

INSTRUCTIONS FOR AUTHORS

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AIM OF THE JOURNAL

The aim of the *New Zealand Sociology* journal is to promote research, thought and debate on issues relating to Aotearoa New Zealand and beyond. Our sociological vision is an expansive one. We welcome work that is theoretical, empirical, comparative, historical, policy-oriented and polemical. Scholarship by, or relating to, Māori and Pasikifa peoples, is strongly encouraged. *New Zealand Sociology* is the official journal of the Sociological Association of Aotearoa (NZ).

CRITERIA USED FOR ASSESSING SUBMISSIONS

- Originality;
- Theoretical and empirical value of the work;
- Level of scholarship and thoroughness in regards to research conducted and evidence provided for arguments made;
- Alignment with the aims of the journal;
- Readability, including being organised in a logical manner and written in an accessible style with an international audience in mind.

SUBMISSION OF RESEARCH ARTICLE MANUSCRIPTS

The Editors welcome submitted manuscripts all year round. Authors are also invited to contact the editorial office to discuss their work before submission.

All manuscripts submitted will be considered for publication, on the understanding that they are original material and are not being considered for publication elsewhere. Please submit only completed manuscripts that have been formatted according to the specifications below.

Manuscripts **should not exceed 8,000 words (including references, tables/figures and abstract)**. Submission of articles must be made through our online submission system (see SAANZ website). If you have any problems, please contact the Managing Editor, Louise Humpage (l.humpage@auckland.ac.nz).

Submitted manuscripts should be anonymised and accompanied by a cover letter that includes:

- the author's name(s), departmental or institutional affiliations, snail-mail and e-mail addresses;
- a short biography for each author (50 words maximum);
- up to six key words.

SUBMISSION OF OTHER CONTRIBUTIONS

Book reviews and review essays

Those interested in offering to submit such material must contact the editor(s) before doing so. Communication about book reviews and review essays should be with Associate Editor, Steve Matthewman (s.matthewman@auckland.ac.nz). All reviews should comply with the guidelines for authors for *New Zealand Sociology* available on our Author's Guidelines page.

Each review should be 1000-2000 words. Begin by citing the book to be reviewed with full bibliography information including all author details, publication date, full title including any subtitle, place of publication, publisher, number of pages, ISBN number. For example: Smith, L. (1999). *Decolonizing methodologies: Research and Indigenous peoples*. London: Zed Books Ltd, pp. 224. ISBN: 9781856496247. Please do not use footnotes and if you reference to other titles in the review, add the full reference in a reference list at the end.

A good book review is guided by a discussion of the engaged debate; it should position the book in its field of literature and give a few points of information on the authors' background. It should be neither an uncritical advocate of the book by offering an overly meticulous summary without analysis, nor should it take the book that is to be discussed as an occasion for presenting the reviewer's own views on a theme or topic. The reviewer should highlight key passages or chapters with direct quotes from the book's text including page number, as follows: "... (p.64). While a review may be positive or negative in its judgement of the book, we do not welcome reviews that comment on the author's character.

Book review essays (3-5000 words) cover 2-4 books in one review and will normally be solicited by the Book Review Editor.

After you have submitted your review/review essay, we will consider it for publication and will contact you with a final decision and, if accepted, a publication date. We may suggest some changes and will provide appropriate deadlines.

Special issues, polemical commentaries, research notes and other non-peer reviewed material

All should be discussed with the Managing Editor, Louise Humpage (l.humpage@auckland.ac.nz), before submission and varying word lengths are possible.

Only one special issue each year will be published and this will normally result from a call by the editorial team. **It is the responsibility of the guest editor to ensure all formatting and copyediting of the issue is complete before it is sent to the Managing Editor.**

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ETHICAL PRACTICE

New Zealand Sociology is committed to meeting and upholding the standard of ethical behaviour at all stages of the publication process. Contributors are expected to meet internationally accepted guidelines on carrying out ethical and culturally-competent research:

- We expect any research that involves human participants to have been approved by an institutional ethics committee where appropriate;
- All those who have made a significant contribution should be listed as co-authors, while authors who have contributed in certain substantive aspects to the manuscript can be listed in the acknowledgments section;
- Authors are responsible for fact-checking the content of their work and should present an accurate account of the research performed, and offer an objective discussion of its significance. Underlying data should be represented accurately. The manuscript should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements or research conduct are unethical and unacceptable;
- Authors should declare all funding sources and any actual or potential conflicts including any financial, personal or other relationships with other people and organisations in the acknowledgements;
- Authors are responsible for referencing all articles correctly. The work and words of others must be appropriately cited or quoted. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable;
- It is the responsibility of the Author to obtain permission to reproduce copyrighted material from other sources (including text, tables, photographs, slides, line illustrations or any other artwork). Tables and illustrations must be accompanied by written permission for their use from the copyright owner, along with complete information as to source. In most cases this will mean contacting the publisher of the original work. We request that authors provide us with a written confirmation prior to acceptance of the final manuscript. We encourage authors to start this process as early as possible;
- Authors are obliged to notify the journal editors immediately to retract the article or publish an appropriate erratum if they discover a significant error or inaccuracy in their published work.

REFEREEING

New Zealand Sociology is a double-blind refereed journal peer reviewed to international standards:

- Some papers are rejected without peer review owing to lack of novelty, not meeting the standard required for academic scholarship or being outside the scope of the

journal;

- Manuscripts will be acknowledged by the Editors upon receipt;
- Following editorial review, manuscripts will be sent to two referees for blind review. To facilitate this process, the author's details should be included only on the separate cover page, although the title and abstract should appear in the main manuscript document;
- Revised articles are usually sent for re-review to the original peer reviewers if they indicate their willingness to review the article again;
- Revision of an article gives no guarantee of acceptance and in some cases revised articles are rejected if the improvements are not sufficient or new issues arise;
- All authors should be prepared to return revised papers and proof corrections to the deadlines required for publication;
- Preliminary consultation with the editors about the suitability of an article does not necessarily guarantee its publication.

Submissions from authors with whom the Editors have a conflict of interest will be assessed by an Associate Editor or member of the Editorial Board. Submissions by Editors, Associate Editors or members of the Editorial Advisory Board will be managed in a way so as to avoid conflict of interest and will be subject to the same double-blind review as other authors.

PROOFS

These will be emailed to authors to pick up any minor inaccuracies or typographical errors and should be returned to the managing editor within one week. Major alterations to the text cannot be accepted at this stage.

The editors reserve the right to make minor editorial alterations or deletions to articles without consulting the author(s), so long as such changes do not affect the substance of the article.

SPECIFICATIONS FOR MANUSCRIPTS

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