Women's Studies Journal
Guidelines for Submission

1. Correspondence

Submissions:
> Email submissions in Word format to the Editorial Collective at:
> wsj@auckland.ac.nz

All other correspondence:
> *Women's Studies Journal*
> c/o Faculty of Arts
> The University of Auckland
> Building 215-G01
> 14 Symonds Street
> Auckland
> Aotearoa/New Zealand
> 1142

2. Submission categories

The *Women's Studies Journal* editorial collective invites suitable submissions within the following categories:

- **Full papers/review essays** (8000 words, approximately). Include an abstract of around 200 words and a list of 5–7 key words.
- **Brief research reports** (2000–4500 words) provide an overview of empirical research; less extensive theoretical framing and discussion is required. Include an abstract of around 200 words and a list of 5–7 key words.
- **Student research reports** (2000–2500 words) provide an overview of a graduate research project, with a focus on the presentation of key findings. Include an abstract of around 200 words and a list of 5–7 key words.
- **Reflections from the field** (2000–2500 words). These offer feminist insights that are relevant to a particular domain.
- **Film/media analyses** (1500 words).
- **Political commentaries** (2000–2500 words).
- **Book reviews** (if you wish to submit a book review, please liaise directly with our **book reviews editor** to check its suitability for the journal and avoid duplication – elizabethjenniferrawlings@gmail.com).

NB: The above word limits *exclude* the reference list.

3. Process

Full papers and research reports that are being considered for publication will be sent for blind peer-review. You will be advised on the publication decision in about 6–8 weeks. To preserve the integrity of our blind review process, **please do not include any identifying information in the body of the paper itself, the header, or the metadata of the Word file.**

Articles submitted for consideration must be original work and should not be submitted elsewhere while under review with the *Women's Studies Journal*. **Before submitting your original manuscript, please ensure it conforms to the following requirements.**

4. Presentation

Apply the following styles:
- Main body of the paper –
  - Times New Roman, 12pt, double line spacing
- Indent the first line of each paragraph with a tab, except where it follows a new heading
- Use sentence case in all headings
  - **Main heading (bold, 14pt)**
  - **Section headings (bold, 14pt)**
  - **Section subheadings (bold, 12pt)**
- Use *italics* rather than capitals or bold for emphasis.

5. Order of materials

*Remember, please do not include any identifying information in the body of the paper itself, the header, or the metadata.

Present materials in the following order:
- Cover page (separate page; see instructions below)
- Title
- Author(s) names and affiliations (only on the final accepted version of your paper)
- Abstract (200 words)
- Keywords (5–7)
- Main body of paper
- Biographical note (a brief biographical summary of yourself and any co-authors should be provided in italics, before the reference list, on the final accepted version of your paper)
- Acknowledgements (only on the final accepted version of your paper)
- Notes
- References (see instructions below)

Cover page
Include a cover page as a *separate* document that includes the following:
- Names and affiliations for all authors
- Title of the paper
- Submission category
- Email, postal addresses, and contact phone number for lead author

6. Endnotes

Endnotes should be kept to a minimum. Please do not use footnotes.

7. Images, Figures and Tables

Permission to reproduce copyright material must be obtained from the publisher or copyright holder. If you are reproducing a figure or table, you must provide copyright information and a permission statement at the end of the caption. Images, figures and tables should be embedded in the paper in the desired location.

All images and photographs should be of a reproducible standard. Our preference is for image files to be jpegs with a resolution of at least 72dpi.

Please use this link for information on how to present and refer to images, figures and tables using APA style.

8. Style, Spelling, Punctuation

Spelling:

- Use British not American spellings, e.g. -ise rather than –ize.
- Spelling should be consistent, except in direct quotes.
- Use 'Aotearoa/New Zealand' when referring to this country/geographical location (e.g. 'women in Aotearoa/New Zealand'), or the nation-state as a whole.
- Do **not** include Aotearoa when referring to:
  - The New Zealand government or its official agencies (e.g. the New Zealand parliament, New Zealand Inland Revenue);
  - Nationality and those with New Zealand citizenship (New Zealanders);
  - Organisations that include New Zealand as part of their name (e.g. the New Zealand Nurses Association).

Numbers:

- Spell out numbers from zero to ten in full and any number that begins a sentence.
- Use numerals for numbers over ten (except where starting a sentence), e.g. a 57-year-old person.
- Spell out indefinite amounts: about two thousand, she was in her fifties.
- Spell out centuries: the twenty-first century (but in the 1970s).
- Use numerals to designate weights and measures.

