

# JOURNAL OF THE POLYNESIAN SOCIETY

## INSTRUCTIONS FOR AUTHORS

### 2016

#### MANUSCRIPT REQUIREMENTS, SUBMISSION AND ASSESSMENT

The *Journal of the Polynesian Society (JPS)* is published quarterly and includes Main Articles, Shorter Communications (4000 words or less) and Book Reviews. There is no set word limit for main articles, although 7000 to 10,000 words is typical. Book reviews are solicited by the Book Review Editor. We welcome papers from a wide range of social, cultural, indigenous, and historical disciplines on topics related to the past and present lives and cultures of peoples of Pacific/Oceanic heritage, including those of the traditional cultural areas of Polynesia, Melanesia and Micronesia. We ask that authors be cognisant of this broad inter-disciplinary audience as they prepare their manuscripts for submission, taking care to: 1) make clear the broader significance of their work and 2) define disciplinary-specific and/or indigenous concepts and terms.

Only original material not previously published will be considered for publication. Submitted manuscripts must not be under consideration elsewhere. Submitted manuscripts should be prepared in accordance with the *JPS* style and formatting instructions (see below). The *Journal* is published four times a year (March, June, September, December).

Ideally manuscripts should be submitted through the JPS web page: <http://www.thepolynesiansociety.org/> The Editors also accept direct submissions to Melinda Allen ([ms.allen@auckland.ac.nz](mailto:ms.allen@auckland.ac.nz)) and Judith Huntsman ([j.huntsman@auckland.ac.nz](mailto:j.huntsman@auckland.ac.nz)). If an email submission cannot be arranged, a manuscript may be posted to: The Hon. Editors, *Journal of Polynesian Society*, Anthropology, School of Social Science, University of Auckland, Private Bag 92019, Auckland 1142, New Zealand.

Each manuscript is assessed by at least two qualified referees in the case of Main Articles and one in the case of Shorter Communications. Assessment is usually completed within three months after receipt of a manuscript, but may take longer in some circumstances. Unsuitable manuscripts will not be returned to the author, except on request.

#### STYLE AND FORMATTING INSTRUCTIONS TO AUTHORS

##### MANUSCRIPT STRUCTURE

Submitted manuscripts should have the following parts and they should be placed in this order:

- **Title page** including:
  - a concise and informative title (which can be replicated in the keywords)
  - full names of the authors
  - date of submission
  - Author affiliations and contact details (including postal addresses) and for the corresponding author, an email contact.
  
- **Main Text:** The manuscript (including references) should be 1.5 spaced with standard

margins and left justified. Pages should be numbered at the right bottom.

- **Abbreviations:** a separate list is only required if these figure prominently in the manuscript and identification within the text would be cumbersome
- **Acknowledgements:** including sources of financial support and, when appropriate, the contributions of colleagues, institutions, and/or communities.
- **End Notes:** *keep to a minimum*. A numbered list of end Notes should be provided as a separate file. Notes should be indicated in the main text by superscript numbers and following any sentence punctuation (e.g., ... the largest island.<sup>4</sup>). **Do not** use the Word processing “footnote” or “endnote” functions.
- **References:** these must include all works cited in the text, figures, tables etc., following the format details provided below.
- **Appendices:** These should be used judiciously and clearly justified, numbered in Roman numerals and referred to in the text. Appendices require a title or legend.
- **Abstract:** 200 to 300 words outlining the paper premise or purpose, the nature of the analysis, the main findings or results, and the significance of the findings
- **Keywords:** Up to six to five words that are likely to be useful for indexing the article and in web searches and which repeat some of the article title words.
- **Tables:** These should follow recently published *JPS* examples with respect to layout, be placed in order of appearance in text and include titles.
- **A list of figure captions**

### **Figures:**

For initial submissions, include the figures in the same file as the text.

For accepted manuscripts, please upload figures as separate files to the *JPS* website. Images will need to be high resolution and permission to use previously published or otherwise copyrighted materials must be secured in advance of final submission.

