

## **Author Template Guide for the Graduate Journal of Asia-Pacific Studies**

First AUTHOR, Second AUTHOR and Third AUTHOR

Author(s) Institution

Author(s) Email address

### **Abstract**

*These instructions give you guidelines for preparing papers for publication in the Graduate Journal of Asia-Pacific Studies (GJAPS). Use this document as a template overwriting the example text provided if you are using Microsoft Word. Alternatively you may submit in Rich Text Format (RTF) using this document as an instruction set and following the guidelines within exactly. Any questions not covered herein should be directed to Publishing by email to [gjaps@auckland.ac.nz](mailto:gjaps@auckland.ac.nz).*

THIS DOCUMENT is an electronic template for Microsoft (MS) Word. If you are reading a paper version of this document, please download the latest electronic file (GJAPS\_Author\_Template.dot) from the Graduate Journal of Asia-Pacific Studies (GJAPS) website located by following the link, [www.arts.auckland.ac.nz/gjaps](http://www.arts.auckland.ac.nz/gjaps). To create your document using this file, either double click the file to open it then chose "File -> Save As" and save it on your computer with the first authors last name "NAME.doc". Alternatively you may open MS word, got to "File -> New" then select "GJAPS\_Author\_Template.dot". GJAPS does not accept .docx format, and MS word 2007 users should change the file type to .doc when saving. All the following instructions are for preparation of your article to submit to GJAPS. Please follow them as closely as possible to ensure the best chance of having your article published.

### **General Information**

This template is based on the use of 'Styles'. Please ensure that you use the styles provided for the Article Title, Headings, Sub Headings, Text Body, Abstract, Captions and Quotations. The styles should not be modified in any way from the form they are provided.

If you are writing in RTF use the following for setting your font and spacing.

### ***Title of article***

Arial 16 pt bold, left justified. Capitalize first letter of each word except prepositions that do not begin the title. Leave a 24pt space above and below the title.

### ***Author's name and place of work***

Surname/Short Title

Palatino Linotype 14 pt, left justified. Below title with surname in caps. Multiple authors of a single institution should be separated by commas with an “and” before the last author’s name. Authors from different institutions should be separated by one line.

#### ***Author’s Email Address***

The authors email address should appear directly under the institution. For multiple authors you may include only the corresponding author’s email address or separate a list of email address by commas.

#### ***Abstract Text***

Palatino Linotype 11 pt, italics, justified. The abstract appears at the top of the document and has a 24pt space above and below the title. The abstract should be no longer than 250 words. Following the abstract text is another 24pt space before the start of the main text.

#### ***Article Text***

Palatino Linotype 11 pt, justified. The first two words of all submissions should be in CAPS. Each paragraph should be indented by 1cm. Do not use the heading introduction after the abstract but start the text directly.

#### ***Headings***

Palatino Linotype 11 pt bold, left justified. Capitalize first letter of each word except prepositions that do not begin the title.

#### ***Sub Headings***

Palatino Linotype 11 pt bold, italic, left justified. Capitalize first letter of each word except prepositions that do not begin the title.

#### ***Headers and Footers***

Odd pages have a “footer” with the author’s surname, a forward stroke, then the short title of the article on the left, with the page number on the right. All of this should be in Arial 10 pt. Example:

Mulroney/Oral History Across Countries 267

Even pages have a ‘footer’ with the page number on the right, with the journal homepage address on the left. All of this should be in Arial 10 pt. Example:

268 [www.arts.auckland.ac.nz/gjaps](http://www.arts.auckland.ac.nz/gjaps)

#### **Page Setup**

The Page Setup settings should be as follows:

Margins: Top: 2.54cm

Bottom: 2.50cm

Left: 3.17cm

Right: 3.17cm

## Figures

All figures should be embedded into the text, left justified. There should be one space before the figure and following the caption. Captions are to be placed below the figure. Caption is Palatino Linotype 11 pt, left aligned. Figures are labeled in order they appear in the document and are followed by a colon as in "Figure 1:", "Figure 2:". Figures are referred to in full, as in "see Figure 1 for an example figure" Do not use the abbreviation Fig. If your figure has two parts, include the labels "(a)" and "(b)" as part of the artwork. Please verify that the figures you mention in the text actually exist. Please do not include captions as part of the figures. Do not put captions in "text boxes" linked to the figures. Do not put borders around the outside of your figures.

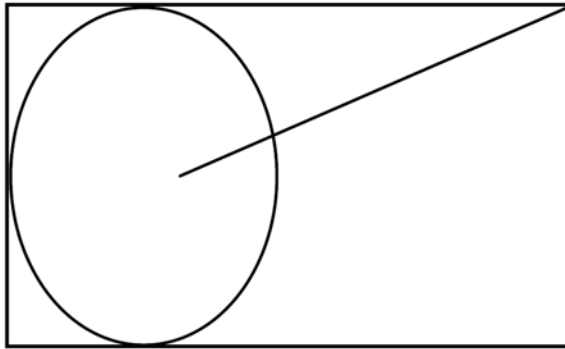


Figure 1: Example of a Figure, left justified.

