

GRADUATE JOURNAL OF ASIA-PACIFIC STUDIES

Editorial Guidelines on Style: October 2004

Format (Specification)

Typeface

The name of the typefaces used for *GJAPS* are Arial and Palatino Linotype. Typeface and typesize usage are as follows:

Journal title & edition:	Arial 11 point (pt) with top & bottom borders. Add one blank line between journal title and article title.
Titles of articles:	Arial 16 pt bold. Capitalize all title words except prepositions that do not begin the title or subtitle.
Author's name & place of work:	Palatino Linotype 14 pt. Below title with surname in caps. Leave one line blank between title & author, & another between place of work & article text.
Article text:	Palatino Linotype 11 pt. The first two words of all submissions should be in CAPS in Palatino Linotype 10 pt.
Quotations:	Palatino Linotype 10 pt
Tables:	Titles: Bold, 12 pt caps & 1.c.; Contents: 10 pt
Verse:	10 pt
Review subject titles:	Arial 12 pt. First line reads REVIEW etc. Second line gives bibliographical details of review subject or title of review subject, place and date. One blank line in Arial 12 pt follows heading.
Review text:	Palatino Linotype 11 pt
Notes, Correspondence etc:	Palatino Linotype 11 pt
Endnotes:	Palatino Linotype 9 pt

Page Setup

The Page Setup settings should be as follows:

Margins: Top: 2.54cm
Bottom: 2.50cm
Left: 3.17cm
Right: 3.17cm

Header: 1.25cm

Footer: 1.25cm

Paragraph formatting

The first line of articles, reviews, correspondence etc. is not indented. Generally, the first two words are capitalized in 10 pt font (1 pt smaller than the rest of the text). For the rest of the text, go to Format, Paragraph, then in the Indentation section under Special, select First line, and under By, select 1cm. In the Alignment section, select Justified. In the Spacing section, Before and After should be set at 0 pt, and Line spacing at Single. No blank lines are left between paragraphs.

Headers and footers

Go to Page Setup and click the Layout tab, then in the Headers and footers section tick the Different odd and even checkbox.

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

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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:

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www.arts.auckland.ac.nz/gjaps

Text

Subheadings

All subheadings within articles should be left justified in Palatino bold 11pt with the paragraph text commencing in the following line. The first line of the first paragraph is not indented. Thereafter, the first line of each paragraph is indented 1cm. Example:

Money Talks

Upon encountering European society, Mihi, Daisy, Gladys and Pauline become acutely aware of the economic marginality of their own indigenous communities. In the American caste order...

Current trends suggest...

Figures

Figures such as maps, graphs and other images should be labelled Figure 1, Figure 2, etc. An empty line should be left between the last text and the figure. The explanatory labels should be placed in the line directly below the image. The label text should be left justified in Palatino 11pt (do not place the text in bold type). An empty line should be left between the label and the resumption of the text. Please note that unlike subheadings the following paragraph should remain indented. Example

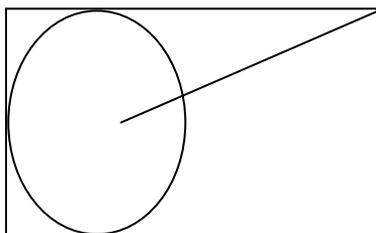


Figure 2: Hypothetical diversity indice curves

With the ensuing accelerated development and globalisation brought about by Western society came increased pressure on the environment for resource availability, in the forms of both land area and natural commodities.

Spelling

GJAPS policy is to use New Zealand English, favouring wherever possible usages that are consistent with American English. Follow the *Oxford Dictionary for Writers and Editors*, in particular for the use of 'ise' and 'ize' as in 'despise', but emphasize, organize, realize, etc. Use centred, not centered. benefited, not benefitted; focused, not focussed. Use redefinition, rebind etc., but re-elect, co-operate (where 2 vowels are the same). The spelling should be consistent except in quotations.

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.

In footnotes where an acronym is used for a publication title do not italicize the acronym, e.g. *New Zealand Parliamentary Debates* (NZPD).

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 (10pt) and indented 1cm. A blank line should be left above and below indented quotations.

Omissions

Use three dots to indicate omissions of material within a quoted sentence. If the omission comes from the concluding section of a sentence use four dots.

Numerals

Text

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.

Endnotes

Print all page numbers up to and including 99 in full, e.g. 15–18, 94–99; for 100 and upwards use the least number of figures, e.g. 322–30, 522–3; but write 110–19, not 110–9; 210–19, not 210–9 (where confusion might otherwise arise).

Note: Page numbers should be abbreviated with a full stop followed by the number (no space), then a full stop to end the endnote:

p.14.

pp.14-17.

Use pp. where more than one page is cited. Where non-consecutive pages are cited, list them according to page order using commas and 'and' to link them:

pp.4 and 6.
pp.4, 6 and 8.

Money (Old)

Use numerals, e.g. £1; £200. Use 1s.; 1s.6d.; £1.6s.6d. Spell out fourpence, sixpence.

Acronyms

BNZ, BA, JPS (no punctuation stops and not italicized).
am, pm, but spell out per annum (not italicised).

Endnote Practice

General

GJAPS does not use bibliographies. Use endnotes, not footnotes. Use Arabic numerals, not Roman ones. Indent the first line of endnotes 0.5cm. Go to Format, Paragraph, then in the Indentation section under Special, select First line, and under By, select 0.5cm. Unlike the main text, endnotes paragraphing should be left-justified.

Published Books

Format: First name Surname, *Book Title: Subtitle*, Publisher, City, Year, abbreviated page number.

Give title and author's name as they appear on the title page. Where two initials are used, do not leave a space between them.

