

WAKA KUAKA | THE JOURNAL OF THE POLYNESIAN SOCIETY

INSTRUCTIONS FOR AUTHORS

Updated October 2025

Waka Kuaka: Journal of the Polynesian Society is published quarterly (March, June, September, December). It includes:

- Main Articles, between 5,000 and 11,000 words (including end matter). Longer submissions may be considered subject to prior agreement with the Editor. Notes must be in Waka Kuaka style and are limited to a maximum of 15. Figures and tables are limited to a maximum of 10.
- Shorter Communications, 4,000 words or fewer (including end matter). These may focus on a range of topics and must conform to the requirements for a main article.
- Talanoa/Kōrerō, between 3,000 and 6,000 words. These should include clear details about the location and contributors and can be presented in a transcript style. It may also be possible to include a link to the audio recording.
- Reviews (books, exhibitions, films, etc.), maximum 1,000 words. Reviews are solicited by the Reviews Editor. They may include a maximum of three images. The review should be in Times New Roman 12-pt font, with 1.5 line spacing, A4 size, standard margins (2.54 cm) and pages numbered at the bottom centre. End matter should be in 11-pt font. Notes must be in Waka Kuaka style and are limited to a maximum of 15.

Waka Kuaka welcomes submissions from a wide range of social, cultural, Indigenous and

historical disciplines on topics related to the past and present lives and cultures of Pacific Island peoples. Our geographic coverage traditionally includes those areas divided by European voyagers as Polynesia, Melanesia and Micronesia. In preparing manuscripts for consideration, prospective authors should keep in mind *Waka Kuaka's* broad interdisciplinary and international audience and take care to make clear the broader significance of their work, as well as define discipline-specific and/or non-English concepts and terms.

SUBMISSION AND ASSESSMENT

Only original (not previously published) material will be considered. Submitted manuscripts must not be under consideration elsewhere. Submitted manuscripts should be prepared in accordance with the *Waka Kuaka* style and formatting instructions (see below). Only one author submission will be considered at a time.

Please submit your manuscript through the *Waka Kuaka* website at

http://www.thepolynesiansociety.org/Waka_Kuaka/index.php/Waka

[Kuaka/about/submissions](http://www.thepolynesiansociety.org/Waka_Kuaka/index.php/Waka_Kuaka/about/submissions). Manuscripts intended as Main Articles are assessed by two referees and Shorter Communications by one. Assessment is usually completed within three months of receipt of a manuscript but **may take longer in some circumstances**.

When you submit, please also:

- Provide the names and emails of at **least four qualified referees** with whom you have no conflict of interest.
- Confirm any **ethical processes** you have undergone for this research and any

community permissions you have been given to use the data in your submission.

- Include an **anonymised version** of your paper alongside your full submission.
- Upload full-resolution images separately from the text file.

MANUSCRIPT STRUCTURE

The manuscript should be in Times New Roman 12-pt font, with 1.5 line spacing, A4 size, standard margins (2.54 cm) and pages numbered at the bottom centre. End matter should be in 11-pt font. Submitted manuscripts should have the following parts, in this order:

- **Title Section:**
 - a concise and informative title of no more than 15 words
 - full names of all authors
 - cultural affiliations (optional)
 - author institutional associations (note that full contact details go at end of manuscript—see below).
- **Abstract:** Between 200 and 250 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:** Provide up to eight terms or brief phrases that will be useful for indexing the article and in web searches. These should repeat important words used in the text and/or abstract and should not repeat words from the title, which will already be picked up in searches. Strategic, carefully chosen keywords are important to ensure your article gets found and cited. You are not limited to one-word keywords, and as these are often

too broad, they should be used sparingly. This site, among many others, offers good advice on keyword selection: <https://blog.wordvice.com/choosing-research-paper-keywords/>.

