

# JOURNAL OF THE POLYNESIAN SOCIETY

## INSTRUCTIONS FOR AUTHORS

2019

The *Journal of the Polynesian Society* (JPS) is published quarterly (March, June, September, December). It includes Main Articles, Shorter Communications (4,000 words or less) and Book Reviews. Book Reviews are solicited by the Book Review Editors. Main Articles range from 5,000 to a maximum of 11,000 words (including references). Notes must be in JPS style and are limited to a maximum of 15. Figures are limited to 10.

JPS welcomes papers from a wide range of social, cultural, indigenous and historical disciplines on topics related to the past and present lives and cultures of Pacific peoples. Our geographic coverage includes the traditional cultural areas of Polynesia, Melanesia and Micronesia. In preparing manuscripts for consideration, prospective authors should be cognisant of the *Journal's* broad interdisciplinary audience and take care to make clear the broader significance of their work, as well as define discipline-specific and/or indigenous concepts and terms.

### SUBMISSION AND ASSESSMENT

Only original (not previously published) material will be considered. Submitted manuscripts must not be under consideration elsewhere. Submitted manuscripts should be prepared in accordance with the *JPS* style and formatting instructions (see below). Only one author submission will be considered at a time.

Please submit your manuscript through the *JPS* Web site at <http://www.thepolynesiansociety.org/jps/index.php/JPS/about/submissions>. If you are having difficulty please contact the Editor, Prof. Melinda Allen ([ms.allen@auckland.ac.nz](mailto:ms.allen@auckland.ac.nz)), for assistance. Manuscripts intended as Main Articles are assessed by at least two referees and Shorter Communications by one. Assessment is usually completed within three months of receipt of a manuscript but may take longer in some circumstances.

### MANUSCRIPT STRUCTURE

The manuscript (including references) should be in Times New Roman 12 pt font, with 1.5 line spacing, standard margins (2.54 cm) and pages numbered at the bottom centre. Submitted manuscripts should have the following parts, in this order:

- **Title Section:**
  - a concise and informative title (which can be replicated in the keywords)
  - full names of the authors
  - author institutional associations; note that contact details go at end of manuscript (see below).
- **Abstract:** Provide 250 words or fewer outlining the paper's premise or purpose, the nature of the analysis, the main findings or results and the significance of the findings.

- **Keywords:** Provide up to six words that will be useful for indexing the article and in web searches; these should repeat important words used in the title, text, and/or abstract.
- **Citation details:** Formatted as per the following example:

Kirch, Patrick V. and Jillian A. Swift, 2017. New AMS radiocarbon dates and a re-evaluation of the cultural sequence of Tikopia Island, Southeast Solomon Islands. *Journal of the Polynesian Society*.

- **Main Text:** For review purposes please embed figures (in low resolution) and tables in the text positioned approximately where you would like them to appear in final publication. Figures are limited to a maximum of 10. Please see the below for further details about figures and tables.
- **Abbreviations:** A separate list is only required if these figure prominently in the manuscript and identification within the text would be cumbersome.
- **Acknowledgements:** These may include contributions of colleagues, institutions and/or local communities and, where appropriate, sources of financial support.
- **Notes:** Must be in *JPS* style, formatted as endnotes (not footnotes), and limited to 15 in number. Do not use Word's Footnote or Endnote functions. Instead indicate notes in the main text with superscript numbers (... *the largest island*.<sup>4</sup>) and place the actual notes after the Acknowledgements.
- **References:** Include all works cited in the text, figures, tables and notes, following the format details provided below.
- **Appendices:** Use judiciously and only when clearly justified. Identify these with Roman numerals and a title, and refer to them in the text.
- **Author Contact Details:** Please format as per the following example:

Corresponding Author: Patrick V. Kirch, Department of Anthropology, University of California, 232 Kroeber Hall, Berkeley, CA 94720, USA. Email: [kirch@berkeley.edu](mailto:kirch@berkeley.edu)

Jillian A. Swift, Department of Archaeology, Max Planck Institute for the Science of Human History, Kahlaische Strasse 10, D-07743 Jena, Germany. Email: [swift@shh.mpg.de](mailto:swift@shh.mpg.de)

#### **Author bios:**

Upon acceptance authors need to forward a brief bio of ca. 100 words, including such information as academic position, research interests and recent achievements (e.g., recently published book, major award, fellowship).

#### **GENERAL STYLE REQUIREMENTS**

Please adhere to the style and formatting requirements below. For any situation not covered by this style guide, please refer to the latest edition of the *Chicago Manual of Style*. Examples are provided in italics.

## ***Headings***

Three heading levels are used by *JPS* and should be executed as follows:

- (i) Main headings: centred, 11 pt font, in uppercase:

THE HUMAN ENVIRONMENT

- (ii) Sub-headings: left-justified, 12 pt font, italicised, in title case (i.e., main words capitalised):

*Probabilities and Possibilities*

- (iii) Secondary sub-headings: as above but followed by a full stop and with the text beginning on the same line:

*Testing the Theory.* A recent controversy has erupted over... [etc].

## ***Spelling***

British spelling (as per the Cambridge Dictionary) must be used throughout the manuscript; note, however, that direct quotes must be faithful to the original. We suggest checking your manuscript by setting the document's proofing language to either New Zealand English or British English, as available. An online version of the Cambridge Dictionary is available at <https://dictionary.cambridge.org/dictionary/english/>.

