions to contributors for the Asian Journal of Biology Education

The Asian Journal of Biology Education (Asian J. Biol. Educ.) is published electronically by the Asian Association for Biology Education (AABE). The Journal will be on the AABE web site:

<http://www.deakin.edu.au/~llauren/AABE/default.htm>

### Objectives of the *Asian J. Biol. Educ.*

The main objectives of the Journal are as follows:

- To publish proceedings of AABE conferences;
- To comment on the current policy developments affecting the biology education, especially in the Asian-Pacific region;
- To promulgate results of research into the teaching, learning and assessment of biology;
- To present investigatory, experimental, and novel teaching/learning techniques suitable for use in teaching biology;
- To update educators on the advances in biology;
- To review resources for teaching biology.

The Journal attaches considerable importance to research which is applicable to educational practice. Articles relevant to primary, secondary, tertiary, vocational, adult, and continuing education will be considered. Authors should remember that the Journal has a wide-ranging and international readership hence all papers should contain a clear description of the settings to which they relate.

The Journal seeks to publish

1. Papers presented at the biennial conference of AABE.
2. Papers submitted by authors.

### Categories

Papers can be in four categories:

1. **Reviews:** this category aims to provide a link between scientific research findings and the classroom. The aim is to provide teachers with

up to date information on key areas. The reviews should give a clear and concise summary of a biological or educational topic. Articles for this section are intended to review educational topics relevant to a biology curriculum. Articles based on biological topics or those of relevance to the management and design of curricula are also of interest. Theoretical or discussion papers which are intended to deal with key points relevant to biology education may be for this section.

2. **Research Reports:** these will form the main body of the Journal and may be case studies into any aspect of education practice. Their importance will be introduced against the background of a critical review of the relevant literature. The methods and results will be described along with both conclusions and implications for future research and teaching practice.
3. **Practical Reports:** this section aims to give practical advice. Papers should clearly describe a laboratory or classroom-based exercise or fieldwork which can be related to biological curriculum. The exercise described should have been trialled within an educational setting. This section may also include descriptions of other innovations and developments, such as the use of teaching aids and the implementation of software packages. The emphasis will be on the nature of the practice, a clear description of the implementation procedure, and an evaluation of its success. The full papers are desirable to contain an abstract, introduction, methodology (materials and methods), results, discussion, and references. Authors are recommended to present details of the suppliers listed in the materials section. In addition to full practical report papers, "Practical Notes" will be acceptable.

**Practical Notes** are short articles which describe a novel teaching/learning aid are of interest. Such manuscripts do not require an abstract, and the demarcation between sections may not be clear.

4. **Country Reports:** this section aims to give readers the latest information about science/biology education in the Asian and neighboring countries.

**Abstracts** of the papers presented by oral or poster at any AABE conference will be accepted. Other articles giving some information about biology education, teaching aids, printed and electronic references, etc. will also be accepted. In addition, papers which report on biological research and have no relation to education will be categorized into this miscellaneous papers. These will generally not be refereed.

#### Editorial organization and reviewing process

The Editor-in-Chief is appointed by the Executive Committee of the AABE and has final responsibility for all editorial decisions. The Editorial Board processes all manuscripts that are received. When a manuscript is received the Editor-in-Chief will first judge whether its content falls within the scope of the AABE Journal. Manuscripts that are simply to confirm previous work, are too highly specialized, or are felt not to be of interest to the general readership of the Journal will be returned without review. At least two members of the Editorial Board will be involved in these decisions. After this preliminary review, the manuscript of a full paper categorized as "Reviews," "Research Reports" or "Practical Reports" will be sent to two referees to ensure that the paper is applicable to any occasions of biology education and that the science and/or educational research is sound. The review process is completely anonymous. Referees are selected based on their competence in specialized areas of biology and education. If referees disagree, or if in the opinion of the Editor the paper has not been

sufficiently considered, it will be sent to a member of the Editorial Board to aid in arbitration.

If the manuscript is returned for revision the author should reply to the specific recommendations in a covering letter stating how each point has been addressed. If any recommendations have been disregarded the reasons should be given. The revised manuscript should be returned to the Editor-in-Chief within 3 months, after which it will be considered a new submission and will undergo the full review process.

#### Submission of manuscripts

Manuscripts should be sent to The Editor-in-Chief, Asian Journal of Biology Education, Department of Environmental Sciences, Tokyo Gakugei University, Koganei, Tokyo 184-8501, Japan. E-mail: [katayama@u-gakugei.ac.jp](mailto:katayama@u-gakugei.ac.jp).

We prefer to receive files by e-mail although we will accept FD and CD which must be formatted for Windows PC. We do not accept discs formatted for Macintosh.

#### Formats

We can accept:

- Plain ASCII text (.txt)
- Acrobat files (.pdf)
- MS Word document (.doc)
- HTML files (.html)
- MS Excel spreadsheet documents (.xls)

Preferred resolution is 300 DPI.

#### Notice for Paper submission

Authors should ensure that the paper meets the guidelines listed below for the preparation of manuscripts. Manuscripts should not exceed the number of pages, including Tables and Figures, given below:

Review: 12 pages, Research report: 12 pages, Research note: 4 pages, Practical paper: 12 pages, Country report: 8 pages, Abstract of a paper presented at an AABE conference: 2 pages, Other articles: 2 pages.