**Author bios:** upon acceptance you will need to forward a brief 3 to 4 line account of each author’s academic position and location, research interests, and if appropriate, recent achievements (e.g., recently published book, major award or fellowship).

## **GENERAL FORMAT INSTRUCTIONS**

Three heading levels are used by *JPS* and should be executed as follows:

(i) Main headings: centred, 11 pt font and words capitalised:

THE HUMAN ENVIRONMENT

(ii) Sub-headings: left justified, 12 pt font, italicised, heading words capitalised:

*Probabilities and Possibilities*

(iii) Secondary sub-headings: as above but followed by a full stop and with the text beginning on the same line:

*Testing the Theory.* A recent controversy has erupted over... [etc].

## **SPELLING**

New Zealand spelling (which generally follows British spelling) is to be used throughout the manuscript. The word endings -ise (not -ize) and -isation (not -ization) as in “realise” and “civilisation”, -our (not -or) as in “honour”, -re (not -er) as in “centre” etc., are required, except when in direct quotes. (In word processing programs, if “Language” is set to New Zealand English will be prompted). Note also spelling of artefacts, metres, etc.

## **INDIGENOUS WORDS**

Macrons (ā), glottal stops (‘) and other diacritics must be used as appropriate. Note that the glottal stop is different from a single terminal quotation mark (’).

All non-English terms should be in italics. This includes not only Pacific Island languages but also Latin and other European languages (e.g., *sic*, *in situ*).

The one exception is Pākehā, which is recognised as a common New Zealand word. Non-English words should be followed by an English gloss, in single quotes, when first appearing in the text, e.g., ‘*āiga* ‘family, kin’. Alternatively, an English word may be followed by its equivalent or near equivalent in parentheses, e.g., the Samoan family (‘*āiga*).

## **QUOTATIONS**

### ***Quote Content, Format, and Treatment of Excluded Text***

Quotes should appear exactly as in the original source, including superscripts if present. Any additions or changes by the author should be enclosed in square brackets, including author indication of errors in the original quote [*sic*].

Short quotations (fewer than four lines) are embedded in the text, set off by double quotations marks. Long quotations (four lines or c. 50 words or more) should be indented.

Mark quotes within quotes with single quotation marks.

Any deleted text should be signalled by ellipses. When within a sentence, use three ellipses with single spaces before and after:

*“She ran ... and then jumped.”*

If a sentence break occurs within the omitted text use four ellipses:

*She ran very quickly and then jumped. ... He saw her fall.”*

### ***Citations for Quotes***

Use the Harvard style for placement of citation data, with year and page number in parentheses immediately after the author’s name:

*Cormack (1994: 132) states that “when writing for a professional readership, writers invariably make reference to already published works”.*

*He observed that “when writing for a professional readership, writers invariably make reference to already published works” (Cormack 1994: 132).*

### ***Quotation Marks***

Avoid using quotations marks as “scare quotes” to signal irony, etc.

### **NUMERALS AND UNITS OF MEASUREMENT**

Spell-out numbers up to ten; thereafter use numerals, except at the beginning of sentences.

Leave a space between numbers and units of measurement: *6 cm*

Metric units of measurement should be used. Abbreviations for common units of measurement are: gm (grams), km (kilometre), cm (centimetre), etc.

### **DATES**

Use the following forms: 29 March 1989, 1840s, 1956–57.

AD precedes the year date; BC and BP follow it: *from 500 BC to AD 2000*.

Use *c.* for *circa* (not *ca.*).

Numerals are used for centuries, with no superscripts, and as follows: in the 20th century (nominative) or 19th-century colonial rule (adjectival).

### **ABBREVIATIONS**

Note the punctuation of the following forms: Mr, Mrs, Dr, Rd, St. The rule is that when the abbreviation ends with the letter that ends the full word, there is no full stop; otherwise, a full stop should follow, e.g., the Rev., Prof., Fig. (but Figs), no., pp., etc. Also note the punctuation of “e.g.,” and “i.e.,”. Also, use <sup>14</sup>C not C14 in reference to radiocarbon dating.

