

NZJAS Style Guidelines

1. Format

All copy, including indented matter, notes and references, should be in Times New Roman 12 pt, double spaced and justified. Pages should be numbered in the top right corner. Do not include any headers or footers apart from page numbers.

2. Text

Indent your paragraphs 1 cm. Do not leave an extra line space between paragraphs. Do not indent paragraphs that are immediately below headings.

3. Headings

Please avoid using automatic formatting. Subheadings should be limited to a maximum of three levels and used consistently: first level (bold with initial capitals); second level (bold and italics with initial capitals); third level (bold and italics in sentence style).

4. Quotations

Short quotations should be indicated by single quotation marks, but use double quotation marks for quotations within quotations. Long quotations or extracts of four lines or more should be indented from the left-hand margin without quotation marks. Insert a line space above and below the quotation. Italicisation not present in the original should be indicated at the end of the quotation: [my italics] or [emphasis supplied]. If a quotation contains something contrary to our house style, leave as is.

Full stops can be placed both within and outside the closing quotation mark. If the quoted material is a full sentence, please leave the full stop inside the quotation mark; if it is only part of a sentence, the full stop is outside the quotation mark. If the quoted text could function as a complete sentence, then the full stop also stays inside the quotation mark.

5. Spelling

New Zealand spelling should be used throughout. Use -ise in preference to -ize.

Take out full points in U.S.A. and other such abbreviations: type USA, UK, MA, PhD, etc. Do not use full points in abbreviations that include the first and last letter in the singular (e.g., Mr, Dr, Mrs).

6. Capitalisation

In titles and subtitles of books, journals, newspapers, chapters, articles and webpages, capitalise the first and last words, all nouns, verbs, adjectives and the second part of hyphenated major words (e.g., Self-Identification).

7. Numbers and Dates

Spell out numbers up to ninety-nine and numbers that begin a sentence. Abbreviate numbers thus: 23–24, 100–9, 170–89. Percentages: spell out ‘per cent’ in the text instead of using %, except in tables or in text containing a lot of numbers, in which case % looks clearer.

Dates should be in the form: Friday, 1 July 2022. Centuries: nineteenth century, twentieth century; but hyphenate if used as an adjective, e.g., eighteenth-century works.

8. Dashes

We use en rules with a space before and after as dashes in the text. Please use en rules and not hyphens in numbers and dates: 8–10; 1990–2022.

9. Spacing

Please put in one space between initials, e.g., M. G. Insert one space after commas, full stops, colons, etc. Remove all double spaces and replace with a single space.

10. Tables and Figures

Tables and figures should normally be included in the Word file of the article. Please provide full captions for these.

11. Notes and Referencing

Please present your notes as footnotes.

You may use note-style referencing or the author–date system. Separate titles from subtitles with a colon. Please ensure consistency at all times.

In Footnotes

When a work appears for the first time, please provide a full reference. Subsequent references are shortened.

Books

When referencing a book for the first time, use the author's name, the title (in italics), place of publication, publisher, year of publication and the page number: **First-Name Surname, *Title: Subtitle* (Place: Publisher, Year), p. x**. Subsequent references to the work are shortened to **Surname, *Title*, p. x**. Use the term 'ibid.' when appropriate. For example,

1. Herbert B. Asher, *Causal Modeling* (Beverly Hills: Sage, 1976), p. 3.
2. Ibid., p. 4.
3. Robert A. McGuire and Philip R. P. Coelho, *Parasites, Pathogens, and Progress: Diseases and Economic Development* (Cambridge, MA: MIT Press, 2011), p. 25.
4. Asher, *Causal Modeling*, p. 4.

Chapters in edited collections

First-Name Surname, 'Chapter Title', in First-Name Surname (ed./eds), *Title: Subtitle* (Place: Publisher, Year), p. x

Josef Brüderl and Ludwig Volker, 'Fixed-Effects Panel Regression', in Henning Best and Christof Wolf (eds), *The SAGE Handbook of Regression Analysis and Causal Inference* (Los Angeles: SAGE, 2015), p. 327.

Journal articles

First-Name Surname, 'Article Title', *Journal Title* volume:number (year), p. x. When referring to periodicals with volume and issue numbers, use 3:7 as opposed to vol. 3, no. 7.

Timothy Besley and Masayuki Kudamatsu, 'Health and Democracy', *American Economic Review* 96:2 (2006), p. 315.

Web references

First-Name Surname, 'Title of Webpage', *Name of Website*, publication date [if given], <http://www.websiteaddress.com>, date accessed.

Nguyen Huy Hoang and Truong Quang Hoan, 'Vietnam and the CPTPP: Achievements and Challenges', *ISEAS*, https://www.iseas.edu.sg/images/pdf/ISEAS_Perspective_2019_41.pdf, accessed 1 July 2022.

Author–Date System

In-text citations should appear as (**Author Date, Page**), e.g., Arnold 1993; Banerjee and Iyer 2004, 3; Brown, Fincher and Walasek 2015, 111; Bollyky, Templin, Cohen et al. 2019, 1628. Reference lists should be styled as follows, with entries in alphabetical order.

Books

Surname, First-Name. Year. Title: Subtitle. Place: Publisher.

Asher, Herbert B. 1976. *Causal Modeling*. Beverly Hills: Sage.

McGuire, Robert A., and Philip R. P. Coelho. 2011. *Parasites, Pathogens, and Progress: Diseases and Economic Development*. Cambridge, MA: MIT Press.

Chapters in edited collections

Surname, First-Name. Year. ‘Chapter Title’. In First-Name Surname (ed./eds), Title: Subtitle. Place: Publisher, pp. xx–yy.

Brüderl, Josef, and Ludwig Volker. 2015. ‘Fixed-Effects Panel Regression’. In Henning Best and Christof Wolf (eds), *The SAGE Handbook of Regression Analysis and Causal Inference*. Los Angeles: SAGE, pp. 327–57.

Journal articles

Surname, First-Name. Year. ‘Article Title’. Journal Title volume(number): xx–yy.

Besley, Timothy, and Masayuki Kudamatsu. 2006. ‘Health and Democracy’. *American Economic Review* 96(2): 313–18.

Web references

Surname, First-Name. Year. ‘Title of Webpage’. Name of Website. Publication date [if given]. <http://www.websiteaddress.com>. Date accessed.

Hoang, Nguyen Huy, and Truong Quang Hoan. 2019. ‘Vietnam and the CPTPP: Achievements and Challenges’. *ISEAS*. https://www.iseas.edu.sg/images/pdf/ISEAS_Perspective_2019_41.pdf. Accessed 1 July 2022.