As a guide for quality photographs and grayscale figures should be prepared with 220 dpi resolution and saved with no compression, 8 bits per pixel (grayscale). To obtain a 3.45-in figure (one-column width) at 220 dpi, the figure should have a horizontal size of 759 pixels.

Color figures should be prepared with 400 dpi resolution and saved with no compression, 8 bits per pixel (palette or 256 color). To obtain a 3.45-in figure (one column width) at 400 dpi, the figure should have a horizontal size of 1380 pixels.

If the figure quality visually looks poor this is probably an indication that you need to increase the quality, please try to avoid embedding very large images in your document.

## Tables

All Tables should be embedded into the text, left justified. There should be one space before the table caption and following the table. Captions are to be placed above the table. Caption is Palatino Linotype 11 pt, left aligned. Tables are labeled in order they appear in the document and are followed by a colon as in 'Table 1:', 'Table 2:'. Do not use Roman Numerals number for tables. Tables are referred to in full, as in "Table 1 gives an example table". Please verify that the tables you mention in the text actually exist.

Table 1: Example table for GJAPS

<b>Column Heading 1 (10pt Palatino bold)</b>	<b>Column Heading 2</b>
Table text (10pt Palatino)	Text
More text	Text

You are free to adjust the layout and look of the table contents to effectively communicate the information, however please use the recommended fonts and font sizes.

### **Capitals**

Capitals should be used sparingly. Capitalize proper names and substantives only where they refer to specific individuals, offices or organizations. Use the Prime Minister, but Cabinet minister. Use the Labour government, the Labour opposition, Parliament. Use committee, court, council, commission, parliamentary. Exceptions: Act (referring to a previously named Act of Parliament).

Capitalize the first word and all the principal words (but not articles, prepositions and conjunctions) in titles of publications, and in chapter titles. When referring to magazines or newspapers (e.g. the Los Angeles Times, the Straits Times) do not include the definite article in the title. The only exception made is The Times (of London).

Capitalize both words in a compound title: Director-General.

### **Italics**

Follow the Oxford Dictionary for Writers and Editors. Italicize names of ships, titles of published books, plays, films, pamphlets and periodicals; also foreign words in an English text. However, Latin words used in English (*sic*; *interalia*) are not italicized.

Use italics not bold types for emphasis.

### **Languages other than English**

Except for common Latin words, non-English words should be italicized. The policy of GJAPS is to accept the orthography chosen by the author for non-English words and language.

When a non-English language and its English translation occur in the running text, English comes first, the non-English language follows in round brackets. However for longer quotes, the non-English original comes first and the English translation follows.

### **Punctuation**

#### *Possessives*

Form the possessive case of proper names by adding an apostrophe and 's': Jones's article, Stevens's poem, except where euphony demands omission, e.g. Bridges'.

#### *Commas*

No commas in lists before "and" e.g. "cats, dogs and mice" (unless confusion is possible because of multiple use of "and" in the list).

### ***Hyphens***

Compound words when used as adjectives (e.g. middle-class, working-class), are hyphenated. Compound words consisting of two nouns that are different but of equal importance (authorcritic, composer-director, city-state) are hyphenated. Use a hyphen with mid: mid-1880s; mid-term. Words commencing with prefixes (pre-, inter-): when the word is in common usage the hyphen vanishes. But many are still visibly compounds and the hyphen is then retained: pre-colonial, inter-continental; postcolonial, postmodern.

### ***Square brackets***

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

### ***Quotations***

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

Quoted material up to 100 words should be run on, in single quotes, as part of the text. Longer quotations should be separated from the text and reduced to smaller type (Palatino Linotype 10pt) and indented 1cm on both the left and right margins. A blank line should be left above and below indented quotations.

A long quote should look like this, standing out from the text with the correct indentation and font size. Remember to include the blank lines above and below the text

### ***Omissions***

Use three dots inside a square bracket i.e., [...] to indicate omissions of material within a quoted sentence. If the omission comes from the concluding section of a sentence use four dots.

### ***Numerals***

Spell all numbers up to and including ten in full. Thereafter use numerals. Use 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%. Convert all measurements into metrics. Dates are written in numerals, e.g. 1880s, on 8 May 1920. Spell out: nineteenth century, sixteenth century. If used adjectivally, "sixteenth-century kings", hyphenate.

Write out sequential dates in full: 1956–1986.

When numerals are used in obsolete currency, format as £1; £200. Use 1s.; 1s.6d.; £1.6s.6d. Spell out fourpence, sixpence.

### ***Citations and References***

GJAPS uses the American Psychological Association (APA) style for all references. This referencing style may also be known as the author-date system.