- **Main Text:** For review purposes please embed figures (in low resolution) and tables in the text positioned approximately where you would like them to appear in final publication and upload full-resolution figures separately to the web site. Figures and tables are limited to a maximum of 10. Please see the below for further details about figures and tables.
- **Abbreviations:** A separate list is only required if these figure prominently in the manuscript and identification within the text would be cumbersome.
- **Acknowledgements:** These may include contributions of colleagues, institutions and/or local communities, acknowledgement of helpful referees and, where appropriate, sources of financial support.
- **Notes:** Must be formatted as endnotes (not footnotes) and limited to a maximum of 15 in number. *Do not use Word's automated endnote insertion function.* Instead indicate notes in the main text using plain superscript numbers, positioned after the comma or full stop (... the largest island.⁴). Position the full list of notes after the Acknowledgements. *Please do not use Word's automated numbering function for the notes;* instead, number them in plain text.
- **Glossary:** A submission containing more than 5 non-English words must include a full glossary with both the non-English words used in the text and their English translations.

Fuller translations than what are given in the text are allowed (please see “Treatment of Non-English Words” below). Proper nouns are glossed as needed in the text but are not included in the glossary. Where a text includes words from multiple languages, the main (default) language is indicated at the start of the glossary, with the language of any word from another language noted in parentheses after the translation. *Waka Kuaka* also has a list of often-used words that you are not obliged to gloss in your text (though you may wish to) and are not included in your glossary. Please find this list at the end of this style guide.

- **References:** Include all works cited in the text, figures, tables and notes, following the format details provided below. Do not include any works not cited.
- **Online-Only Supplementary Information (SI):** *Waka Kuaka* can accommodate supplementary material that relates directly to an article, and which supports arguments within the article. This might include original texts in languages other than English, details of radiocarbon dates, supporting images that cannot be accommodated in the text, etc. If you are considering SI materials, please consult with the *Waka Kuaka* Editor. Use SI judiciously and only when clearly justified. SI must be referred to in the main article text, either as a whole (e.g., see Supplementary Information) or in relation to individual components (see Table SI-1, Figure SI-1, etc.). Individual tables and figures in the SI require captions, as per those within the main text, and should follow *Waka Kuaka* style.

Note that online Supplementary Information material is not copyedited by the *Waka Kuaka* editorial team; however, the Editor can provide advice on commercial copyediting

services if needed. SI should be provided at the time of submission as a separate file, with the article title included in the file name, as follows: Supplementary Information Article Title.

- **Appendices:** Appendices are discouraged and should only be used when clearly justified by material that cannot be accommodated by in-text tables or online-only Supplementary Information. If you are considering an appendix, please consult with the *Waka Kuaka* Editor for advice. Appendices require titles (e.g., Appendix: Medicinal Plants of the Agta) and need to be referred to in the article text (e.g., see Appendix). A single appendix is not numbered; if there is more than one, number them using Roman numerals.
- **Author Contact Details:** Please provide a full mailing address (institutional not private) for at least the Corresponding Author and an email address and (optionally) ORCID number for all authors, formatted as per the following example. If there is more than one author, please identify the Corresponding Author:

Corresponding Author: Jane John Doe, Department of Anthropology, The University of Auckland, 10 Symonds Street, Auckland 1142, New Zealand.

jane.john.doe@example.com | <https://orcid.org/XXX>

AUTHOR BIO

Upon acceptance authors need to forward a brief bio of around 100 words, including such information as academic position, research interests and recent achievements (e.g., recently published book, major award, fellowship). Please note that *Waka Kuaka* generally follows

Chicago and APA in lowercasing role descriptions, fields of study and names of degrees.

Examples:

Lamont Lindstrom, Kendall professor and chair of anthropology at the University of Tulsa, Oklahoma (USA) since 1978, has pursued a variety of ethnographic and linguistic research projects in Vanuatu, including the study of local knowledge systems, World War II ethnohistory, the John Frum movement, contemporary chiefs, cultural policy and kava. His recent research focuses on the careers of early cinematographers Martin and Osa Johnson and on urban migration. A forthcoming book, *Tanna Times: Islanders in the World*, follows Tanna Island history and personalities from Captain James Cook's 1774 visit up to the present.

