

## 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. Your manuscript should be set out as following: title, abstract and then the main body of text, followed by acknowledgements then references. The main body of text should contain no personally identifying details of the author. Pages should be numbered and the title of the manuscript should be inserted in the header so that it appears on every page. The manuscript should be left justified and doubled spaced. 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. Main headings should be in capitals and subheadings should be in sentence case italics, left justified. Manuscripts should be submitted with as little formatting as possible. Please bear in mind that should your manuscript be accepted for publication, the production team will set the proofs in *Sites* structure and format. Do not use published articles in *Sites* as a guide for manuscript preparation.
2. Abstracts should be unstructured and about 150 words in length.
3. Please provide up to five keywords that describe the content of your submission. These should sit immediately below the abstract.
4. Please submit a short biographical note about the author in the space provided in the electronic submission page. This should include address for correspondence, institutional affiliation, and research interests, and should not exceed 100 words.
5. Please also ensure that you have included a brief acknowledgement of any funding you have received towards this research. This should be in the form of a short note placed after the main body of text.
6. All images should be submitted in digitised TIFF format as email attachments accompanying the electronic text. Please ensure these have been scanned at the highest resolution possible.
7. All permissions for reproduction of images, tables etc. (e.g. from previously published work) are to be obtained by the author at the time of manuscript submission. Figures and Tables are described numerically i.e. Figure 1, Table 2 etc.

8. *Sites* uses a modified version of the Chicago 16 B (in-text author-date citations). The main modification is that *Sites* uses single quote marks around chapter or paper titles in the list of references to fit in with the single quote mark text style. Visit <[www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)> and tab to Chapter 15, for details and examples of Chicago 16 B style. Please provide page references for in text citations and paraphrases. For online references, include a doi wherever possible. A URL is also acceptable where it provides a stable link to the article. Theses and dissertations are to be included in the references list. Title case is used for all titles. A hanging indent is used to format the references list. Responsibility for arranging the bibliography in the *Sites* style remains with the author and is a requirement for publication.

Note that when several works by the same author are listed, they are listed in chronological order and after the first listing, the author's name is replaced by a 3 em dash (Found in Advanced symbols in Word), e.g.,

Pollan, M. 2006.

———. 2009.

*Book:*

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

*Edited book:*

Greenberg, Joel, ed. 2008. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.

*Co-authored book:*

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

*Multiple authors:*

Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu. 2008. *Meteors and Mudslides: A Trip through ...*

*Translation:*

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.

*Chapter in an edited book:*

Gould, Glenn. 1984. 'Streisand as Schwarzkopf'. In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage.

*Article:*

Blair, Walter. 1977. 'Americanized Comic Braggarts'. *Critical Inquiry* 4 (2):331–49.

*Article with doi:*

Novak, William J. 2008. 'The Myth of the "Weak" American State'. *American Historical Review* 113:752–72. doi:10.1086/ahr.113.3.752.

*Online article:*

Karmaus, Wilfried, and John F. Riebow. 2004. 'Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls'. *Environmental Health Perspectives* 112 (May):643–47. <http://www.jstor.org/stable/3435987>.

*Webpage:*

ABC Online Indigenous. n.d. 'NT Intervention'. Accessed 17 May 2015 from [http://www.abc.net.au/indigenous/special\\_topics/the\\_intervention/](http://www.abc.net.au/indigenous/special_topics/the_intervention/)

9. *Sites* uses endnotes rather than footnotes. In your submission, these should appear at the end of the document (following the references). Should your manuscript be published by *Sites*, these notes will be placed in the journal style by the production team.
10. 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.

11. All quotation marks (other than those appearing in the citation of previously published work as double, or those which mark a quotation within a quotation) should be single rather than double. E.g.,  
  
... McNamara (2004) has also identified how 'the good death of the original hospice movement has been abandoned in favour of a philosophy of a "good enough" death' – a notion that appeals to many...
12. *Sites* policy for the use of Māori language in the text is to use macrons and to not italicise Māori words. Less frequently encountered Māori words should be followed in the text by an English translation (in brackets).
13. *Sites* policy on peer review is that each manuscript is reviewed by two anonymous reviewers. These reviewers are selected nationally or internationally as appropriate to the content of the article. Submitting authors should note that the scope of *Sites* is the study of society and culture in the Pacific in its broadest possible configuration and that we welcome the work of anthropologists, indigenous studies scholars, sociologists, cultural theorists, historians and other scholars with similar interests.
14. Prospective authors must supply with their electronic submissions a statement indicating that the text which they submit is not under consideration for publication 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. Please note that it is not possible to make any more substantial changes at this stage.
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