

JOURNAL OF THE POLYNESIAN SOCIETY

INSTRUCTIONS FOR AUTHORS

2017

MANUSCRIPT REQUIREMENTS, SUBMISSION AND ASSESSMENT

The *Journal of the Polynesian Society (JPS)* is published quarterly (March, June, September, December). It includes Articles, Shorter Communications (4000 words or less) and Book Reviews. Articles range between 6000 and 11,000 words. Longer manuscripts may be considered but require prior consultation with the Editor. Book Reviews are solicited by the Book Review Editors.

JPS welcomes papers from a wide range of social, cultural, indigenous and historical disciplines on topics related to the past and present lives and cultures of Pacific peoples. Our geographic coverage includes the traditional cultural areas of Polynesia, Melanesia and Micronesia. In preparing manuscripts for consideration, prospective authors should be cognisant of the *Journal's* broad inter-disciplinary audience and take 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, is 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).

Ideally manuscripts should be submitted through the *JPS* web page:

<http://www.thepolynesiansociety.org/>. However, direct submissions to the Editor, Prof. Melinda Allen, (ms.allen@auckland.ac.nz) are also accepted. If an email submission cannot be arranged, a manuscript may be posted to: The Hon. Editor, *Journal of Polynesian Society*, Anthropology, School of Social Science, University of Auckland, Private Bag 92019, Auckland 1142, New Zealand.

Manuscripts intended as Articles are assessed by at least two referees, while those intended as Shorter Communications are assessed by one. Assessment is usually completed within three months after receipt of a manuscript, but may take longer in some circumstances. Unsuitable manuscripts are not returned to the author, except on request.

STYLE AND FORMATTING INSTRUCTIONS

MANUSCRIPT STRUCTURE

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

- **Title page** including:
 - a concise and informative title (which can be replicated in the keywords)
 - full names of the authors
 - Author institutional associations; note that contact details (including postal addresses) and email contacts go at end of manuscript (see below).
 - date of submission

- **Main Text:** The manuscript (including references) should be in Times Roman 12 pt font, 1.5 spacing, standard margins (2.54 cm), and pages numbered at the bottom centre.
- **Abbreviations:** a separate list is only required if these figure prominently in the manuscript and identification within the text would be cumbersome.
- **Acknowledgements:** may include contributions of colleagues, institutions and/or local communities and, when appropriate, sources of financial support.
- **End Notes:** ideally less than 15. Do not use the Word “footnote” or “endnote” functions. Indicate Notes in the main text with superscript numbers (e.g. ... the largest island.⁴).

Place the actual Notes after the Acknowledgements.

- **References:** include all works cited in the text, figures, tables etc., following the format details provided below.
- **Appendices:** use judiciously and when clearly justified. Identify these with Roman numerals, a title and refer to in the text.
- **Abstract:** 250 to 300 words outlining the paper’s premise or purpose, the nature of the analysis, the main findings or results and the significance of the findings.
- **Keywords:** up to six words that will be useful for indexing the article and in web searches, and which repeat some of the article’s title words.
- **Citation and Author Contact Details (example):** placed at the end of the manuscript
Reilly,¹ Michael, 2016. Narrative features and cultural motifs in a cautionary tradition from Mangaia (Cook Islands). *Journal of the Polynesian Society*

¹Correspondence: Te Tumu, School of Māori, Pacific & Indigenous Studies, University of Otago, P.O. Box 56, Dunedin 9054, New Zealand. Email: michael.reilly@otago.ac.nz

- **Tables:** See below for formatting. Place tables in order of appearance in text and label with titles.
- **Figure Caption List**
- **Figures:** Figures are encouraged but large numbers cannot be accommodated. 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 need to be high resolution. Permission to use previously published or otherwise copyrighted materials **must be secured in advance of final submission**.

Author bios:

Upon acceptance authors need to forward a brief 3 to 4 line author bio which may include

your academic position, research interests, recent achievements (e.g., recently published book, major award or fellowship) and the like.

GENERAL FORMAT INSTRUCTIONS

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

(i) Main headings: centred, 11 pt font and 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) should be used throughout the manuscript, except in direct quotes. We suggest checking your manuscript by setting the proofing language to “New Zealand” under the Review tab in Word. Also, if “Language” is set to New Zealand English, appropriate spellings will be prompted.

New Zealand spelling includes word endings -ise (not -ize) and -isation (not -ization), as in “realise” and “civilisation”. Also -our (not -or) as in “honour”, -re (not -er) as in “centre” etc. Note also use of: artefacts, metres, etc.

NON-ENGLISH WORDS

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

All non-English words are italicised. This includes not only Māori and other Pacific Island languages but also Latin and other European languages (e.g., *sic*, *in situ*, *et al.*).