Peter N. Meihana was born in the Wairau (Blenheim), Aotearoa New Zealand, and is of Ngāti Kuia, Rangitāne, Ngāti Apa and Ngāi Tahu descent. He is a former trustee of Te Rūnanga o Ngāti Kuia and sits on a number of committees for both Ngāti Kuia and Ngāti Apa. Peter teaches history in the School of Humanities, Massey University. His doctoral research examined the idea of Māori privilege and its role in the colonisation of Aotearoa New Zealand. Recently he has published chapters on the Kurahaupō Treaty of Waitangi settlement and on the alienation of Ngāti Kuia's muttonbird harvesting rights.

Summer Moore recently completed her PhD in anthropology at the College of William & Mary in Williamsburg, Virginia. She currently is a project archaeologist at the International Archaeological Research Institute in Honolulu. Her doctoral research, which was supported by a National Science Foundation Dissertation Improvement Grant, examined cultural continuity and change at post-contact Hawaiian house sites on the Nā Pali Coast of Kaua'i Island (Hawaiian Islands). Her research focuses on household economies and social transformation, particularly during the Hawaiian post-contact period. Recent publications have appeared in the *Journal of Island and Coastal Archaeology* and the *Journal of Pacific Archaeology*.

GENERAL STYLE REQUIREMENTS

Please adhere to the style and formatting requirements below. For any situation not covered by this style guide, please refer to the latest edition of the *Chicago Manual of Style*.

Headings

Do not begin the text with a heading (it will be deleted).

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

(i) Main headings: centred, 11-pt font, in uppercase:

THE HUMAN ENVIRONMENT

(ii) Sub-headings: left-justified, 12-pt font, italicised, in title case (i.e., main 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

British spelling (as per the Cambridge Dictionary) must be used throughout the manuscript; note, however, that direct quotes must be faithful to the original. Please set your

document's language to British English. An online version of the Cambridge Dictionary is available at <https://dictionary.cambridge.org/dictionary/english/>. Examples: *artefact*, *programme*, *practise* (for the verb; but *practice* otherwise). Note in particular the following word endings:

-ise and -isation, not -ize and -ization; e.g., *realise*, *analyse*, *civilisation*

-our, not -or; e.g., *honour*, *labour*

-re, not -er; e.g., *centre*, *metre*

For words with prefixes, *Waka Kuaka* prefers the closed style over the hyphenated: e.g., *reiterate*, *socioeconomic*, *protohistoric*, *pretreated*, *underappreciated*. Exceptions: *pre-contact*, *post-contact*, *non-*.

Treatment of Non-English Words

Macrons (ā), glottal stop marks (ʻ) and other diacritics should be used as per contemporary scholarly practice (but not in quotations or reference information where the original source did not use them). Note that for most Pacific languages, *Waka Kuaka* uses the opening single quotation mark for the glottal stop, that is, the mirror image of the apostrophe (except for Tahitian, where the apostrophe is used). Please do not use the single high reversed quotation mark (U+201B) as it poses layout problems.

Recognising that *Waka Kuaka* is an international journal with an international readership, non-English words need to be accompanied by a gloss in the text and also included in a full glossary before the reference list. *Waka Kuaka* has a list of often-used words that do not

need to be glossed in your text or included in your glossary; please find this list at the end of this document.

A gloss in the text can take one of two forms:

i) The non-English word(s) should be followed by an English gloss in parentheses:

whānau (family, kin)

ii) Alternatively, the English word(s) should be followed by the non-English equivalent (or near equivalent) in parentheses:

family (whānau)

Numerals and Units of Measurement

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

- Leave a space between numbers and units of measurement:

26 cm

- SI (metric) units of measurement should be used, as per the international standard.

