NOTES FOR CONTRIBUTORS

1. Contributions should be electronic, double spaced, using A4 page size and be around 8,000 words in length including endnotes and bibliography. Headings when used in the text should be placed on a single line and appear in capitals; sub-headings in lower case italics. All text in the main body of the manuscript should be in a font of *Times* size 12 or equivalent and use New Zealand spellings, except in quotations. The main body of text should contain no personally identifying details of the author and should also have the title of the manuscript at the top of the page. Please do not use any proprietary software to embed text, manuscripts should be submitted with the least amount of formatting possible. The manuscript you upload should have a title, abstract and then the main body of text following.

2. Abstracts should be unstructured and about 150 words in length.

3. Please submit a short biographical note about the author of not more than 100 words including address for correspondence, institutional affiliation, research interests in the space provided in the electronic submission page.

4. All images should be submitted via email separately from but accompanying the electronic text (please DO NOT submit images embedded in word docs). Images will be printed in B&W/greyscale and need to adhere to the following guidelines:

   • Bitmap images should be in TIFF format and have a resolution of no less than 200 dpi for greyscale (8 bit) or 600 dpi for line art (1 bit) at reproduction size (approx. 11 cm wide × 15 cm high max.).

   • Vector artwork may be submitted as *either* Encapsulated Postscript (EPS) *or* Portable Document Format (PDF) with all fonts embedded *or* converted to outlines.

5. All permissions for reproduction of images, tables etc. from previously published work are to be obtained by the author at the time of manuscript submission. Figures and Tables are described numerically ie. Figure 1, Table 2 etc.

6. All in text citations and the list of references are to be arranged in the Chicago 16 B (author date) style. Visit:

   www.chicagomanualofstyle.org/tools_citationguide.html

   and tab to Chapter 15, for details and examples. The only exceptions are that *sites* permits dissertations and theses to be listed in the references and that single quotes are used around the titles of articles and chapters, for consistency with the *sites* text style.. Please provide page references for in text citations and paraphrases. Responsibility for arranging the bibliography in the Sites style remains with the author and is a requirement for publication.

7. Sites uses endnotes rather than footnotes. These are arranged at the end of article in front of the references and in a font equivalent to *Times* size 11.

8. All quote marks (other than those appearing in the citation of previously published work as double and quotes within quote marks) should be single rather than double.

9. Quotations shorter than 3 lines of text should be indicated by single quote marks. Quotations longer than 3 lines of text should be separated from the main text by a single line and indented from the left margin.

10. Sites policy for the use of Māori language in the text is to use macrons and to not italicize Māori words. Less frequently encountered Māori words should be followed in the text by an English translation (in brackets and italicized).

11. Sites policy on peer review is for the use of two anonymous reviewers for each manuscript. These reviewers are selected nationally or internationally as appropriate to the content of the article. Submitting authors should note the scope of Sites is the study of society and culture in the Pacific in its broadest possible configuration and we welcome the work of anthropologists, indigenous studies scholars, sociologists, cultural theorists, historians and other scholars with a similar interest.

12. Intending authors must supply a statement with their electronic submissions which indicates that the text which they submit is not under consideration by any other journal. Authors should also note that once a manuscript has been formally accepted for publication, the editor may make slight revisions to the style or grammar of the text. All accepted authors

will receive a PDF file of their paper in its final version before it goes to press and will be asked to make one final proof read in 48 hours and then return the file with any minor grammatical or spelling errors noted to the editor for correction.

13. Please submit manuscripts electronically through the website:

> http://sites.otago.ac.nz/

Authors will need to register and follow the submission instructions for authors.

14. Please direct queries to Julie Park, Anthropology, School of Social Sciences, University of Auckland.

> Email: j.park@auckland.ac.nz