

New Zealand Journal of History Style Guide

The editors of the New Zealand Journal of History invite submission of article-length manuscripts (not exceeding 8000 words including notes) accompanied by an abstract that summarises the argument and significance of the work (not exceeding 150 words).

Text

Spelling

The spelling should be consistent except in quotations. Follow the *Concise Oxford Dictionary* (<http://www.oxforddictionaries.com>), 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 two vowels are the same).

Use 'judgment' for legal term; otherwise 'judgement'.

'Aotearoa New Zealand', not 'Aotearoa / New Zealand'

World War I/II (rather than 'First World War').

Capitals

Capitals should be used sparingly. Capitalize proper names and substantives only where they refer to specific individuals, offices or organizations: e.g. the Labour government / the Fourth Labour Government / Fourth Labour; the government / the governor / Governor Grey.

Use caps for specific titles, e.g. the Prime Minister / the Minister of Health, but lower-case for Cabinet minister. Capitalize both words in a compound title: Director-General.

Capitalize Act (referring to a previously named Act of Parliament); Māori meeting-houses: Te Kawa a Maui, Te Poho o Mataatua; Pākehā; Whig, Tory, etc.

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 *Auckland Star*, the *Press*) do not include the definite article in the title. The only exception made is *The Times* (of London).

Use lower-case for committee, court, council, minister, commission, parliamentary, indigenous, internet, world wide web (except in quoted material, which must follow the style of the original).

Italics

Italicize names of ships e.g. HMS *Dreadnought* (not H.M.S.) and MV *Motonui* (per OED style).

Italicize titles of published books, plays, films, pamphlets and periodicals.

Italicize foreign words in an English text. However, Roman words used in English (sic; inter alia) are not italicized.

Court cases are in italics *Wi Parata v Bishop of Wellington* (1877) and *Regina v Symonds* (1847).

N.B. Do not italicize Acts of parliament: e.g. 'The 1917 Registration of Aliens Act represents ...'; 'In late 1918 the War Legislation and Statute Law Amendment Bill was passed into law.'

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

Māori language

The Journal encourages the use of the macron to mark the long vowel. The Journal's policy is to accept the orthography chosen by the author (except in quoted material, which must follow the style of the original).

When Māori and its English translation occur in the running text, English comes first, Māori follows in round brackets. However, for longer separated quotes the Māori original comes first, and the English translation follows.

Note: italics are not used. Do not pluralize Māori words with 's'. Thus: Māori.

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: Bridges'.

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 (author-critic, 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 single space, but not indented.

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. If the omission comes after a complete sentence, add a character space between end-sentence fullstop and ellipsis: [end of sentence]. ... [continuing text]

Acronyms

BNZ, BA, JPS (no punctuation stops and not italicized). Use sentence style if the acronym is pronounced as a word, e.g. Anzus, Aids, Anzac, but CIA, FOL, ACC).

Spaces

Use single space between sentences.

No space between the two initials of someone's name (e.g. A.B. Jones).

Dashes

Use en-dash with a space before and after. (On the keyboard, use option/dash.)

Numerals

Spell all numbers from nought (zero) up to and including ten in full. Thereafter use numerals. All numbers, including dates, that begin a sentence must be spelled out.

Commas: Use 8000, 8007 (no comma with four numerals), but 16,000.

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. If used adjectively, 'nineteenth-century kings', hyphenate. Sequential dates in full: 1956–1986, *not* 1956–86. (Note: use en-dash, *not* hyphen.)

Ordinal numbers: spell out ordinal numbers (e.g. 'Samoa's fiftieth anniversary of political independence in 2012').

Times: 10am (no dots).

Chapter numbers: use numerals when chapter numbers are used as titles in text – Chapter 3, *not* Chapter Three.

Money (Old)

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

Endnotes

Note: Do not use 'ibid' for refs to previous source; follow rules for 'subsequent references' below.

Page numbers

Print all page numbers up to and including 99 in full, e.g. 16–18, 94–99; for 100 and upwards use the least number of figures, e.g. 322–30, 522–3; but with some exceptions where confusion might arise: write 116–18, *not* 116–8; 210–11, *not* 210–1. **Note:** use en-dash, not hyphen (on the keyboard, use option/dash).

Published books

Give title and author's name as they appear on the title page. Give the place of publication and the publisher:

1. Felicity Barnes, *New Zealand's London: a Colony and its Metropolis*, Auckland University Press, Auckland, 2012, p.114.
2. V. Purcell, *The Chinese in Southeast Asia*, 2nd ed., Oxford University Press, London, 1965, pp.242–3.