Abbreviations for common units of measurement:

g gram

km kilometre

cm centimetre

°C degrees Celsius

- In nontechnical contexts, use “percent”; in scientific and statistical contexts use “%”.

Ideally one or the other should be used throughout the manuscript.

- For numbers of four digits or more (except page numbers; and for years of five digits or more), use the thousands separator (a comma):

2,000

Dates

- Use the following formats:

29 March 1989

1840s

1956–1957

- Use the en-dash (–), not the hyphen (-), for date ranges and page ranges:

1867–1892

pp. 83–99

- AD precedes the year date; BC and BP follow it:

from 500 BC to AD 2000

- Use ca. for circa:

Born ca. 1899, she...

- Spell out centuries:

twentieth century (nominative)

twentieth-century colonial rule (adjectival)

- In reference to radiocarbon dating use ^{14}C (not C14).
- Use World War II (not Second World War).
- ***Emphasis***

Be sparing in the use of italics for emphasis, and do not use bold or underline for this purpose. The use of quotation marks as “scare quotes” to signal irony, etc., should be used sparingly.

Punctuation and Other Formatting

- For series or lists, *Waka Kuaka* does not use the serial (Oxford) comma:

red, white and blue

- Numbered series are as follows, with a colon before the list begins:

There are four attributes: (i) colour, (ii) shape, (iii) texture and (iv) size.

Components may be listed vertically for longer or more complex lists, similarly numbered. Do not use automated list formatting; instead format lists manually.

- If dashes are used for clauses, then the longer em dash is required, unspaced:

The 1887 constitution—nicknamed the Bayonet Constitution—reduced the king to a constitutional monarch.

- E.g. (for example) and i.e. (specifically) are both followed by commas.
- When an abbreviation ends with the last letter of the full word, there is no full stop: Mr, Mrs, Dr, Rd, St. Otherwise, a full stop should follow: Rev., Prof., Fig. (but Figs), no., pp., etc.
- Do not include full stops in degree designations such as PhD, MA or BA.

QUOTATIONS

Quotation Content, Format and Treatment of Excluded Text

Quotations should appear exactly as in the original source, including spellings and formatting. Only include diacritical marks if these are in the original. Enclose any author insertions, changes or clarifications in square brackets, including [*sic*] to indicate an error or idiosyncrasy in the original.

Short quotations (up to around 50 words) are embedded in the text, set off by double quotation marks. Mark quotes within quotes with single quotation marks. Longer quotations should be set off as a block quote, that is, indented as a whole, in 11-pt font (unitalicised), with no quotation marks, with the citation *following* the full stop at the end of the quote:

Firth had this to say about the issue:

For the Tikopia, headrest is the appropriate term. Though such rests supported the upper part of the neck ... they were called in Tikopia urunga, which may be rendered

in English as “head-placing”. ... It seems likely to me that ... they had a concept of the male headrest as a means of avoiding contact of the head with the ground, especially the domestic floor. (Firth 2000: 216)

Any omitted text in the middle of your excerpt should be signalled by an ellipsis (a series of three dots), with single spaces before and after and full stops indicated as appropriate, as above. If a sentence break occurs within the omitted text include the full stop where it appears in the original. Do not use an ellipsis at the start or end of the excerpt, even if the excerpt is only a partial sentence:

Firth (2000: 16) felt that “headrest is the appropriate term” in the case of the Tikopia.

Quotations in Other Languages

Quotations in languages other than English are set like any other quotation: within quotation marks and unitalicised. Any translation that follows is placed in parentheses (without quotation marks) and also left unitalicised. These are not included in glossaries.

According to Lévi-Strauss’s dictum, “les mythes sont à penser” (myths are for thinking with), ...