Do not include periods in PhD, MA, or BA.

### **EMPHASIS**

Italics must be used judiciously for emphasis. Do not use the bold or underline for emphasis.

### **OTHER**

- *JPS* does not use the Oxford comma; series or lists follow the Cambridge style:  
*red, white and blue*
- Numbered series are as follows, with a colon before the list begins, as for example:  
*There are four attributes: (i) colour, (ii) shape, (iii) texture and (iv) size.*
- Commas are preferred to dashes for parenthetical remarks; however, if a dash is used, then the longer em-dash is required, with no spaces:  
*He was lost—despite having a map in his possession—but eventually found his way back home.*
- en-dashes (–) are used for ranges, as in date ranges:  
*1867–1892*

## IN-TEXT CITATIONS

Avoid lengthy strings of citations at the end of sentences; cited references should be directly pertinent to your argument and usually include page number(s). References to the literature should be cited in the text by name of author(s), year of publication/appearance, and page or pages in one of the following forms:

- The standard citation form is (Jones 1976: 55) or (Smith 1876: 449-67). Multiple works in a single citation should be in alphabetical order and separated by commas, e.g., (Jones 1976: 55, Smith 1876: 449-67). Note that there is a space after the colon and before the page number(s).
- If the citation refers to a work that has just been previously cited in the same paragraph, the form (p. 34) or (pp. 34-57) may be used. However, if more than one author has been cited in that paragraph, use the form set out above.
- Do not in any case use *ibid.*, *op cit.*, *passim*, *loc cit.*
- For works with more than one author use only the first author's name followed by *et al.* (but provide all authors' names in the list of references).

## REFERENCE LISTS

All traces of bibliographic software, such as Endnote™ or Zotero, which may have been used to create citations and reference lists must be removed prior to submission. Manuscripts that fail to follow this advice will be returned to authors.

Please take careful note of the spacing, capitalisation, punctuation and order of the elements. The full given names are the preferred form (i.e., Marjorie G. not M.G.).

### *Journal articles:*

- Driver, Marjorie G., 1988. Cross, sword, and silver: The nascent Spanish colony in the Mariana Islands. *Pacific Studies* 11: 21-52.
- Morton, John, 2003. Abortive redemption? Apology, history and subjectivity in Australian reconciliation. *Journal of the Polynesian Society* 112 (3): 238-59.
- Celemajer, Danielle and Joanna Kidman, 2012. Embedding the apology in the nation's identity. *Journal of the Polynesian Society* 121 (3): 219-42.

### *Books:*

- Blackwood, Beatrice, 1935. *Both Sides of Buka Passage*. Oxford: Clarendon.
- Wessen, Albert F., Antony Hooper, Judith Huntsman, Ian Prior and Clare Salmond, 1992. *Migration and Health in a Small Society: The Case of Tokelau*. Oxford: Clarendon.

### *Chapters in edited books*

- Gunson, Niel, 1977. The coming of foreigners. In N. Rutherford (ed.), *Friendly Islands: A History of Tonga*. Melbourne: Oxford University Press, pp. 90-113.
- Howard, Alan and John Kirkpatrick, 1989. Social organization. In A. Howard and R. Borofsky (eds), *Developments in Polynesian Ethnology*. Honolulu: University of Hawai'i Press, pp. 47-94.

NOTE: only initials are used for first and middle names of book or volume editors.

### *Monographs in a series:*

McAllister, J.G., 1933. *Archaeology of Oahu*. Bernice P. Bishop Museum Bulletin 104. Honolulu.

Kamakau, Samuel M., 1964. *Ka Po'e Kahiko: The People of Old*. Translated by M.K. Pukui. Bernice P. Bishop Museum Special Publication No. 51. Honolulu.

Fogelin, Lars (ed.), 2008. *Religion, Archaeology, and the Material World*. Occasional Paper No. 36. Carbondale, Illinois: Center for Archaeological Investigations, Southern Illinois University Carbondale.

