

***Counterfutures* style guide for authors**

Submission

Provide a **cover-letter** that includes:

- The author(s) name(s).
- A brief **author bio** (max 40 word).
- An unstructured **abstract** (max 150 words).
- That indicates whether the paper is an article, review article, or intervention.
- Five **keywords** that the article pertains to. These are required for indexing on 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 They will NOT be published in the journal.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.

Unless authors request otherwise, we use the Te Aka Māori dictionary when copy-editing documents: <https://maoridictionary.co.nz/>

Formatting

Body text should be in Calibri 12 point; block quotes in 10 point without quote marks; and footnotes in 10 point. All text, including footnotes, should be 1.5 spaced.

Article title should be in 16 point bold, set left, in capitals. **Section titles** should be in 14 point bold, underlined, set left with capitals for the first word and proper nouns only. **Subtitles** should be 12 point bold, set left with capitals for the first word and proper nouns only.

Paragraphs have no line break. The first paragraph of an article and each paragraph after a subtitle, illustration, table, figure, or block quote are not indented; all others are indented by one tab space.

Page numbers are placed bottom centre 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 1) with brief descriptive titles and keys where appropriate. Raw data must be provided for reformatting if necessary.

Numbers

Use **words** for numbers up to nine and **numerals** thereafter up to one million and for centuries: '20th 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.

Use **superscript** for centuries: '21st century'.

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

Quotations should be reproduced to fit grammatically with the rest of the sentence. Indicate whether italicisation has been added by author in footnote of the reference provided.

Formatting for quotations should go: quote mark, punctuation, then footnote hardset: 'xxxxxxxxxxxxxxxxxxxx'.¹

Use square brackets only for added words within the quote.

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 brackets but should be used sparingly. None of these should be spaced.

¹ Footnote example.

Favour **single words** over hyphenated words: neoliberal instead of neo-liberal; postcolonial instead of post-colonial.

In **compound adjectives**, the hyphen should always be used except after an adverb ending in 'ly': 'full-length'; 'fully funded'; '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 appear in brackets immediately after the first use of the full expression: 'Economic and Social Research Aotearoa (ESRA)'.

Ellipses

If indicating missing words in a sentence use **three spaced periods** spaced after the preceding text and before the following text: 'xxxxxxx . . . xxxxxxx'. If indicating missing sentences or fragments between sentences use **four spaced periods** set hard against the preceding text but spaced before the following text: 'xxxxxxx. . . xxxxxxx'.

References

Use the footnote referencing system of the 17th edition of the Chicago Manual of Style: http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

Provide a full **bibliography** at the end of the article. This is NOT published in the journal but is used for online indexing.

Footnotes should appear at the end of a sentence, or, at the very least and where appropriate, after a clause followed by a semicolon.

Naming and language

Favour the lower-case for te reo Māori: 'mātauranga Māori' rather than 'Mātauranga Māori'.

Be gender inclusive. Prefer 'they' or 'one' over '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.

Keep **academic jargon** to a minimum.