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

3. Purcell, p.240.

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

1. Purcell, Chinese, p.25.
2. Campbell, II, p.96. (where there is no risk of confusion)

Edited collections

Give the title of the chapter or part of the book cited:

6. 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. If quoting, give specific reference for quoted page(s) in place of overall pagination.

Volumes

Volume number: Roman numeral following publication date:

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

Number of volumes: following title:

11. D. Campbell, *The Puritans in Holland, England, and America*, 2 vols, Harper & Bros, New York, 1892.

Articles in periodicals

12. H. Huth, 'The American and Nature', *Journal of the Polynesian Society* (JPS), 10, 2 (1950), pp.101–49. Abbreviate title on the first reference with an acronym that is not italicized. If quoting, give specific reference for quoted page(s) in place of overall pagination.

Newspapers

First references:

13. *Evening Post* (EP), 19 May 1949, p.4. Spell out all months in full. Include page number(s) where possible.

Insert place of publication on first reference if there is a possible confusion as to which newspaper is being cited: *Daily Telegraph* (Napier), 4 June 1910.

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

Later references:

14. EP, 18 May 1954.

Note: Where using online archives (e.g. Papers Past / Trove), please note use of source in first reference, but no need to give full details of archive in subsequent references.

Correspondence

15. Smith to Jones, 8 May 1830, Jones Papers, MS Papers 0213: 0006, Alexander Turnbull Library (ATL), Wellington. (The Turnbull Library has its own system where all files are now called 'MS Papers').

16. Smith to Brown, 8 October 1890, Maori Affairs (MA) 23/8, Archives New Zealand (ANZ), Wellington.

Insert the abbreviations for libraries on first reference.

Subsequent refs to the same letter don't need full details of source: Smith to Jones, 8 May 1830.

Manuscripts

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

19. F. W. Smith Papers, MS Papers 0270: 0023, Alexander Turnbull Library (ATL), Wellington.

20. 11 January 1872, William Williams Diary 1871–1872, MS 54, Auckland Museum Library. (MS here indicates a single manuscript item.)

Appendices to Journals, Parliamentary Debates, Statutes

First references:

21. *Appendices to the Journals of the House of Representatives* (AJHR), 1937, H-31A, p.48.

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

23. *New Zealand Statutes* (NZS), 1945, p.500.

Later references:

24. AJHR, 1937, H-31A, pp.9–10.

24. NZPD, 1963, 336, pp.201–2.

26. NZS, 1932, pp.211–12.

Theses

27. J.D. Salmond, 'New Zealand Labour's Pioneering Days', PhD thesis, University of Auckland, 1950, pp.44–45.

28. Margaret Tennant, 'Matrons with a Mission: Women's Organizations in New Zealand, 1893 to 1915', MA thesis, Massey University, Palmerston North, 1976, p.132.

Other abbreviations

18. ch.5; chs 6, 7.

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

Online resources

Digital collections/databases: Please note use of sources in first reference, but no need to give full details in subsequent references.

Citing websites: Give author's name and article title where possible; colon introducing web address (just www, not http://, and no closing full stop):

e.g. Ferris Jabr, 'The Reading Brain in the Digital Age: the science of paper versus screens': <http://www.scientificamerican.com/article.cfm?id=reading-paper-screens>

References for Te Ara / Dictionary of NZ Biography sources (online): Colon introducing web address (just www, not http://, and no closing full stop):

Leah Taylor, 'Gard'ner, Elizabeth Anne', from the Dictionary of New Zealand Biography: www.TeAra.govt.nz/en/biographies/3g2/gardner-elizabeth-anne

Manying Ip, 'Chinese: Post-war changes', Te Ara – the Encyclopedia of New Zealand: www.TeAra.govt.nz/en/chinese/page-4

Dictionary of New Zealand Biography – print version

7. Anne Kirker, 'Abraham, Caroline Harriet', in The Dictionary of New Zealand Biography (DNZB), Vol. One, 1769–1869, Wellington, 1990, pp.1–2.

Subsequent references to other entries: 8. Clarence Acker [note no middle name], 'Acker, Lewis', in DNZB, Vol. One, pp.2–3.

Subsequent reference to same entry: 9. Kirker, 'Abraham', p.2.

Figures/captions

Image files

Please supply individual files as high-resolution jpg or tiff files (at least 300dpi), clearly labelled and numbered (e.g. SmithFigure1). Provide a list of numbered captions, including source information (and any credit information as provided by copyright holder).

Note approximate placement of figures in text in square brackets, to help typesetter: [insert Figure 1].

Captions

Centred below figures as follows:

Figure 1: 'Title only' (in quotes) or descriptive title, no quotes.

Source: Source info as would be given in footnotes list.

Tables: Title should go above table, and 'Source' line (if table not original to article) below table.