Following this style the author's surname and the date of publication appear within parentheses, separated by a comma, generally placed immediately after the reference or at the end of the sentence in which the reference is made. If the authors are the topic or object of the sentence only the year should be placed in parenthesis immediately following the name of the authors. For quotations, the page number is also included in the citation. Give all authors' names, do not use "et al." unless there are three authors or more (see examples below). Multiple publications by a single author should have the authors name followed by a list of comma separated dates. Publications within the same year are differentiated by use of letters "a", "b" and so on after the date.

Examples as they should appear within the main text follow (please see the end of the document for reference style)

### ***Single author***

Identity has been found to be related to an individual's cultural background (Smith, 2000).

Smith (2000) linked identity to a person's cultural background.

### ***Two authors***

Present author names in the order that they appear in the published article. If they are cited within closed brackets, use the ampersand (&) between them. If not enclosed in brackets then use expanded "and".

Identity has been found to be related to an individual's cultural background (Smith & Kim, 2001).

Smith and Kim (2001) linked identity to a person's cultural background.

### ***Three to five authors***

The first reference to an article should include all authors' names. Subsequent citations in the same document refer to the article by the principal author only plus "et al." All authors must be present in the references section.

Identity has been found to be related to an individual's cultural background (Smith, Kim, & Wang, 2002).

Smith, Kim, and Wang (2002) linked identity to a person's cultural background.

Smith et al. (2002) found evidence for the influence of historical backgrounds on identity.

Evidence has been found for the influence of historical backgrounds on identity (Smith et al., 2002).

### ***Six authors or more***

Use "et al." when referring to the article in text. In the reference section, all six authors' names must be included.

Smith et al. (2003) linked identity to a person's cultural background.

### ***Multiple publications by the same author***

In this case use a comma to separate the years of publication in chronological order from oldest to most recent.

Identity has been found to be related to an individual's cultural background (Smith, 2004a, 2004b, 2004c).

### ***Multiple publications by different authors***

Follow the rules for one author above, and use a semicolon to separate articles. Citation should first be in alphabetical order of the author, then chronological.

Identity has been found to be related to an individual's cultural background (Smith, 2005; Kim, 2005, 2006; Wang, 2007)

### ***Direct quotes***

Follow the rules for authors above with the page number added (Author, Year, Page Number).

Smith said "Identity has been found to be related to an individual's cultural background" (Smith, 2008, p. 88).

### ***Reference List***

A reference section is provided at the very end of the document starting on a new page. The new page is created by inserting a page break. This section can only contain articles that are cited within the body of the text. The title of this section should be "References" and be Palatino Linotype 11 pt, centered while the reference list should be Palatino Linotype 11 pt, justified. Insert a single 11pt space between the reference title and list. Alphabetize the list of sources by the author's (or editor's ) last name; if there is no author or editor, alphabetize by the first word of the title other than *a*, *an*, or *the*. Use initials for an author's first and middle names. For two or more works by an author, arrange the works by date, oldest work first. Put the title after the year of publication. Book titles and subtitles should be italicized. Capitalize only the first letter of the first word and proper nouns in a title or subtitle. Use hanging indentation for entries (the first line of an entry isn't indented, but every subsequent line in the entry is indented five spaces). For more detailed information, consult *Publication Manual of the American Psychological Association*, 5<sup>th</sup> edition. This should be available at the Reference and Reserves section of all major libraries. Reference citation rules are in Chapter Four. Pages 232 through 239 provide index to examples in this chapter (the number after each index entry refers to example numbers found on pages 239 through 281).

### **Abbreviations and Acronyms**

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces: write "A.B.C.D.," not "A. B. C. D." Do not use abbreviations in the title unless they are unavoidable. Do not italicize and spell out per annum in full.

### **Appendix**

Appendices, if needed, appear before the acknowledgment. Label Appendixes is "Appendix A", "Appendix B" etc otherwise follow all the same formatting rules defined in this template.

## **Acknowledgment**

The acknowledgement section is optional and should be used to give thanks for sponsor and financial support or where other special thanks are required. Please use the singular heading even if you have many acknowledgments. The acknowledgement should be placed just before the reference section.



## References

- Graham, A. E. (2003). *Example Book Reference Title*. London: Stanford University Press.
- Hong, C., & Grant, E. (Eds.). (2000). *Example Book Reference Title*. London: Oxford University Press.
- Smith, J. B., Kim, B. T. & Wang, S. X. (2002). Article in an edited book. In A. G. Graham (Ed.), *Example Book Reference Title* (pp. 10–20). London: Stanford University Press.
- Smith, J. B. & Kim, B. T. (2001). *Example Book Reference Title*. London: Oxford University Press.
- Trevor, D. S., Armstrong, E., & Anderson, R. (1999). Theories of normative democracy. *Social Sciences Review*, 36, 32-84.

## Biography

Biography is written in third person perspective and should be sent to the editor when you are submitting an article or review as a separate file. This should be written in MS Word and submitted as a .doc file or saved in RTF. For example: John Smith is a PhD Candidate at the University of Auckland, New Zealand. His work focuses on being the example biography for GJAPS, while he has also been used widely as a name reference here and in many other citations around the globe.