



NOTES FOR CONTRIBUTORS

The Journal is published by Te Pūtahi-a-Toi, School of Māori Studies, Massey University twice yearly. It accepts original articles in Māori or English. The focus of the articles should be directly relevant to Māori language, or Māori cultural, social, scientific, technological and economic development. Contributions may be presented as original research, reviews, or letters to the editor.

Send manuscripts to: M.E.Forster@massey.ac.nz, Te Pūtahi-a-Toi, School of Māori Studies, Massey University, Private Bag 11-222, Palmerston North. The fax number for the editorial office is (06) 350 5634.

Manuscripts are accepted on the understanding that they are not under simultaneous consideration by another publication.

PREPARATION OF MANUSCRIPTS

All manuscripts apart from letters and book reviews will be refereed, usually by two assessors. Electronic copies are preferred however if authors should submit hardcopies, **three** paper copies are required. These should be double-spaced with a wide margin and printed on one side of the paper only. In preparing their manuscripts, authors are free to set out their work in whatever way they see as clear, subject to the guidelines below. However, **once a manuscript is accepted, it will need to be re-submitted in electronic form.**

The accepted manuscript should be a word document.

There should be a title page which has the title of the article, the full names, qualifications, and affiliations of all authors, and, a contact address and telephone number of the corresponding author.

Begin the paper with an **abstract** (maximum of 250 words) of original articles and reviews. The abstract should be in both English and Māori regardless if the language used in the texts is English or Māori. The author should nominate up to ten key words.

The main text should be in Māori or English. When writing in English use short sentences. When writing in Māori and English and in line with the recommendations of 'Te Taura Whiri i te Reo Māori', use macrons to mark the lengthened vowel sounds.

Abbreviations should in general be avoided. However, some phrases may be abbreviated if their shortened form is widely known and if they are used repeatedly in an article, e.g. TPK, NZMC. When first used in the text, they should be spelt in full followed by the abbreviation in brackets.

REFERENCES

In the main text, footnotes and end notes should be avoided. References should be identified by a number enclosed in parentheses, e.g.

“This finding was first reported by Smith (1994), although subsequent workers

(Brown, 1992; Jones, 1990) have failed to replicate it”.

At the end of the paper, list references in alphabetical order. Unpublished data and personal communications may be listed as references and listed in the main text as for other reference lists with the phrase “(in press)” inserted after the authors, title, and full name of the journal.

Listing References:

All references should be listed alphabetically on a separate page of the manuscript using the conventions of the American Psychological Association.

For journal articles:

1. Hanson, A. (1989). The Making of the Māori: Culture Invention and its Logic. *American Anthropologist*, 91,890-902.

For chapters in edited books:

2. Peta, R. (1991). Mana Māori. In H. Smith (Ed.), *Tikanga Māori*. Wellington: Reed & Reed.

For a whole book:

3. McEwen, J.M. (1986). *Participation: Native Committees and Papatupu Block Committees in Tai Tokerau*. Unpublished Master's Thesis, Auckland University, Auckland.

Please note well:

All journal titles must be quoted in full (no abbreviations); punctuation of the year, volume number and page numbers must be precisely in accordance with the previous examples; no part of any reference is to be underlined. When referring to books, the city in which book was published must be stated and the publisher's name must be given in full; the words Company, Co., Limited, Pty Ltd, Inc., etc, are, however, not to be included.

Papers with non-conforming reference lists will be returned for revising which will lead to a delay in publishing.

Illustrations

The presentation of data, particularly large amounts using line art or images is encouraged. These illustrations may accompany the paper manuscript in any form that authors deem to be legible. For accepted articles, illustrations should be presented as high-contrast glossy prints with lettering which is legible after reductions to the width of one of the Journal's columns. Any page incorporating tables should be as a separate file.

Appendices

Because of pressure of space, appendices containing questionnaires or similar material cannot be included. However, authors may invite readers to contact them directly for such material.

EDITORIAL POLICY

Papers submitted for publication will be:

1. Forwarded to two referees approved by the Editorial Board and appropriate to the subject matter.
2. If substantial changes are recommended, papers will be returned to authors for rewriting.
3. If papers are not accepted for publication, the referee's comments will be made available.
4. Papers that are submitted to incorporate referees comments will be edited and proofs forwarded to the authors for final approval.