

INSTRUCTIONS FOR AUTHORS

Authors should read the following thoroughly to ensure *New Zealand Sociology* editorial style is followed (note this changed slightly from 2017). **Articles that do not follow this style will be returned to the author.**

Manuscript formatting

Margins to be set to 'normal' in page layout

Title: Bookman Old Style (BOS) 16 bold centred.

Author: BOS12 italicised and centred (a single line 16 font space beneath title).

Abstracts/Keywords: situated after title and author; headings bold BOS14; body BOS12 justified inset 1.27cm/1.27 cm single spacing (a single line 16 font space beneath author/abstract).

Body copy: BOS12 justified; new paragraphs indented 1.27cm (with the exception of the first paragraph after each heading); 1.5 line spacing, justified.

Section headings: BOS14 lower case (except for first letter of heading or where names or key terms that are normally capitalised are used); bold left single spacing (immediately after a line space); subheading italics; leave a line between the bottom of a paragraph and a new heading.

Long quotes: BOS12 justified; inset 1.27/1.27 cm, single spacing.

Reference list: BOS11 justified; hanging indent 1.27cm single spacing.

Acknowledgements: if used, situated before the biography with BOS 14 heading; BOS12 justified inset 1.27/1.27 cm single spacing.

Biography: situated at end of article after references with BOS 14 heading; BOS12 justified inset 1.27cm/1.27 cm single spacing; names of authors bolded, followed by institutional affiliation, biography and author email address [note this information should be not be included until after your article has been accepted for publication].

Headers and footers: none

Footnotes: should be used sparingly; BOS11 justified single space; number from 1 upwards with the location of each footnote in the text indicated by the appropriate superscript numeral (usually outside of punctuation); endnotes should not be used, although appendices may be possible.

Graphics: should be inserted in text where author wishes them to be placed; use as few lines as possible but with sufficient spacing in tables; number graphic in Arabic figures with a clear legend; all graphics should be legible in black and white; images should not be inappropriately altered from the original or present findings in a misleading way.

Journal style

Use *UK spelling* rather than American (with the exception of text within quotations), e.g.

- ‘ise’ not ‘ize’ (as in ‘despise’ and ‘emphasize’, ‘organize’ etc);
- ‘centred’ not ‘centered’;
- ‘benefited’ not ‘benefitted’;
- ‘focused’ not ‘focussed’.

Please run an electronic spell check and make sure spelling is consistent (except within quotations).

Māori words should use macrons where appropriate, except when quoting from original texts that lack macrons where you should follow the original usage. See Māori Orthographic guidelines at: http://www.tetaurawhiri.govt.nz/english/pub_e/conventions.shtml

Māori words should be defined in English (in square brackets) the first time they are used for an international audience. Note that Māori words should not be pluralised with an ‘s’, e.g. Māoris.

Pasifika peoples should be used instead of *Pacific peoples* when referring to people of Pacific descent born in New Zealand and people born in the Pacific Islands. This includes people of Samoan, Cook Island Maori, Tongan, Niuean, Fijian, and Tokelauan ethnicity, as well as the smaller populations from other Pacific island nations in the western, northern and eastern Pacific. *Pacific peoples* can be used to refer to those living in the Pacific.

Capitals should be used sparingly and not for emphasis:

- Capitalise proper names and substantives only where they refer to specific individuals, offices or organisations, e.g. the Labour government; the government; Prime Minister but Cabinet minister; lower case for committee, court, council, minister, commission, parliamentary etc, except when referring to a previously named Act of Parliament;
- Capitalise both words in a compound title: Director-General;
- Capitalise Pākehā, Māori etc.
- Capitalise only the first word of books, chapter and journal article titles but capitalise each word in journal titles.

Italics should be used for titles of published books, plays, films, pamphlets and periodicals, as well as also foreign words in an English text (with the exception of Roman - sic; interalia - and Māori words - marae; iwi - used in English. Do not *underline* any words in the text.

Acronyms can be used but please give the title in full followed by the acronym the first time used e.g. New Zealand Parliamentary Debates (NZPD). This includes common acronyms such as US, UK, CIA etc . Do not use punctuation stops and do not italicise.

Avoid *abbreviations* ,e.g. use ‘that is’ not ‘i.e.’; ‘for example’ not ‘e.g.’

Form the possessive case of proper names by adding an apostrophe and ‘s’: Jones’s article, Stevens’s poem; except where euphony demands omission: Bridges’. Other use of apostrophes is not normally appropriate in academic writing, i.e. contractions (can’t; don’t) should NOT be used.

Hyphens should be used in the following instances:

- When compound words are used as adjectives, e.g. middle-class, working-class;
- When compound words consist of two nouns that are different but of equal importance (author-critic, composer-director, city-state);
- When using ‘mid’, e.g. mid-1880s; mid-term;
- Words commencing with prefixes (pre-, inter-) except when the word is in common usage, e.g postcolonial, postmodern.

Square brackets are used to enclose an interpolation in a quotation, e.g. [sic].

