



# COUNTERFUTURES

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Left thought & practice Aotearoa

## Style Guide for Authors

### Submission

Provide a **cover-letter** that indicates whether the paper is an article, review article, book review, or intervention.

Articles and review articles should provide a brief **abstract** (150 words) at the beginning of the paper. This abstract is intended to provide peer reviewers an overview of your aims and are required for indexing on scholarly databases. It will NOT be published in the journal.

Provide a set of half a dozen **key-words** that the article pertains to. These are required for indexing on academic databases. They will NOT be published in the journal.

If using citation software, please convert citations and bibliographies to a **plain text file** before submitting. Documents linked to citation software are unable to be edited easily.

### Language

Counterfutures uses **UK-based NZ English**: 'organise' not 'organize'; 'labour' not 'labor'.

Except for te reo Māori, italicise words from other languages unless they have become commonplace in English.

### Formatting

**Body text** should be in 12 point Calibri 1.5-spaced, block quotes in 11 point single-spaced without quote marks, and footnotes in 10 point.

Article **title** should be in 14 point bold set left with capitals for the first word and all nouns and verbs. **Subtitles** should be in 12 point set left with capitals for the first word and proper nouns.

**Paragraphs** have no line break. The first paragraph of an article and each paragraph after a subtitle, illustration, table, figure, or block quote are unindented; all others are indented by one tab space.

**Page numbers** are placed bottom right in the footer of each page. Nothing else should appear in header or footer.

All **illustrations, tables, and figures** should be individually and consecutively numbered (Table 1; Figure 2) with brief descriptive titles and keys where appropriate. Raw data should be provided for reformatting if necessary.

### **Numbers**

Use words for numbers up to nine and **numerals** thereafter up to one million and for centuries: '20<sup>th</sup> century'. Insert a comma in numerals over three digits: '1,000'. In text, use 'percent' and in tables '%'. Do not begin a sentence with a numeral. Use metric units.

### **Quotations**

Except in block quotes, which do not take quotation marks, use single **quotation marks** and double quotation marks for quotes within quotes.

Quotes longer than 40 words should be set as **block quotes** in 11 point indented left and with a line space before and after.

Quotations should be reproduced exactly as in the original text with any author's changes such as italicisation clearly indicated. Punctuation and footnote numbers should appear outside the quotation marks and preferably at the end of a sentence.

### **Punctuation**

Except in titles, **capitals** should generally be confined to the first word of a sentence and proper and personal nouns. Some special cases are accepted: the Left, Treaty and Tiriti, Crown.

The Oxford or serial **comma** should be used for simple lists, phrases, and clauses: 'left, right, and centre' rather than 'left, right and centre'.

The **hyphen** (-) is used in compound words and names and for word division; the **en dash** (–) is used to connect numbers; the **em dash** (—) can be used in the place of commas, semicolons, colons, and parentheses but should be used sparingly. None of these should be spaced.

In **compound adjectives**, the hyphen should always be used except after an adverb ending in 'ly': 'full-length', 'fully funded', but 'well-found'.

Periods should not be used after **abbreviations** whether or not the final letter of the full word is that of the abbreviation: 'Dr', not 'Dr.' In the case of repeated use of an abbreviation, it should first appear in brackets immediately after the first use of the full expression: 'Economic and Social Research Aotearoa (ESRA)'.

## References

Use the footnote **referencing** system of the 16<sup>th</sup> edition of the *Chicago Manual of Style*: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

## Naming

Be gender inclusive. Use 'they' or 'one' rather than 'he' or 'she'.

Aotearoa, Aotearoa/New Zealand, or New Zealand? The left-wing think tank Economic and Social Research Aotearoa write:

The use of 'Aotearoa' indicates this land before colonisation, or a fully decolonised place, or the intention to live in accordance with He Whakaputanga and Te Tiriti o Waitangi as tangata whenua or in relation to tangata whenua and these lands and waters, or to work towards that alternative future—and so it should be reserved for such contexts. 'New Zealand' indicates a colonised place, particularly in relation to the hegemony of the current dominant system. 'Aotearoa/New Zealand' suggests these two meanings in tension.

Take this approach to the naming of this land.

## Clarity

Avoid the extensive use of **footnotes** as tools of elaboration or as caveats. Pertinent information should be provided in the body text.

Avoid using multiple parenthetical expressions in a single sentence.

Where possible, keep **academic jargon** to a minimum.