### Presentation of manuscripts

All contributions must be in English and be as succinct as possible. They should not be under consideration by any other journal. Authors should emphasize the educational setting and the relevance to biology education in the Asian-Pacific region. Papers should contain a clear description of the context to which they relate, and should show the relevance of the results and insights in both their specific setting and in any general setting to which they may also relate. The paper should be typed on A4 pages using Times New Roman 12 point, about 70 characters per line and 35 lines per page. The margins should be 3 cm wide and pages numbered consecutively.

#### Cover page layout

The first page will be a cover sheet and should include:

- (1) A title which clearly describes the content of the manuscript;
- (2) The name(s) and affiliation(s) of the author(s) – the author for correspondence should be clearly indicated and his/her address, telephone and fax numbers, and e-mail address should be shown in the footnote;
- (3) A running title of no more than 50 characters including spaces;
- (4) Up to five key words;
- (5) A brief description of the article (less than 200 characters).

#### The second page

The second page should contain the title of the paper, and an abstract (no more than 200 words) in a full paper. In order to ensure anonymous and fair refereeing, the name(s) or affiliation(s) of the author(s) should not be indicated on the second and following pages.

#### General notes

##### *Footnotes and appendices*

Footnotes are discouraged except the cover page, and all material should be placed in the main

body of the text. If notes are required they should be numbered sequentially and placed at the end of the paper. Appendices may be used if they are essential to understand the manuscript.

##### *Units, symbols, abbreviations and nomenclature*

The International System of Units (SI) should be used throughout. All symbols or abbreviations should be defined when first used. Full stops are not used after unit symbols. For biological nomenclature the use of scientific names is recommended. If desired, the common name of the organism should be shown in parentheses after the recommended name. For chemical nomenclature the rules of the International Union of Pure and Applied Chemistry (IUPAC) should be followed.

#### Tables

Tables should be numbered consecutively. Each table with its heading and any footnotes should be on a separate page. It is desirable to indicate its approximate position in the manuscript by a marginal note. The table caption or heading should be self-explanatory.

#### Figures

Line drawings and photographs should be numbered consecutively. Each drawing should be on a separate sheet with the author's name and figure number on the back or bottom of the sheet. Photographs should be similarly marked on the back with the top of the photographs indicated. Figure caption should be typed in numerical order on a separate page. It is desirable to indicate the approximate position of each figure by a marginal note in the manuscript. The journal will accept color pictures. Figures, where possible, should be sent electronically as well as hard copy. If you have any queries, please consult with the Editor-in-Chief.

##### *Line illustrations*

Figures, charts, graphs and drawings must be presented to a high professional standard. It is desirable to prepare these figures in the same scale to be printed. Full-size A4 figures may be accepted, but the size will normally be reduced to

one quarter or one half A4, depending on the level of detail present.

#### *Photographs*

These must be clear, good quality black and white or color prints. A drawing is preferable to a poor quality photograph. Any lettering required should be printed directly on the photograph by the author. The insertion of a scale on the photograph is preferable to a statement of magnification in the caption. Tables, figures and photographs should ideally be submitted electronically (scanned) accompanying the text. If the entire paper is being submitted electronically, then it is satisfactory to embed the tables, figures and photographs in the text where they should most naturally occur.

#### **References**

It is expected that the majority of the references will be easily accessible to a wide range of educators. References in the text should be given as follows:

Gessner and Chauvet (1994) or (Gessner and Chauvet, 1994). Papers with three or more authors should be cited as Kalikhman *et al.*, 1995. When an author has published two or more papers in one year, the references should be distinguished by referring to Gessner (1994a) and Gessner (1994b), etc. Where more than one reference is given at the same point in the text, they should be listed chronologically.

**References** at the end of the paper should be listed alphabetical order by the family names of the first authors and should include the author's initials and the full title of the paper. Titles of journals must be given in full, followed by the volume number, and the first and last page numbers in full:

Gessner, M. O. and Chauvet, E. (1994) Importance of stream microfungi in controlling breakdown rates of leaf litter. *Ecology*, 75,

1807-1817.

References to books and monographs should include in the order as follows: author or editor, year of publication, title of book, edition, chapter, and/or page reference (if desired), publisher and town of publication. For example:

Dobson, M. and Frid, C. (1998) *Ecology of aquatic systems*. Addison Wesley Longman Ltd., Harlow.

Eugster, C. H. (1995) History: 175 years of carotenoid chemistry. In: Britton, G., Liaaen-Jensen, S. and Pfander, H. (eds.) *Carotenoids Volume 1A: Isolation and analysis*, pp. 1-12. Birkhäuser Verlag, Basel.

Electronic/web-based resources should be included in the reference list. These should include web name, address and date of access:

Institute of Biology, <http://www.iob.org>, accessed 20/10/01.

#### **Copyright**

When papers are accepted, authors are asked to assign copyright, in print or electronic form, to AABE. The association is then responsible for dealing with requests for printing or copying, and for protecting authors' right.

Authors must obtain written permission to use any material, which has been published elsewhere, in their articles. They also must include on their manuscripts any credits requested to the source. Photocopies of letters granting permission should be presented with submitted manuscripts.

It should be noted that where potential authors feel they may have a topic which would be suitable for *Asian J. Biol. Educ*, advice and guidance is freely available from the Editor-in-Chief and the members of Editorial Board.