



# ***Women's Studies Journal***

## **Guidelines for Submission**

### **1. Presentation**

Apply the following styles:

- Main body of the paper – Times New Roman, 12pt, double line spacing
- Indent the first line of each paragraph with a tab, except where it follows a new heading
- Use sentence case in all headings
  - Main title heading (bold, 16pt)
  - Author name (bold 12 pt) – NB book reviews put author's name at the end
  - Section headings (bold, 14pt)
  - Section subheadings (italics, 12pt)
- Use italics rather than capitals or bold for emphasis.
- Spacing between paragraphs – there should not be any extra spacing between paragraphs.
- Don't worry if headings come right at the bottom of a page as that'll be fixed once the article is formatted by the design person.

### **2. Order of materials**

- Title
- Author(s) names
- Abstract (c.200 words)
- Keywords (5–7) divided by semi-colons
- Main body of paper
- Biographical note (a brief biographical summary of authors, in italics, with author's name in capitals)
- Acknowledgements if any
- Endnotes
- References (APA style, blerg, I hate this style)

### **3. Endnotes**

Never footnotes. Single spacing, 10pt font, hanging.

### **4. Images, Figures and Tables**

Please use [this link](#) for information on how to present and refer to images, figures and tables using APA style.

## 5. Style, Spelling, Punctuation

### Spelling:

- Use British not American spellings, e.g. -ise rather than -ize.
- Spelling should be consistent, except in direct quotes.
- Use 'Aotearoa/New Zealand' when referring to this country/geographical location (e.g. 'women in Aotearoa/New Zealand'), or the nation-state as a whole.
- Do **not** include Aotearoa when referring to:
  - The New Zealand government or its official agencies (e.g. the New Zealand parliament, New Zealand Inland Revenue);
  - Nationality and those with New Zealand citizenship (New Zealanders);
  - Organisations that include New Zealand as part of their name (e.g. the New Zealand Nurses Association).

### Numbers:

- Spell out numbers from zero to ten in full and any number that begins a sentence.
- Use numerals for numbers over ten (except where starting a sentence), e.g. a 57-year-old person.
- Spell out indefinite amounts: about two thousand, she was in her fifties.
- Spell out centuries: the twenty-first century (but in the 1970s).
- Use numerals to designate weights and measures.

### Use of Māori and other non-English words:

- Do not italicise non-English terms.
- Adhere to the grammatical rules of other languages regarding pluralisation. When using Māori words, do not use 's' to form their plural.
- Use macrons where necessary. We recommend that you use this dictionary as a guide: <http://maoridictionary.co.nz/>

### Capitalisation

- Titles should be rendered in sentence case. Use capitals for the first word of titles, subheadings, references, the first word after a colon, and the names of organisations, Acts, and suchlike.
- In the reference list, use capitals for all journal names in the reference list (see examples below).

### Quotations

- Use single quotation marks for quotes.
- Use double quotation marks for quotes within quotes: e.g. 'Did she say, "Am I my sister's keeper"?''
- Quotations of more than three lines should be single spaced and indented from the body of the text. Quotation marks should not be used in this instance.
- If something is omitted from a quote, use the ellipsis ... It must be used in incomplete quotes, but not to introduce quotes.

- Use square brackets to enclose an interpolation in a quote: e.g. [sic].
- If you quote verbatim from a published work, ensure the in-text citation includes the page number: e.g. (Jones, 2007, p. 18)

## Punctuation

- Use spaced en-dashes rather than closed up em-dashes in parenthetical situations: e.g. 'She was an advocate of small classes – of no more than ten children – as this number allowed teachers to give students individual attention'.

## 6. References

The lead author is responsible for the accuracy of references and quotes. Please check content and style thoroughly before submission. ***Papers with references that are incomplete or incorrectly styled will be returned to the author for amendment before the paper can be accepted.***

**All references must strictly follow APA 7 style.**

See below for examples of APA referencing style.

The following link gives guidance and examples of correct APA 7<sup>th</sup> Edition style for references and in-text citations: <https://aut.ac.nz.libguides.com/APA7th>

### In-text citations:

When quoting verbatim from another author, include a citation with the page number on which the original quote appears, e.g. (Davis, 2012, p. 143). It is not necessary to include a page number or page range when paraphrasing from another author: (Davis, 2012) is sufficient.

### Reference list examples:

**Journal:** Smith, A., Brown, B., & Chan, C. (2016). Thinking critically in a whole new world. *Language Learning in Higher Education*, 24, 67-87.  
<http://doi.org/12:3456789012>

**Magazine article:** Smith, A., & Brown, B. (2016, December 15). Chocolate milk could be key to longevity. *New Research International*, 45(5), 6-7.

**Newspaper article, no author:** Professor to talk rubbish at next Senate meeting. (2016, December 15). *Herald Tribune*, p. A5.

**Newspaper article, one author:** Smith, A. (2016, December 15). Something went wrong in plane crash, experts say. *Herald Tribune*, p. A5.

**Book:** Smith, A., Brown, B., & Chan, C. (2016). *New formations in international business*. Hoffman.

**Book, no author:** *Illustrated dictionary of medical and health sciences*. (2016). Crosby-Williams.

**Book, editor:** Smith, A., & Brown, B. (Eds.). (2016). *Sustainability in practice: Overcoming energy challenges in the 21st century*. Northwoods Press.

**Book, chapters:** Smith, A., & Brown, B. (2016). Natural reactions and strategies. In B. A. Brown & C. Chan (Eds.), *Principles of biology* (pp. 148-189). Wilton.

**Book, editions:** Smith, A. R. (2016). *Teaching and learning in higher education* (2nd ed.). University Books.

**Website, organization:** The Wareshop. (2016). Business profile. <http://www.wareshop.co.nz/>

**Website, author:** Smith, A., & Brown, B. (2016). Independent public toilet user survey. <http://www.timbucktwo.edu/gvu/usersurveys/toiletsurvey/>

**Thesis, unpublished:** Smith, A. (2016). The influence of bible studies on New Zealand primary school children, 1945-1982 (Unpublished Masters thesis). University of Auckland, New Zealand.

**Thesis, published:** Smith, A. (2056). *The influence of bible studies on New Zealand primary school children, 1945-1982* (Masters thesis, University of Auckland, New Zealand). <http://hdl.handle.net/123/abc>