1. Christina Klein, *Cold War Orientalism: Asia in the Middlebrow Imagination, 1945-1961*, University of California Press, Berkeley, 2003, p.114.
2. V. Purcell, *The Chinese in Southeast Asia*, 2nd ed., Oxford University Press, London, 1965, pp.242–3.
3. F.R. Ankersmit, *Historical Representaion*, Stanford University Press, Stanford, 2001, pp.14-19.

We do not use the abbreviation edn.

Subsequent references where there are no other works by the same author mentioned

4. *ibid.* (if it is the next reference and exactly the same page reference.)
5. *ibid.*, p.24. (if it is the next reference with a different page reference.)
6. Purcell, p.240. (if it is not the next reference.)

Subsequent references where more than one work/volume by a particular author has been mentioned

7. Purcell, *Chinese*, p.25. (use subject noun from title)
8. Campbell, II, p.96. (where there is no risk of confusion)

Title of the chapter or part of the book cited

10. E. Olssen, 'Towards a New Society', in W.H. Oliver, ed., *The Oxford History of New Zealand*, Oxford University Press, Wellington, 1981, pp.250–60.

Note: eds, (no full stop).

Articles in periodicals

16. H. Huth, 'The American and Nature', *Journal of the Polynesian Society (JPS)*, 10, 2 (1950), pp.101–49. (Abbreviate title on first reference with an acronym that is not italicized. Thereafter use only the abbreviation.)

If the journal uses Roman numerals for its volume numbers, and the author keeps that format, we will retain Roman numerals. In all other cases, Arabic numerals should be used.

Newspapers

First references:

17. *Straits Times* (SS), 19 November 1989, p.14.

Insert place of publication in first reference if there is a likely confusion as to which newspaper is being cited:

18. *Daily Telegraph* (Napier), 4 June 1910, pp.3-4.

Note: *The Times* (London) is the only newspaper which carries the word *The* in its title.

Later references:

19. SS, 18 October 1954, p.7. (Spell out the month in full)

Internet references

Author, *Title*, online, date of publication (or nd for 'no date'), available at: <http://www...> (date accessed). For example:

20. Andre Gunder Frank, *Asian-based World Economy 1400-1800: A Horizontally Integrative Macrohistory*, online, 12 November 1995, available at: <http://www.hartford-hwp.com/archives/50/089.html> (28 October 2003).

Thereafter:

21. *ibid.* (if it is the next reference.)
22. Frank, *Asian-based*. (if it is not the next reference.)

Provide a new reference for each different webpage cited.

Theses

36. J.D. Umaga, 'Pacific Cultures in Transition', PhD thesis, National University of Samoa, 1990, pp.4-5.
37. Margaret Tennant, 'Matrons with a Mission: Women's Organizations in New Zealand, 1893 to 1915', MA thesis, Massey University, 1976, p.132.

Subsequent references (if there is no confusion);

38. Umaga, p.343.

Otherwise include a short form of the title:

39. Umaga, 'Cultures', p.343.

Dictionary of New Zealand Biography

11. Anne Kirker, 'Abraham, Caroline Harriet', in *The Dictionary of New Zealand Biography* (DNZB), Vol. One, 1769-1869, Allen & Unwin/Dept. of Internal Affairs, Wellington, 1990, pp.1-2.

Subsequent references to other entries:

12. Clarence Acker [note no middle name], 'Acker, Lewis', in DNZB, Vol. One, pp.2-3.

Subsequent reference to same entry:

13. Kirker, 'Abraham', p.2.

Volumes

Volume number:

14. J.S. Polack, *New Zealand*, Bentley, London, 1838, II, p.74.

Number of volumes:

15. D. Campbell, *The Puritans in Holland, England, and America*, 2 vols, Alfred Knopf, New York, 1992.

General correspondence

23. K. Watanabe, 8 October 2001, personal communication.

Archival material

Archival materials should be ordered from the most specific information to the most general.

Correspondence

24. Smith to Jones, 8 May 1830, Jones Papers, Vol.6, MSS 213, Alexander Turnbull Library (ATL), Wellington.

25. Smith to Brown, 8 November 1890, Colonial Office (CO) 273/188, Public Record Office, London.

26. Smith to Brown, 8 October 1890, Maori Affairs (MA) 23/8, National Archives (NA), Wellington.

Note: Insert the abbreviations for libraries in first reference.

Manuscripts

27. Southbrook-Pemberton Correspondence, Bodleian MSS Eng. Lett d 453, folios 1–2, 52–53, Oxford.

28. F.W. Smith Papers, MSS 270/23, Alexander Turnbull Library (ATL), Wellington.

29. 11 January 1872, William Williams Diary 1871–1872, MS 54, Auckland Institute and Museum.

(There is no need to include the location if it is in the title of the holding institution.)

Note: After the first reference, there is no need to cite the holding institution.

Appendices to Journals and Parliamentary Debates

First references:

30. *Appendices to the Journals of the House of Representatives* (AJHR), 1937, H-3 1A, p.48.

31. *New Zealand Parliamentary Debates* (NZPD), 1921, 190, p.401.

32. *Statutes of New Zealand* (SNZ), 1945, p.500.

Later references:

33. AJHR, 1937, H-31A, pp.9–10.

34. NZPD, 1963, 336, pp.201–2.

35. SNZ, 1932, pp.211–12.

Other abbreviations

Use: ch.5; chs 6, 7.

Use: *ibid.*, p.48. (Where the page reference is the same as the previous reference, use simply *ibid.* on its own.) No other Latin derivatives used.

Use: *cit.* for cited in, or cited by.