Use of Māori and other non-English words:

- Do not italicise non-English terms.
- Adhere to the grammatical rules of other languages regarding pluralisation. When using Māori words, do not use 's' to form their plural.
- Use macrons where necessary. We recommend that you use this dictionary as a guide: http://maoridictionary.co.nz/

Capitalisation

- Titles should be rendered in sentence case. Use capitals for the first word of titles, subheadings, references, the first word after a colon, and the names of organisations, Acts, and suchlike.
- In the reference list, use capitals for all journal names in the reference list (see examples below).

Quotations

- Use single quotation marks for quotes.
- Use double quotation marks for quotes within quotes: e.g. 'Did she say, "Am I my sister's keeper"?'
- Quotations of more than three lines should be single spaced and indented from the body of the text. Quotation marks should not be used in this instance.
- If something is omitted from a quote, use the ellipsis **(…)**. It must be used in incomplete quotes, but not to introduce quotes.
- Use square brackets to enclose an interpolation in a quote: e.g. **[sic]**.
- If you quote verbatim from a published work, ensure the in-text citation includes the page number: e.g. **(Jones, 2007, p. 18)**

Punctuation

- Use spaced en-dashes rather than closed up em-dashes in parenthetical situations: e.g. 'She was an advocate of small classes – of no more than ten children – as this number allowed teachers to give students individual attention'.
- APA uses the 'serial' or 'Oxford' comma wherein the penultimate item in a list carries a comma: e.g. The dogs, cats, and mice all hid in the straw.

9. References

The lead author is responsible for the accuracy of references and quotes. Please check content and style thoroughly before submission. ***Papers with references that are incomplete or incorrectly styled will be returned to the author for amendment before the paper can be accepted***.

All references must strictly follow APA style.
See below for examples of APA referencing style.
The following links give guidance and comprehensive examples of correct APA 6th Edition style for references and in-text citations:
https://owl.english.purdue.edu/owl/resource/560/01/
www.cite.auckland.ac.nz/index.php?p=quickcite

In-text citations:

When quoting verbatim from another author, include a citation with the page number on which the original quote appears, e.g. **(Davis, 2012, p. 143).** It is not necessary to include a page number or page range when paraphrasing from another author: **(Davis, 2012)** is sufficient.

Reference list examples:

Journal: Smith, A., Brown, B., & Chan, C. (2016). Thinking critically in a whole new world. *Language Learning in Higher Education, 24*, 67-87. doi:12:3456789012

Magazine article: Smith, A., & Brown, B. (2016, December 15). Chocolate milk could be key to longevity. *New Research International*, *45*(5)*,* 6-7.

Newspaper article, no author: Professor to talk rubbish at next Senate meeting. (2016, December 15). *Herald Tribune,* p. A5.

Newspaper article, one author: Smith, A. (2016, December 15). Something went wrong in plane crash, experts say. *Herald Tribune,* p. A5.

Book: Smith, A., Brown, B., & Chan, C. (2016). *New formations in international business.* Chicago, IL: Hoffman.

Book, no author: *Illustrated dictionary of medical and health sciences*. (2016). Cambridge, England: Crosby-Williams.

Book, editor: Smith, A., & Brown, B. (Eds.). (2016). *Sustainability in practice: Overcoming energy challenges in the 21st century.* Vancouver, Canada: Northwoods Press.

Book, chapters: Smith, A., & Brown, B. (2016). Natural reactions and strategies. In B. A. Brown & C. Chan (Eds.), *Principles of biology* (pp. 148-189). Washington, DC: Wilton.

Book, editions: Smith, A. R. (2016). *Teaching and learning in higher education* (2nd ed.). Auckland, New Zealand: University Books.

Website, organization: The Wareshop. (2016). Business profile. Retrieved from http://www.wareshop.co.nz/

Website, author: Smith, A., & Brown, B. (2016). Independent public toilet user survey. Retrieved from http://www.timbucktwo.edu/gvu/usersurveys/toiletsurvey/

Thesis, unpublished: Smith, A. (2016). The influence of bible studies on New Zealand primary school children, 1945-1982 (Unpublished Masters thesis). University of Auckland, New Zealand

Thesis, published: Smith, A. (2056). *The influence of bible studies on New Zealand primary school children, 1945-1982* (Masters thesis, University of Auckland, New Zealand). Retrieved from http://hdl.handle.net/123/abc