Text Citations

The citation style is Author–Date, as follows:

- The standard citation form is (Jones 1976: 55) or (Smith and Dunnell 1876: 449–67).
- For works with three or more authors use the first author’s name followed by *et al.*, italicised (Pasisi *et al.* 2024).

- Multiple works within a single citation should be in alphabetical order and separated by semicolons when there are page numbers: (Jones 1976: 55; Smith 1876: 449–67); but (Jones 1999, 2000, 2007).
- For positioning of citations, these options are both acceptable:

This is because “genealogy is central to the formation of Pacific subjectivity”
(Teaiwa 2014: 43).

Teaiwa asserted that “genealogy is central to the formation of Pacific
subjectivity” (2014: 43).

- If a citation refers to the same source as the previous citation, (p. 34) or (pp. 34–57) is acceptable. Do not use *ibid.*, *op. cit.*, *passim* or *loc. cit.*
- Restrict your use of “cf.” (“see for comparison”) for when you are pointing to a contrast. When the aim is to identify authors with similar views or to illustrate a point, use “see” or “see also”.

REFERENCE LIST

When preparing your reference list please follow these basic guidelines:

- For reference formatting and presentation follow the models below. For cases not covered in this document, refer to the *Chicago Manual of Style*.
- Do not use any indentation, and insert a blank line between each listing.
- If bibliographic software (e.g., Endnote, Mendeley, RefWorks, Zotero) has been used

to create citations and reference lists, please leave these links live/intact. Our copyeditor will convert these into plain text.

- For author names, full given names are preferred; whether you use first names or first initials, please ensure consistency throughout the list.
- If there are more than ten authors, provide the first seven followed by *et al.*
- For multiple works by the same author, list them from oldest to most recent and replace the author name with a triple em dash after the first reference, as follows. If you do not know how to render this, you may copy and paste the one used here:

Lee, Georgia, 1992. *The Rock Art of Easter Island: Symbols of Power, Prayers to the Gods*. Monumenta Archaeologica 17. Los Angeles: The Institute of Archaeology.

———2006. *Rapa Nui, Island of Memory*. Los Osos: Easter Island Foundation.

Lee, Georgia and Paul Horley, 2018. *The Rock Art of Rapa Nui*. Santiago: Rapanui Press.

- Where possible, include a URL—preferably a permanent one like a DOI, handle or database identifier—as per the examples below.

Journal Articles:

Morton, John, 2003. Abortive redemption? Apology, history and subjectivity in Australian reconciliation. *Journal of the Polynesian Society* 112 (3): 238–59.

<https://www.jstor.org/stable/20707167>

Vaiotelet, Timote, 2006. Talanoa research methodology: A developing position on Pacific

research. *Waikato Journal of Education* 12 (1): 21–34.

<https://doi.org/10.15663/wje.v12i1.296>

Books:

Smith, Linda Tuhiwai, 2021. *Decolonizing Methodologies: Research and Indigenous Peoples*.

3rd edition. London: Zed Books. <https://doi.org/10.5040/9781350225282>

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:

For book or volume editors, use initials for first and middle names.

Gunson, Niel, 1977. The coming of foreigners. In N. Rutherford (ed.), *Friendly Islands: A*

History of Tonga. Melbourne: Oxford University Press, pp. 90–113.

Hau'ofa, Epeli, 1993. Our sea of islands. In E. Waddell, V. Naidu and E. Hau'ofa (eds), *A New*

Oceania: Rediscovering Our Sea of Islands. Suva: University of the South Pacific, pp.

2–16.

Monographs in a Series:

If the publisher's name is indicated in the series title, it need not be repeated after the city.

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.

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

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.

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

Theses and Dissertations:

Ingram, Pamela Takiora, 1990. Indigenous Entrepreneurship and Tourism Development in the Cook Islands and Fiji. PhD thesis, Massey University, Auckland.
<http://hdl.handle.net/10179/3344>

Orally Presented Papers:

Webb, Michael, 2011. On Singing *Salvesen* and Social Transformation: The Creation of a Gospel Hymn-and-Dance Tradition in Island Melanesia. Paper presented at the Christian Congregational Music: Local and Global Perspectives conference, Oxford, UK, 13 September 2011.