Quotations should be indicated by double quote-marks. For quotations within a quotation use single quote-marks. When formatting direct quotations:

- Quotations of over 40 words should be indented and the double speech marks removed.
- Introduce indented quotes with colon (and most non-indented quotes unless the sentence carries on after the quote);
- Punctuation marks such as full stops or commas should be placed outside the end quote mark, unless they are an essential part of the quotation (e.g. ‘Long live the king!’);
- If a complete quoted sentence ends the quotation, the full stop should be left inside the quotation mark.

Contested terms should be placed between single quote-marks. If a contested term that is central to the article is used frequently, it is fine for the first mention to be in single or double speech marks (depending on whether it is a quote) and then for further references to go without speech marks.

Refer to your own article as ‘this article’ within the text rather than ‘this paper’ or ‘this chapter’.

Use the following rules for spelling *numbers*:

- Numbers from nought (zero) up to and including ten should be written in full; Thereafter use numerals: 8000, 8007 (no comma with four numerals), but 16,000.
- All numbers, including dates, that begin a sentence must be spelled out;
- Weights, measures and percentages are written in numerals, e.g. 35kg, 1.290km, 2.3%;
- Dates are written in numerals, e.g. 1880s, on 8 May 1920 but spell out: nineteenth century;
- Write sequential dates in full: 1956–1986.

Commas should not be used instead of ‘and’ within a sentence. Do NOT use Oxford commas (that is, automatically after every ‘and’ and before ‘but’) and please use only where needed for ease of reading.

And is not an appropriate first word for any sentence.

Authors should be careful to use *non-sexist language* – see suggestions at:

<http://www.otago.ac.nz/administration/policies/otago003241.html>

<http://www.iup.edu/writingcenter/writing-resources/style/using-non-sexist-language/>

In-text citations

These must conform to the style set out according to the American Psychological Association (6th Ed.), known as APA 6, which requires author-date citation in the text when referencing or quoting directly from a source.

- Each main idea should be supported by a citation in the text within parentheses, e.g. National identity in New Zealand is contested (Smith, 1995);
- Please try to keep all reference details together where possible (e.g. author, year and page number all included when author introduced, rather than having page number at end of sentence).
- For direct quotes, page numbers are also required, e.g. It has been argued by Smith (1995, p.47) that “National identity in New Zealand is contested” (note should be no space between the ‘p’ and ‘.’);
- Where there are numerous quotes from the same author in one paragraph, each quote should include author, year, page;
- When referencing from online references which don't have page numbers, a paragraph number or n.p should be used;
- If two or more authors are cited at the same point in the text, then they are included in the same citation, separated by a semicolon (Jackson, 2007; Smith, 1999);
- For up to one or two authors, list all authors when cited in the text. For three to five authors, list all authors on first citation, and thereafter only the first author followed by ‘et al.’ For six or more authors, use the first author followed by ‘et al.’ for the first and subsequent citations;
- Authors should use a separate in-text citation for each quote and avoid *Ibid*, as this increases clarity for the reader and reduces the potential for confusion if the paper is subsequently revised and the order of citations changed.

Please consult the following websites for more examples:

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

<http://www.library.auckland.ac.nz/subject-guides/edu/docs/APAbooklet.pdf>

http://aut.ac.nz.libguides.com/ld.php?content_id=25723437

Reference list

A reference list consisting only of those references cited in the text should be arranged alphabetically using the following American Psychological Association (6th. Ed) style.

Please check all in-text references included in reference list and formatted appropriately before submitting.

Book: Pearson, D. (2001). *The politics of ethnicity in settler societies: States of unease*. Basingstoke, United Kingdom: Palgrave.

Edited Collection: Matthewman, S., West-Newman, C. & Curtis, B. (Eds.). (2013). *Being sociological* (2nd ed.). Basingstoke, United Kingdom: Palgrave Macmillan.

Book Chapter: Teaiwa, T. & Mallon, S. (2006) Ambivalent kinships? Pacific people in New Zealand. In J. Liu, T. McCreanor, T. McIntosh & T. Teaiwa, *New Zealand identities: Departures and destinations*, (pp.401-447). Wellington, New Zealand: Victoria University Press.

Journal Article: Stanley, L. (2016). Silencing violations in state care. *New Zealand Sociology*, 31(1), 8-28.

Newspaper article: Riechmann, D. (2005, November 7). Bush declares: 'We do not torture', *Washington Post*. Retrieved from: <http://www.washingtonpost.com/wp-dyn/content/article/2005/11/07/AR2005110700521.html>

Conference Paper: Cowley, N., & Campbell, M. (2015). Child accident/injury prevention in risk society: A critical analysis. Paper presented at the Sociological Association of Aotearoa (SAANZ) Annual Conference, 9-11 December, University of Waikato, Hamilton, New Zealand.

Internet reference: Bennett, B. (2016, October 11). Speech to the climate change and business conference. Retrieved from <https://www.beehive.govt.nz/speech/speech-climate-change-and-business-conference-0>

Thesis: Schuster, J. (2014). *Where have all the feminists gone? Searching for New Zealand's women's movement in the early 21st century* (Unpublished PhD dissertation). University of Auckland, Auckland, New Zealand.

Please consult the following websites for more examples:

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
<http://www.library.auckland.ac.nz/subject-guides/edu/docs/APAbooklet.pdf>
http://aut.ac.nz.libguides.com/ld.php?content_id=25723437