Te Reo

STYLE SHEET

Dear author,

It would be very helpful to the editor if you could follow the following guidelines in preparing manuscripts for submission. In any event, should your submission be accepted for publication you will be responsible for ensuring that these guidelines are adhered to.

Manuscript submission
Electronic (<u>preferred</u>): Please send **one** electronic copy of the paper via the online submission system (http://www.nzlingsoc.org/ojs/index.php/TeReo) and keep an identical copy for reference. If your manuscript includes special fonts, please make sure they are embedded in a pdf version of the paper.

OR

Hard copy: Please send **three** hard copies to the editor, and keep an identical copy for reference. Manuscripts will not be returned, so you will need to refer to your own copy for the incorporation of any editorial changes which might be recommended.

We will assume that all submissions contain original work which has not been previously published and is not being considered for publication elsewhere unless you tell us otherwise. Related articles being published or considered elsewhere should be acknowledged.

Format
Print the manuscript on one side only of A4 paper leaving margins of at least 30 mm on all sides. All parts of the text, including introductory abstract, displayed quotations, notes and list of references must be double-spaced. Notes should be listed at the end of the main text and immediately before the list of references. Tables and figures should be printed on separate sheets and placed at the very end of the manuscript, with an indication in the manuscript body of where each table or figure should appear. There should be no line spaces between paragraphs. Each new paragraph should be indented except for the first paragraph under a heading. Do not justify the right margin or hyphenate within words.

Manuscripts should generally be no longer than 8000 words. To enable anonymous refereeing to take place, a separable front page should carry the title of the paper, name/s and

affiliation/s of author/s, the word count for the main text of the paper, and full contact addresses for correspondence - postal, email, fax and telephone. Author names and contact details should not appear elsewhere in the manuscript. Also please do not cite your own work in a way that could identify you. Correspondence will be sent to the first-named author unless otherwise required.

The main text of the article begins on the second page. Head this page with the short title of the article.

A one-paragraph abstract (upper limit 150 words) must accompany the initial submission. This should be written in an impersonal style, using constructions such as 'it has been demonstrated', 'it has yet to be shown'.

Avoid more than two levels of headings in the main text. Number headings 1, 1.1, etc. Use lower case bold for headings at the top level, plain text for the second level. Start text after a heading on the line next below.

Lists or numbered examples should use arabic numbers on the margin, followed by a stop but without parentheses, with the text indented throughout. Long quotations, whether citations or data, should be separated from the text and indented, and in full size type.

Authors should indicate directly the typefaces they wish to appear in print, i.e. italics should be represented thus: *dictionary*, and boldface thus: **dictionary**.

Italics are used for linguistic forms (letter, morpheme, word, phrase, or sentence) cited in the body of the text. Italics are also used for emphasis (in the text or in examples), and for the titles of books or journals. Avoid excessive use of italics for emphasis.

Use Times New Roman for main text. Special characters should be clearly marked on the manuscript (highlighting is a good way to ensure visibility). If using non-IPA phonetic characters, provide a list of those characters as well as their equivalents in the IPA. If you are using phonetic symbols, please use the DoulosSIL font, downloadable from http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=DoulosSIL_download.

Spelling and punctuation

Use single quote marks for 'quotations', double quote marks for "quotations within quotations". Give page number of reference for direct quotations. Translations or glosses should appear in single quotes. Cited forms should be italicised.

Ensure that phonetic or other non-orthographic symbols are clear, especially diacritic marks. For excerpts of transcribed spoken data, keep conventions to the minimum necessary for the points to be made. Explain conventions in the text above the first excerpt, or in a note.

Initials in personal names should be followed by a full point and a space (e.g. J. A. H. Murray). There is no full point after Dr, Ms, Mrs or Mr. A comma is used before 'and' or 'or' when three or more items are coordinated (e.g. Benson, M., Benson, E., and Ilson, R.).

Latin abbreviations such as 'i.e.' or 'e.g.' are acceptable only in expressions within parentheses, as here: 'adjectives which collocate with *fare* (e.g. *wholesome*, *simple, country*) ... '. Elsewhere, they should be replaced by their English equivalents, that is' or 'for example'. Italic should not be used for such abbreviations nor for such common Latin expressions as 'ad hoc', 'et al.', etc.

Numbers below 100 and vaguely expressed numbers should be spelled out. Precise numbers, units of measurement, and numbers above 100 should be stated in figures. Note, however, that numbers below 100 may be used in tables, diagrams and notes, e.g. 'references in this dictionary display a very clear majority of male to female persons (64-63)'.

Notes

Avoid the use of notes where possible. Notes will appear as endnotes. Use superscript numbers

(not too small) in the text. Number notes consecutively and gather them immediately after the end of the main text. Start them on a new page, and use the heading 'NOTES'. For acknowledgements you might wish to make, use Note 1, and attach it to the paper's title.

References

References should use the author/date system, e.g.: '(Holmes 1992)'. When the author's name appears in the text, use: 'Kuiper (1986) argues that ...'. Page numbers appear after a colon (plus space) following the date: 'Bayard (1995: 135-168)'. Do not use additional parentheses for references in text that is already enclosed in parentheses. Use semicolons between a sequence of references by different authors.

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The references appear in alphabetical order. Use authors' names as they appear on the published sources, with full first name unless author uses only initials. Reverse first and last names only for the head name of the reference.

Same-author references appear in date order. Same-date references by the same author should be identified as: Bauer 1994a, 1984b, 1984c, etc. Multiple-authored works follow all sole-authored works by the first author, in alphabetical order of second (and subsequent) authors. Do not use the convention of an underline before the date for subsequent works by the same author.

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Bailey, Richard W. and Manfred Goerlach (eds). 1982. *English as a World Language*. Ann Arbor, Michigan: University of Michigan Press.
Bartlett, Chris. 1990. 'Research in progress on the Southland variety of New Zealand English.' Paper presented to the New Zealand Seminar on Language and Society, Victoria University, Wellington.
Bayard, Donn. 1995. *Kiwitalk: Sociolinguistics and New Zealand Society*. Palmerston North: Dunmore Press.
Chambers, J. K. 1995. *Sociolinguistic Theory*. Cambridge, Massachusetts, and Oxford, U.K.: Blackwell Publishers.
Hawkins, Peter R. 1973. 'A phonemic transcription system for New Zealand English.' *Te Reo* 16: 15-21.
Thomas, Jenny. 1986. 'The dynamics of discourse: a pragmatic analysis of confrontational interaction.' Unpublished PhD dissertation. Lancaster, U.K.: University of Lancaster.
Vaughan, Graham M. and Ingrid Huygens. 1990. 'Sociolinguistic stereotyping in New Zealand.' In Allan Bell and Janet Holmes (eds) *New Zealand Ways of Speaking English*. Bristol:

Multilingual Matters, and Wellington: Victoria University Press. 1-20.

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