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*).

Note that proper nouns are not italicised even when they contain non-English words, as in: Rameka Marae

QUOTATIONS

Quote Content, Format, and Treatment of Excluded Text

Quotes should appear exactly as in the original source, including superscripts if present, and only including diacriticals if these are in the original quotes. 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 quotation marks. Long quotations (four lines or c. 50 words or more) should be indented as a whole, 11 pt font, with period at the end of the quote, followed by the citation in parentheses and no period: (Jones 1973)

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, 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

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

Leave a space between numbers and units of measurement: 26 cm

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

For percent, use the symbol: %.

DATES

Use the following formats: 29 March 1989, 1840s, 1956–57. Note that en-dash (–) is used for date ranges: *1867–1892*

- AD precedes the year date; BC and BP follow it: *from 500 BC to AD 2000*.
- Use c. for *circa* (not ca.)
- Use numerals for centuries, with no superscripts: in the 20th century (nominative) or 19th-century colonial rule (adjectival)
- In reference to radiocarbon dating use ¹⁴C (not C14)
- World War II
- pre-contact (lower case and hyphenated)

ABBREVIATIONS

Note the punctuation of the following forms: Mr, Mrs, Dr, Rd, St. When the abbreviation ends with the letter that ends the full word, there is no full stop; otherwise, a full stop should follow: Rev., Prof., Fig. (Figs), no., pp., etc.

Do not include periods in PhD, MA, or BA

EMPHASIS

Be judicious in the use of italics 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.
- E.g. (for example) and i.e. (specifically) are both followed by commas

IN-TEXT CITATIONS

The Harvard reference style is used by *JPS*, with year and page number in parentheses immediately after the author's name:

- 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 semi-colons: (Jones 1976: 55; Smith 1876: 449-67)
- 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).

- If the citation refers to a work previously cited in the same paragraph (p. 34) or (pp. 34-57) is acceptable, unless more than one author has been cited in that paragraph.
- Do not use *ibid.*, *op cit.*, *passim*, *loc cit.*

REFERENCE LISTS

If bibliographic software, such as Endnote™ or Zotero, have been used to create citations and reference lists, please remove formatting and links prior to submission. Full given names are preferred.

Journal articles:

- Driver, Mary G.E., 1990. Travelling abroad with children: The joys and challenges. *Pacific Interests* 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:

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

- 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.

Monographs in a series.

NOTE: if the publisher's name is indicated in the series title, it does not need to be repeated after the city.

- 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.

Republished Works

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

For manuscripts:

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

For Personal Communications

Use the first and last name of the individual, pers. comm., and the date of the communication in the following format: James Booker pers. comm., 10 January 2013.

For Web sites

Author, date, title. + Available at: <https://paperspast.natlib.govt.nz/>

Newspapers

Ideally these should include the author, article title, *Newspaper name*, day month year, and page number. If no author name is provided, then lead with the name of the newspaper.

Collins, Simon. 2001. Bastion Point proposal divides Maori. *New Zealand Herald*, 13 October. Available at: www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=222600

New Zealand Herald, Tarawera Eruption. Vol. LXVIII, Issue 20895, 10 June 1952, p. 12. Available at: <https://paperspast.natlib.govt.nz/>

New Zealand Herald, 1934. Trail of Damage, Whirlwind in North. 23 July, p. 8.

Unpublished Works

These may be integrated into the main Reference List or if there are a large number then place in a separate sub-list. Titles are not italicised.

Alexander Turnbull Library (ATL), Hall, Francis to Josiah Pratt, 12 August 1818. National Library of New Zealand. MS-Papers-0288.

Anon. [1863]. Diary of a British Soldier, Queen's Redoubt, 25 August 1863. Micro-0445.

Alexander Turnbull Library (ATL), Wellington.

O'Malley, Vincent, 2010. Te Rohe Potae War and Raupatu. Unpublished research report, Waitangi Tribunal, Wellington.

The Missionary Register (MR), accessed at New Zealand Early Books Collection Available at: <http://www.enzb.auckland.ac.nz>

END NOTES

End Notes should be used *sparingly* (ideally less than 15). Do **not** use the endnote function of word processing programmes.

FIGURES

All maps, photographs, line drawings, graphs, charts, etc., are designated Figures. The page size of *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. Figure text needs to follow New Zealand English spellings.

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. or as (Fig. 1, Fig. 2 etc.) when referred to parenthetically.

Authors are responsible for securing permissions to use photos or illustrations that are not their own, ideally before initial manuscript submission.

TABLE LAYOUT AND COLUMN HEADER FORMAT

Use 11 pt font and details from the following example. Table notes should be in 10 pt font.

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 σ)
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%)