Emory, Kenneth P., 1943. Polynesian stone remains. In C.S. Coon and J.M. Andrews IV (eds), *Studies in the Anthropology of Oceania and Asia: Presented in Memory of Roland Burrage Dixon*. Papers of the Peabody Museum of American Archaeology and Ethnology, Vol. XX. Cambridge: Harvard University, pp. 9-21.

*For theses, dissertations, papers presented:*

Herlihy, Joan, 1981. Always We are Last: A Study of Planning, Development and Disadvantage in Melanesia. Unpublished PhD thesis, Australian National University, Canberra.

*For manuscripts:*

Buck, Peter, MS. 1927-28. Field notebooks. Seven volumes. Bernice P. Bishop Museum, Honolulu.

*For Personal Communications*

For personal communications use the first and last name of the individual, pers. comm., And the date of the communication: James Booker pers. comm., 2013

*For Web sites*

<http://thepolynesiansociety.org/jps/index.php/JPS/index>  
<https://www.google.co.nz/#q=Research+gate>

*Republished Works*

If the author considers it of importance to their argument, reference to a republished work can be cited with the original publication date in square brackets (Marx [1867] 1967: 90). Similarly the original publication date should be included in the reference list.

## **END NOTES**

End Notes should be used sparingly and with discretion. Do **not** use the endnote function of word processing programmes. Rather for accepted manuscripts, create the Notes as a separate numbered document and file.

## **FIGURES**

All maps, photographs, line drawings, graphs, charts, etc., are designated Figures. The page size of the *JPS* is A5 (210 x 148 mm or 8 x 6 in) and Figures must be designed so that they can be accommodated on the page, taking margins into account. Numbers and text in Figures need to be readable in their final size.

For publication figures must be submitted in a high resolution (at least 300 dpi) digital format

(e.g., as TIFF, EPS or JPEG files). Colour images will appear in the digital on-line versions of the *Journal*. A small number of colour images also can be accommodated free-of-charge in print versions when the nature of the material justifies this.

Figure captions (in 11 pt font) should be listed at the end of the manuscript. Figures are referred to in the text as Figure 1, 2 etc. when referred to in a sentence or as (Fig. 1, Fig. 2 etc.) when referred to parenthetically.

## TABLE LAYOUT AND COLUMN HEADER FORMAT

Example

Table 2. New AMS radiocarbon dates for Site O1, Kuli'ou'ou Rockshelter.

Lab #	Other Sample #	Material & species	Provenience	Conventional age BP	$\delta^{13}\text{C}$	Calibrated AD age range (2 $\sigma$ )
Beta-306140	WIDL-1109-22	Charred <i>Pandanus tectorius</i> key	D6, 12-18 inches below surface; O1 sample #102	270 +/- 30	-23.1	1515-1598 (42.2%) 1616-1669 (46.4%) 1781-1798 (6.4%) 1948-1952 (0.4%)
Beta-306139	WIDL-1109-21	Charred <i>Lagenaria siceraria</i> fruit rind	D6, 12-18 inches below surface; O1 sample #102	40 +/- 30	-24.9	1694-1728 (21.2%) 1812-1854 (19.1%) 1866-1919 (55.1%)
Beta-306121	HRC-1579, 01-1	<i>Osteomeles anthyllidifolia</i> charcoal	D6, 18-24 inches below surface	60 +/- 30	-25	1692-1728 (23.6%) 1811-1920 (71.8%)
Beta-306122	HRC-1580, 01-2	<i>Dodonaea viscosa</i> charcoal	D6, 18-24 inches below surface	80 +/- 30	-26.4	1690-1730 (25.2%) 1810-1926 (70.2%)
Beta-306123	01-3	Charred <i>Cordyline fruticosa</i> stem	D6, 18-24 inches below surface; O1 sample #103	0 +/- 30	-23.7	Modern
Beta-306124	01-4	<i>Chenopodium oahuense</i> charcoal	D6, 18-24 inches below surface; O1 sample #103	470 +/- 30	-24.0	1409-1457 (95.4%)

THANK YOU FOR CONSIDERING *JPS* AS AN OUTLET FOR YOUR RESEARCH.