

NZJPH

New Zealand Journal of Public History

STYLE GUIDE

Research articles should be 5000–8000 words. Interviews and opinion pieces should be 2000–3000 words.

Manuscripts should be 12 point, double-spaced, and submitted digitally as a Word document to editor@phanza.org.nz

As is the convention in most New Zealand history journals, we request that you: follow the *Concise Oxford Dictionary* for spelling; capitalise the first word and all the principal words (but not articles, prepositions and conjunctions) in titles of publications, and in chapter titles; use macrons with Māori words, but do not ‘correct’ original usage in titles, organisations, Acts, quotations, etc; italicise names of ships, titles of published books, plays, films, pamphlets and periodicals; use single quotation marks for quotations - for quotations within a quotation use double quotation marks. If quoted material is less than three lines long it should be run on, in single quote-marks, as part of the text. Longer quotations (of more than about 60 words) should be separated from the text, indented, reduced to single space, without quotation marks. We request that you use footnotes and not endnotes or in-text citations.

For a detailed *Guide to Style*, please refer to: <https://nzhistory.govt.nz/hands/a-guide-to-style>

FOOTNOTES – COMMON EXAMPLES

- First reference to a **book**: Catharine Coleborne, *Reading Madness: Gender and Difference in the Colonial Asylum in Victoria, Australia, 1848–1888*, Network, Perth, 2007, p. 50.

Subsequent references: Coleborne, *Reading Madness*, p. 35.

- Reference to a **chapter in an edited collection**: Rosalind McClean, ‘Reluctant Leavers’, in Tom Brooking and Jenny Coleman (eds), *The Heather and the Fern: Scottish Migration and New Zealand Settlement*, Otago University Press, Dunedin, 2003, pp. 103–16.

- First reference to a **journal article**: Cathy Coleborne, “His Brain was Wrong, his Mind Astray”: Families and the Language of Insanity in New South Wales, Queensland and New Zealand, 1880s–1910’, *Journal of Family History*, vol. 31, no. 1, January 2006, pp. 45–65.

Subsequent references: Coleborne, “His Brain was Wrong, his Mind Astray”, p. 54.

- Reference to an **edition later than the first**: Peter Gibbons, ‘Non-fiction’, in Terry Sturm, (ed.), *The Oxford History of New Zealand Literature in English*, 2nd edn, Oxford University Press, Auckland, 1998, pp. 33–118.

- Reference to a **thesis**: Nēpia Mahuika, 'Being Māori Tūturu: Māori Life Narratives and Contemporary Identities', MA thesis, University of Waikato, 2006, p. 22.

- Reference to an **image or source quoted by another author**: Alfred Sharpe, 'Burial Place of Hone Heke, Bay of Islands', watercolour, 1883, cited in James Beattie, 'Alfred Sharpe, Ruskin and Australasian Nature', *Journal of New Zealand Art History*, vol. 27, December 2006, p. 42.

- Reference to an **oral interview**: Give information in this order: interviewee, date, position in media or page of transcript.

Phyllis Irwin, interview, 18 June 1992, cassette 1/side 2.

List interviews in the bibliography, including full name of interviewee, date, location of interview, identity of interviewer, any other relevant information relating to the interview, place where tape/transcript kept.

Phyllis Irwin, interview, 18 June 1992, Dunedin, Alison Parr, Women in World War Two Oral History Project, OHLC-002543, Alexander Turnbull Library (ATL).

- Reference to a **newspaper**: *Waikato Times (WT)*, 28 November 1936, p. 7.

Subsequent references, *WT*, 28 November 1936, p. 7.

- Reference to **correspondence**: Specify the sender and recipient, date, collection title, archival reference number, and at first reference, the repository.

W. Godfrey to G. Coates, 16 August 1934, Coates Papers, folder 5, MS Papers 219, Alexander Turnbull Library (ATL).

Subsequent references: Godfrey to Coates, 16 Aug 1934, folder 5, MS Papers 219, Coates Papers, ATL.

- Reference to **Appendix to the Journals of the House of Representatives**: Title of item, name of publication, year of volume, shoulder number, page number/s.

Report of the Royal Commission Appointed to Inquire into the Relations between Employers and Employed in the Colony, *Appendix to the Journals of the House of Representatives (AJHR)*, 1890, H-5, p. 63, statement 1578.

Subsequent references: *AJHR*, 1890, H-5, p. 63.

- Reference to a **photograph**: Cite the caption, photographer if known, collection, accession number if known, and repository.

'Fancy dress party, Craven School for Girls', 2014P_Scs90_00871, Manawatū Heritage.

- Reference to an **object**: Name of item, date, accession number, donor/vendor, repository.

Child's wooden toy top, 19th century, 488/9, gift of Mrs Dora Isobel Law, Te Manawa Museum.