Republished Works:

If the author considers the original publication date of importance to their argument, reference to a republished work may be cited in text as follows: (Gill [1892] 1979: 15). In that case the original publication date must also be included in the list of references:

Gill, William Wyatt, [1892] 1979. *Cook Islands Custom*. Suva: Institute of Pacific Studies, University of the South Pacific.

Personal Communications:

There is usually no need to include these in the reference list. Instead incorporate directly into the text the first and last name of the individual, the date and, if relevant, the medium of communication; or provide a parenthetical citation, as per these examples:

(James Booker, pers. comm., 10 Jan. 2013)

(T. Smith, WhatsApp message to author, 26 Nov. 2018)

Webpages, Blogs and Social Media:

General references to websites do not need to be included in the reference list. Example:

As he details on his personal website, over the decades Donaghy has formed enduring collaborative relationships with Kānaka 'Ōiwi.

When listing a webpage, include (where relevant) author, date (or n.d. and an access date), title of specific page, name of overall site, URL (with no full stop at the end). Examples:

Hopa, Ngapare, 2017. Ngā rōpū—Māori organisations. Te Ara: The Encyclopedia of New Zealand. Page updated 1 June 2017. <http://www.TeAra.govt.nz/en/missions-and->

[missionaries](#)

Matbob, Patrick, 2013. Subam, Sanguma and the sounds of the 80s. *Yumi Story* (blog), 7 April. <http://yumistori.blogspot.com/2013/04/subam-sanguma-and-sounds-of-80s.html>

For streaming videos, follow the examples below. If you are quoting someone speaking in the video, make that clear in the text. Examples:

AUCISA Te Maru o Avaiki, 2020. ‘Akakoukou’anga o te ‘epetoma. Video, 10:45, posted to Facebook 9 Aug. 2020. <https://fb.watch/eBX5MIUiq3/>

Ivatt, Omine (@craftlabnz9766), 2020. Muka Rope. Video, 4:58, posted to YouTube 17 Apr. 2020. https://www.youtube.com/watch?v=qwF_RMAXva8
Moyle, Richard, 2014. Tuata—Canoe Races on Takū, Papua New Guinea. Video, 12:40, posted to Vimeo 11 June 2014. <http://vimeo.com/97881720>

TVNZ (@wakahuiatvnz), 2014. Nganeko Minhinnick—The fight for the return of the burial grounds. Episode, *Waka Huia*, 10 Aug. 2014, 29:32. Posted to YouTube 12 Aug. 2014. <https://www.youtube.com/watch?v=t9392EZ7t78>

For social media posts, try to avoid a reference list entry and keep all the information in the text itself. Example:

Winston Peters responded to criticism in a Facebook post, saying “it is more important than ever to underline New Zealand’s steadfast support for the Cook Islands people” (@Winston Peters, 15 Feb. 2025).

For a podcast episode, again, if you are quoting someone appearing on the podcast, make

that clear in the text:

The Vocal Fries Pod: The Podcast about Linguistic Discrimination, 2019. Be good and be kind.

Episode 57 (17 Nov.). <https://creators.spotify.com/pod/show/the-vocal-fries/episodes/Be-Good-and-Be-Kind-e91ino>

Taringa (podcast), 2019. Tikanga 101—Kaitiaki. Episode 121 (6 Dec.). Te Wānanga o

Aotearoa. <https://www.taringapodcast.com/e/taringa-ep-121-tikanga-101-kaitiaki/>

News Media:

Include a URL where possible. If no individual author is specified, then lead with the name of the newspaper. For an article from a website with a recognisable print publication, italicise the newspaper title. If the source is online-only, treat it like a website, i.e., do not italicise.

