

# Submissions

## Introduction

Te Kaharoa is a free access, multi-disciplinary, refereed, electronic journal with a focus on indigenous issues in the Pacific region. It is supported by Te Ara Poutama – the Faculty of Maori Development – at AUT University, in Auckland, New Zealand. It accepts but is not limited to articles dealing with language, culture, art, history, anthropology, development studies, and other disciplines associated with the indigenous peoples of the Pacific.

The journal's primary purpose is to provide a forum for the publication of original research which helps to expand the knowledge of the indigenous peoples and cultures of the Pacific.

Te Kaharoa is supported by a diverse and distinguished group of editors with extensive and diverse scholarly and cultural expertise. The editors are particularly dedicated to the support and encouragement of new scholarship through detailed and constructive refereeing.

The publication of an article in Te Kaharoa does not necessarily imply that the Journal or its Editorial Board accepts or endorses the views or opinions expressed in it.

## Submission

There is a one-stage submission process for articles. The following details cover how articles are submitted, and how they are to be prepared in advance. If there is any further information that authors would like, contact Paul Moon.

### ***1. How to submit***

Authors are encouraged to submit papers electronically to expedite the peer review process. Please email your paper, saved in a standard word document format to [paul.moon@aut.ac.nz](mailto:paul.moon@aut.ac.nz). For queries on submission, you may also contact Paul Moon by phone on (09) 921-9999 extn. 6838

### ***2. Details required***

Your covering email must include full contact details (including email), and the title of your article. For all submissions, authors are required to include the full names and contact information (affiliation, e-mail, and telephone number) of all authors who have contributed to the article. For administrative purposes, one author is designated as the contact author for all matters regarding the published paper (requests for materials, technical comments and requests for revisions). It is this author's full responsibility to inform all co-authors of any matters arising and to deal promptly with such matters. This author is not required to be the senior author of the paper.

### ***3. Exclusivity***

All manuscripts must be accompanied by a statement confirming that it has not been previously published elsewhere and that it has not been submitted simultaneously for publication elsewhere. All manuscripts should be referenced using footnotes

according to the format detailed below. All authors will be notified that their paper has been submitted.

#### **4. Author Biography**

The author(s) must supply a brief (25 word) biography giving name, rank, institution, institutional address, and email address. For example, Dr. John Smith is Senior Lecturer in Maori Development at AUT University, Wellesley Street East, Auckland, New Zealand. Email: j.smith@aut.ac.nz

#### **5. Article Length**

Although there may be exceptions, in general, the editors of Te Kaharoa would expect articles to be between 3,000 and 8,000 words in length. For any articles outside these parameters, please contact the editor.

## **Style Guide and Referencing**

### **1. General Layout**

Articles must be word-processed, single-spaced and on A4-sized pages. All pages must be continually numbered. The preferred font is Times New Roman. The size should be 12 pt, with footnotes at 10 pt. Headings and sub headings should be bold. Paragraphs are not to be indented in the first line, and neither is there to be a space between paragraphs.

### **2. Referencing**

APA is the preferred referencing option, but alternatively, footnoting can be used. Footnotes are to be used for a direct quote from another source or the use of a specific idea, argument, or information from another source. Footnotes are to be numbered consecutively throughout the article. Because footnotes contain the full details of sources used for an article, a bibliography is not required.

The layout of footnotes should be as follows:

<b>D. Wilson,</b>	<b><i>Anthropology Today,</i></b>	<b>London,</b>	<b>1998,</b>	<b>p. 218.</b>
Author's name. Initial then surname.	Title, italicized.	place of publication.	year of publication.	page number.

In your article, this footnote would appear as follows:

<sup>1</sup> **D. Wilson, *Anthropology Today*, London, 1998, p. 218.**

If the reference is to an article or chapter in a book, then the following format applies:

<b>L. Taku,</b>	<b>'Suva',</b>	<b>in I. Jones (ed.),</b>	<b><i>Fiji,</i></b>	<b>Auckland,</b>	<b>1978,</b>	<b>p. 218.</b>
Author's Initial then surname.	Title of chapter/ article	Editor's name. Initial then surname.	Title, italicized.	place of publication.	year of publication.	page number.

Once a source has been quoted in full in a footnote, there is no need to repeat all the details for each subsequent reference to that book. Therefore, subsequent references should include only the author's initial, surname, and page number.

Where there are two books by the same author which have been referred to, it is necessary in subsequent references to note the author's initial, surname, the title of the book, and the page number.

### 3. *Abbreviations*

As a rule, abbreviations are not to be used in the text of articles. However, the following abbreviations are acceptable in footnotes:

<b>c.</b>	circa - about; for example, c. 1920.
<b>cf.</b>	confer - compare with
<b>cit.</b>	cited (by)
<b>ed., eds.</b>	editor, editors.
<b>ibid.</b>	ibidem - in the same work referred to in the immediately preceding note.
<b>MS., MSS.</b>	manuscriptum, manuscripta - manuscript, manuscripts.
<b>no.</b>	number
<b>op. cit.</b>	opere citato - in the work quoted.
<b>p., pp.</b>	page, pages.
<b>vol.</b>	volume.

### 4. *Other Details:*

#### *Quotes*

Single speech marks should be used for quotes.

#### *Appendices*

Unless in exceptional circumstances, appendices are not necessary.

#### *Indentation*

Quotes over three lines in length should be indented by 1 cm on either side.

#### *Justification*

All the text must be fully justified if possible.

#### *Dates*

Months and years are to be written in full. Abbreviations such as 'rd' and 'th' are not to be included. The preferred format is: **18 June 1994**