

## INSTRUCTIONS FOR AUTHORS

*New Zealand Geographer* is the official journal of the New Zealand Geographical Society, and publishes articles by, or of interest to, geographers, which meet the editorial standards and aims and scope of the journal (see <http://www.blackwellpublishing.com/nzg>). The journal includes a Geo-Ed section devoted to articles designed to interest and support classroom practitioners. Teachers and others who are able to contribute to the promotion and development of geography in secondary schools are encouraged to submit articles to the Geo-Ed editor.

### EDITORIAL REVIEW AND ACCEPTANCE

The acceptance criteria for all papers are the quality and originality of the content and its significance to our readership. Except where otherwise stated, manuscripts are double-blind peer reviewed by two anonymous reviewers and the relevant Editor. Final acceptance or rejection rests with the Editors who reserve the right to refuse any material for publication.

Manuscripts should be written in a clear, concise, direct style. Where contributions are judged as acceptable for publication on the basis of content, the Editor and the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. Manuscripts requiring extensive alterations will be returned to the author for revision.

### SUBMISSION OF MANUSCRIPTS

All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

Authors are required to submit their manuscripts electronically. Manuscripts should be emailed as attached Word files to the editor of the relevant section.

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**All else:** Eric Pawson, [eric.pawson@canterbury.ac.nz](mailto:eric.pawson@canterbury.ac.nz)

The following instructions should be adhered to:

- The entire article (including tables) should be supplied as a *single* file; only electronic figures should be supplied as separate files.
- Authors should supply their accepted paper as formatted text. Submitted manuscripts should be labelled with the first author's name.
- Submissions should be double-spaced. The top, bottom and side margins should be at least 30 mm. All pages should be numbered consecutively in the bottom right-hand corner, beginning with the title page.
- Specify any special characters used to represent non-keyboard characters.
- Use a tab, not spaces, to separate data points in tables. If you use a table editor function, ensure that each data point is contained within a unique cell (i.e. do not use carriage returns within cells).

### Covering letter

Papers are accepted for publication in the Journal on the understanding that the content has not been published or

submitted for publication elsewhere. This must be stated in the covering letter.

If tables or figures have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

### COPYRIGHT

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[http://www.blackwellpublishing.com/pdf/<jnl>\\_caf.pdf](http://www.blackwellpublishing.com/pdf/<jnl>_caf.pdf).

### STYLE OF THE MANUSCRIPT

**Spelling.** The Journal uses UK spelling and authors should therefore follow the latest edition of the *Oxford English Dictionary*.

**Units.** All measurements must be given in SI or SI-derived units.

### PARTS OF THE MANUSCRIPT

The length of an article (including references, tables and appendices) should not normally exceed 6000 words for Research Articles, and 3000 for Geo-Ed articles.

Manuscripts should be presented in the following order: (i) title page, (ii) abstract and key words, (iii) text, (iv) acknowledgments, (v) references, (vi) endnotes, (vii) appendices, (viii) figure legends, (ix) tables (each table complete with title and footnotes) and (x) figures. Use concise endnotes rather than footnotes.

### Title page

As articles are double-blind reviewed, material that might identify authorship of the paper should be placed on a cover sheet; this will be removed before the paper is sent to referees.

The title page should contain (i) the title of the paper, (ii) the full names of the authors and (iii) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript should be sent, (v) a biographical note about the author(s) of no more than 25 words. The present address of any author, if different from that where the work was carried out, should be supplied in a footnote.

The title should be short, informative and contain the major key words. Do not use abbreviations in the title. A short running title (less than 40 characters) should also be provided.

### Abstract and key words

Research and Geo-Ed articles must have a brief abstract that states in 100 words or fewer the major points made and the principal conclusions reached. The abstract should not contain abbreviations or references.

Between three and six key words (for the purposes of indexing) should be supplied below the abstract in alphabetical order.

#### **Text**

The text should be organised into an introductory section, conveying the background and purpose of the report, and then into sections identified with subheadings.

#### **Acknowledgements**

The source of financial grants and other funding must be acknowledged. The contribution of colleagues or institutions should also be acknowledged. Personal thanks and thanks to anonymous reviewers are not appropriate. Acknowledgements should be typed on a separate page.

#### **References**

The Harvard (author, date) system of referencing is used (examples are given below). In the text give the author's name followed by the year in parentheses: Smith (2000). If there are two authors use 'and': Smith and Jones (2001); but if cited within parentheses use '&': (Smith & Jones 2001). In the reference list, references should be listed in alphabetical order. Journal titles should not be abbreviated.

*Do not use *ibid.* or *op cit.** Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list.

Authors are responsible for the accuracy of the references.

#### *Journals*

Hardill I (1996). Gender perspectives on British expatriate households, *Geoforum* 29, 257–68.

#### *Books*

Hazledine T (1998). *Taking New Zealand Seriously: the Economics of Decency*, Harper Collins, Auckland.

#### *Chapter in a book*

Brundsen D and Ibsen M-L (1984). Mudslide. In: Dikau R, Brundsen D, Schrott L and Ibsen M-L, eds. *Landslide recognition. Identification, Movement and Causes*, John Wiley and Sons, Chichester, pp. 103–19.

#### *Journal article on the Internet*

Fielding N and Schreier M (2001). Introduction: On the comparability between Qualitative and Quantitative Research Methods, *Forum Qualitative Sozialforschung/Forum: Qualitative Social Research* (on-line Journal), 2 (1), Available at: <http://qualitative-research.net/fqs/fqs-eng.htm> (cited 14 April 2002).

#### **Tables**

Tables should be self-contained and should not duplicate, but complement, information contained in the text. Number tables consecutively in the text in Arabic numerals. Type tables on a separate page with the legend above. Legends should be concise but comprehensive – the table, legend and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns.

#### **Figures**

All illustrations (line drawings, graphs and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Figures should be sized to fit within the column (65 mm), intermediate (97 mm) or the full text width

(135 mm).

It is imperative that figures be supplied as high resolution files (at least 300 d.p.i. for photographs and 800 d.p.i. for line figures). Files should be saved as Encapsulated PostScript (.eps) or Tag Image File Format (.tiff.) *Digital images supplied only as low-resolution cannot be used.*

For more information on digital graphics standards and how to prepare .eps files, see <http://www.blackwellpublishing.com/authors/digill.asp>.

Figures will not be printed in colour. It is the author's responsibility to ensure figures will be legible in black and white.

**Figure legends.** Type figure legends on a separate page. Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

#### **PROOFS**

It is essential that corresponding authors supply an email address to which proofs can be emailed. A Portable Document Format (PDF) typeset proof will be sent for checking via email, and should be returned to the Publisher within three days. Full instructions on how to correct and return the file will be attached to the email. If the proof is not returned by the appointed date, it may be signed off on by the Editor or held over to the next issue.

#### **OFFPRINTS**

A free PDF offprint will be supplied to the corresponding author. A minimum of 50 additional offprints will be provided upon request, at the author's expense. An Offprint Order Form will be sent to the corresponding author with the PDF proof. Additional offprints will be provided *only* if a completed Offprint Order Form is returned to the Publisher by the specified date.

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