Collins, Simon, 2001. Bastion Point proposal divides Maori. *New Zealand Herald*, 13 Oct.

www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=222600

Kumar, Rashneel, 2025. Exclusive: Cook Islands ditches passport plan after New Zealand “ultimatum”. *Cook Islands News*, 6 Feb.

<https://www.cookislandsnews.com/internal/national/economy/breaking-news/editors-pick/passport-proposal-off-the-table/>

New Zealand Herald, 1931. Tarawera eruption. 10 June, p. 12.

<https://paperspast.natlib.govt.nz/newspapers/NZH19310610.2.142>

New Zealand Herald, 1934. Trail of damage, whirlwind in North. 23 July, p. 8.

Paewai, Pokere, 2024. Concern over low percentage of Māori speaking te reo. RNZ, 10 Oct.

<https://www.rnz.co.nz/news/te-manu-korihi/530418/concern-over-low-percentage-of-maori-speaking-te-reo>

Reports, Working Papers

Unpublished Materials: Manuscripts, Reports, Working Papers, Archival Materials, Etc.

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.

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

Hall, Francis, 1818. Letter to Josiah Pratt, 12 August. MS-Papers-0288. Alexander Turnbull Library, Wellington.

Madrigal-Borloz, Victor, 2021. Report of the Independent Expert on Protection Against Violence and Discrimination Based on Sexual Orientation and Gender Identity.

A/HRC/47/27. United Nations Human Rights Council, Geneva.

<https://undocs.org/A/HRC/47/27>

O'Malley, Vincent, 2010. Te Rohe Potae War and Raupatu. WAI 898 #A22. Report to the Waitangi Tribunal, Wellington.

Torrence, Robin, James R. Specht and Blaise Vatete, 2002. Report on an Archaeological Survey of the Bali-Vitu Islands, West New Britain Province, PNG. Prepared for the West New Britain Provincial Government, Kimbe.

United Nations General Assembly, 2007. United Nations Declaration on the Rights of Indigenous Peoples (Resolution 61/295).

https://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf

FIGURES

All maps, photographs, line drawings, graphs, charts, etc., are designated as figures. The page size of *Waka Kuaka* is A5 (210 × 148 mm or 8 × 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 should conform to *Waka Kuaka* style. To avoid being asked to update and resend your figure, please:

- (i) ensure consistency in terminology and spelling between text in the figure and that in the article,
- (ii) include diacritical marks as per contemporary usage,
- (iii) ensure formatting (italics, capitalization, etc.) is consistent within the figure, and
- (iv) check spelling carefully.

All figures must be explicitly referred to in the text, as follows: Figure 1, Figure 2... or, when referred to parenthetically, (Fig. 1, Fig. 2, Figs 1 and 2...). Radiocarbon figures should be accompanied by a radiocarbon data table (see requirements below).

Please embed low-resolution versions of your figures directly into the text for the review process, positioned approximately as you would like them to appear in the published version. Each figure must be accompanied by a caption, in 11-pt font, placed directly below

it and credited as necessary. Examples:

Figure 6. Beach launching of a traditional wooden boat, ca. 1938. Adolf and Marjorie Borsum Collection, American Samoa Historic Preservation Office.

Figure 9. Principal parts of a Takū canoe (from Moyle 2011a: 58).

Figure 11. New outrigger canoe in Atafu Lagoon. Author's photograph, 1976.

Figure 12. Fakaofu's freshwater well. Photograph by Marti Friedlander, 1971.

For publication, please upload figures as separate files through the *Waka Kuaka* website.

Figures must be submitted in a high-resolution (at least 300 dpi) digital format, e.g., as TIFF, JPEG or native RAW format images; for vectored (line/plan/charts) images, AI, EPS or PDF is preferred. Colour images will appear in the digital online versions of an issue. A small number of colour images can be accommodated free of charge in print versions when the nature of the material justifies this.

