ADVICE TO CONTRIBUTORS

Geography Bulletin guidelines

1. *Objective:* The Geography Bulletin is the quarterly journal of The Geography Teachers' Association of NSW & ACT Inc. The role of the Geography Bulletin is to disseminate up-to-date geographical information and to widen access to new geographic teaching ideas, methods and content. Articles of interest to teachers and students of geography in both secondary and tertiary institutions are invited, and contributions of factually correct, informed analyses, and case studies suitable for use in secondary schools are particularly welcomed.

2. *Content:* Articles, not normally exceeding 5000 words, should be submitted to the GTA NSW & ACT Office by email gta.admin@ptc.nsw.edu.au

   Submissions can also be sent directly to the editors: Lorraine Chaffer (lchaffer@tpg.com.au)

   Articles are welcomed from tertiary and secondary teachers, students, business and government representatives. Articles may also be solicited from time to time. Articles submitted will be evaluated according to their ability to meet the objectives outlined above.

3. *Format:* Digital submission in Word format.
   - Tables should be on separate pages, one per page, and figures should be clearly drawn, one per page, in black on opaque coloured background, suitable for reproduction.
   - Photographs should be in high resolution digital format. An indication should be given in the text of approximate location of tables, figures and photographs.
   - Every illustration needs a caption.
   - Photographs, tables and illustrations sourced from the internet must acknowledge the source and have a URL link to the original context.

Note: Please try to limit the number of images per page to facilitate ease of reproduction by teachers.

Diagrams created using templates should be saved as an image for ease of incorporation into the bulletin.

All assessment or skills tasks should have an introduction explaining links to syllabus content and outcomes. A Marking Guideline for this type of article is encouraged.

4. *Title:* The title should be short, yet clear and descriptive. The author's name should appear in full, together with a full title of position held and location of employment.

5. *Covering Letter:* As email with submitted articles. If the manuscript has been submitted to another journal, this should be stated clearly.

6. *Photo of Contributor:* Contributors may enclose a passport-type photograph and a brief biographical statement as part of their article.

7. *References:* References should follow the conventional author-date format:

   Abbott, B. K. (1980) *The Historical and Geographical Development of Muswellbrook* Newcastle: Hunter Valley Press.

   Harrison, T. L. (1973a) *Railway to Jugiong* Adelaide: The Rosebud Press. *(2nd Ed.)*

8. **Spelling** should follow the Macquarie Dictionary, and Australian place names should follow the Geographical Place Names Board for the appropriate state.

Refereeing

All suitable manuscripts submitted to the Geography Bulletin are subject to the process of review. The authors and contributors alone are responsible for the opinions expressed in their articles and while reasonable checks are made to ensure the accuracy of all statements, neither the editor nor the Geography Teachers' Association of NSW & ACT Inc accepts responsibility for statements or opinions expressed herein.

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Editions

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