

Journal of New Zealand Studies

Style Guide for Contributors

The Journal of New Zealand Studies follows *The Chicago Manual of Style*, 16th edition, strictly for all style points. You may find QuickCite, publicly available on the University of Auckland library website, useful for referencing information: <http://www.cite.auckland.ac.nz/index.php?p=quickcite&style=3>

Submission of articles

Articles are to be submitted on-line. To register to submit to the Journal please visit:

<http://ojs.victoria.ac.nz/jnzs/index>

Peer Review	All articles are submitted to the process of anonymous peer review. To facilitate this process, authors' names should appear only on a separate title sheet with the full title of the article.
Abstract	Please provide a 100 word abstract summarizing the argument, key points and conclusion.
Biography	Please provide one sentence about yourself, including (if possible) your institutional affiliation and most recent (or most relevant in terms of the book review) publication.
Article Length	Normally 5,000 - 8,000 words (does not include Endnotes).
Māori language	The Journal encourages the use of the macron to mark the long vowel. The Journal's policy is to accept the orthography chosen by the author.
Font	Times New Roman 12 point Title of Article 16 point
Spacing	1.5 spacing with double spacing between paragraphs (1.5 x 2)
Format	No indentation for the first paragraph of article. Second and every paragraph thereafter indent one tabulation except for first paragraph following new sub-heading. Justify text right hand margin. Indent longer quotations (over three lines) to 1 ½ tabulation on left margin and justify right margin.
Sub headings	Introduce sub headings in upper-lower case, and bold. Example: New Directions in Oral History No spacing between heading and the follow-on text.
Referencing	Endnotes only please – endnote number in text should come at the end of the sentence after the full stop.

Photographs	JPEG or TIF files. Minimum 300 dpi resolution - Copyright is responsibility of author. Photographs must be embedded in word document. Do not send separately.
Photo Captions	Centred underneath photograph in lower case. Times New Roman 12 pt.
Illustrations	Copyright is the responsibility of author.

Book Reviews

Length	Normally 1,500 words (does not include Endnotes)
Font	Times New Roman 12 point
Spacing	1.5 and double spacing between paragraphs (1.5 x 2)
Heading	Title of Book [in italics] Author Publisher Place Date RRP ISBN Reviewed by
	Example: <i>A Simple Nullity? The Wi Parata Case in New Zealand Law and History</i> By David V. Williams. Auckland University Press, Auckland, 2011. RRP: \$49.99 ISBN: 9781869404840 Reviewed by Alex Frame

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in Microsoft Word; **endnotes**, not footnotes, should be used. The Journal follows the *Chicago Manual of Style*.
3. The text is 1.5 spacing; uses a Times Roman 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
4. If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.
5. The author's name and contact details, plus title and 100 word abstract, are entered separately in the on-line submission process, along with a short biographical note on the author (approximately 30 words).