Authors are responsible for securing permissions to use photos or illustrations that are not their own, ideally before initial manuscript submission. Permission to use previously published or otherwise copyrighted materials **must be secured in advance of final submission.**

TABLES

Use 11-pt font for the table title and content. Position the table title above the table. Table notes should be in 10-pt font, labelled as per this example:

Table 1. Everyday expressions of ancestral presence in three island groups.

Island group	Local landscape term ^b	Common form of expression
Sāmoa	vanua	Naming of spaces and paths ^a
Tonga	fonua	Daily offerings and small gestures
Hawai'i	'āina	Story-bearing features in the land ^b

Note. This is a general note that applies to the entire table.

^a This is a note that applies to a specific part of the table.

^b So is this one. Where a note applies to more than one part of the table, the note marker may be repeated, as this one has been.

If a table was originally created in Excel please upload the Excel file via the *Waka Kuaka* website in case difficulties arise at the layout stage.

Radiocarbon tables need to include the following: radiocarbon sample no., site/locality, provenience details, sample material, $\delta^{13}\text{C}$ ‰ (when available), conventional ^{14}C age (CRA) BP, 2-sigma calibrated age range. In the note include details on the analysing lab(s), calibration program used (along with version and citation), specific calibration details (e.g., hemisphere model, local $\Delta\text{-R}$ value), relevant citations for models, etc. Example:

Table 1: Archaeological ^{14}C results.

Lab code	Site	Provenience	Material	$\delta^{13}\text{C}$ (‰)	Conventional ^{14}C age (BP) and error	Calibrated age (2 σ)
OZR597	Papau 1 (PAP1)	TP1, Layer V, Sample 0042	<i>Periglypta reticulata</i> (shell)	2.5 ± 0.1	620 ± 20	AD 1551– 1800

OZR596	Papau 1 (PAP1)	TP1, Layer V, Sample 0041	<i>Cocos</i> <i>nucifera</i> endocarp	-22.3 ± 0.1	150 ± 20	AD 1685– 1950
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Note: In the table note, detail the full name(s) of the radiocarbon lab(s) that undertook the analyses, calibration program (including version), calibration curve and any marine reservoir corrections used, along with the associated references for each.

Waka Kuaka UNIVERSAL GLOSSARY

The terms included in this glossary are now used so commonly in English-language prose on the Pacific that they are deemed to no longer require an in-text gloss. Authors are free to define them in the text if they wish to, but they are no longer compelled to. Also, inclusion of a term in this list does not compel authors to use it; authors are free to use other terms if they prefer.

This list is not exhaustive and currently under development.

Aotearoa

New Zealand

fa’a Sāmoa

the Sāmoan way, a cultural way of life emphasising family, community and respect for elders

fäeag Rotuam

the Rotuman language

gagana Sāmoa

the Samoan language

iTaukei

Indigenous people of Fiji

iwi	tribe (te reo Māori)
Kanaka Maoli, Kanaka 'Ōiwi	Indigenous people of Hawai'i
kōrero	talk, speak
Kūki 'Āirani	the Cook Islands
Kūki 'Āirani Māori	Cook Islands Māori language or people
lea faka-Tonga	the Tongan language
Mā'ohi	Indigenous people of French Polynesia
Māori	Indigenous people of Aotearoa
mātauranga Māori	Māori knowledges (te reo Māori)
'ōlelo Hawai'i	the Hawaiian language
Pākehā	New Zealand European/s
pālagi, palangi, papalagi...	non-Polynesian people, usually people of European descent
talanoa	a process of inclusive, participatory and transparent dialogue, often involving sharing stories and building empathy to make collective decisions
te gagana Tokelau	the Tokelauan language
te reo (Māori)	the Māori language

te Tiriti o Waitangi	the Treaty of Waitangi
vagahau Niue	the Niuean language
vosa Vakaviti	the Fijian language
whānau	family, kin (te reo Māori)