Note in particular the following word endings:

- ise and -isation, not -ize and -ization; e.g., realise, civilisation
- our, not -or; e.g., honour, labour
- re, not -er; e.g., centre, metre

Note also the spelling of *artefact*.

## ***Treatment of Non-English Words***

Macrons (ā), glottal stops (‘) and other diacritics should be used as per contemporary scholarly practice. Note that the glottal stop is the same character as the opening single quotation mark, that is, the mirror image of the apostrophe.

Recognising that *JPS* is an international journal with an international readership, the first or initial use of a non-English word needs to be italicised and accompanied by a gloss. A gloss can take one of two forms:

- i) The non-English word(s) may be followed by an English gloss in single quotes: *whānau* ‘family, kin’.
- ii) Alternatively, the English word(s) may be followed by the non-English equivalent (or near equivalent) in parentheses: family (*whānau*).

After first use and definition, non-English words should be unitalicised (in roman type).

## ***Numerals and Units of Measurement***

- In the text, spell out numbers up to nine; thereafter use numerals, except at the

beginning of sentences.

- Leave a space between numbers and units of measurement: 26 *cm*.
- SI (metric) units of measurement should be used, as per the international standard. Abbreviations for common units of measurement are *g* (gram), *km* (kilometre), *cm* (centimetre) and °C (degrees Celsius).
- For percent, in nontechnical contexts, use *percent*; in scientific and statistical contexts use %. Ideally one or the other should be used throughout a given manuscript.
- For numbers of four digits or more, use commas: 2,000.

### **Dates**

- Use the following formats: 29 March 1989, 1840s, 1956–1957.
- Use the en-dash (–) for date ranges and page ranges: 1867–1892.
- AD precedes the year date; BC and BP follow it: *from 500 BC to AD 2000*.
- Use *ca.* for *circa*: *Born ca. 1899, she...*
- Spell out centuries: *twentieth century* (nominative), *twentieth-century colonial rule* (adjectival).
- In reference to radiocarbon dating use <sup>14</sup>C (not C14).
- Use *World War II* (not *Second World War*).
- Use the spelling *pre-contact* (lower case and hyphenated).

### **Emphasis**

Be sparing in the use of italics for emphasis, and do not use bold or underline for this purpose. The use of quotation marks as “scare quotes” to signal irony, etc., is discouraged.

### **Punctuation and Other Formatting**

- For series or lists, *JPS* does not use the serial (Oxford) comma: *red, white and blue*. Also, remove any automated list formatting; instead format lists manually.
- Numbered series are as follows, with a colon before the list begins: *There are four attributes: (i) colour, (ii) shape, (iii) texture and (iv) size*. Components may be listed vertically for longer or more complex lists.
- If dashes are used, then the longer em dash is required, unspaced: *The 1887 constitution—nicknamed the Bayonet Constitution—reduced the king to a constitutional monarch*.
- E.g. (for example) and i.e. (specifically) are both followed by commas.
- When an abbreviation ends with the last letter of the full word, there is no full stop: *Mr, Mrs, Dr, Rd, St*. Otherwise, a full stop should follow: *Rev., Prof., Fig.* (but *Figs*), *no., pp., etc.*
- Do not include full stops in *PhD, MA* or *BA*.

## **QUOTATIONS**

### ***Quotation Content, Format and Treatment of Excluded Text***

Quotations should appear exactly as in the original source, including spellings and formatting. Only include diacritical marks if these are in the original. Enclose any author insertions,

changes or clarifications in square brackets, including [*sic.*] to indicate an error in the original.

Short quotations (up to ca. 50 words) are embedded in the text, set off by double quotation marks. Mark quotes within quotes with single quotation marks. Longer quotations should be set off as a block quote, that is, indented as a whole, in 11 pt font (unitalicised), with a full stop at the end of the quote, followed by the citation in parentheses and no full stop:

*Firth had this to say about the issue:*

*For the Tikopia, headrest is the appropriate term. Though such rests supported the upper part of the neck ... they were called in Tikopia urunga, which may be rendered in English as "head-placing". ... It seems likely to me that ... they had a concept of the male headrest as a means of avoiding contact of the head with the ground, especially the domestic floor. (Firth 2000: 216)*

Any deleted text in the middle of your excerpt should be signalled by an ellipsis (a series of three dots), with single spaces before and after and full stops indicated as appropriate, as above. If a sentence break occurs within the omitted text include the full stop where it appears in the original. It is not necessary to use an ellipsis at the start or end of the excerpt, even if the excerpt is only a partial sentence: *Firth (2000:16) felt that "headrest is the appropriate term" in the case of the Tikopia.*

### ***Quotations in Other Languages***

Quotations in languages other than English are set like any other quotation: within quotation marks and unitalicised. Any translation that follows is placed in parentheses (without quotation marks) and also left unitalicised.

### ***In-Text Citations***

The citation style is Author-Date, as follows:

- The standard citation form is (Jones 1976: 55) or (Smith and Dunnell 1876: 449–67).
- Multiple works in a single citation should be in alphabetical order and separated by semi-colons: (Jones 1976: 55; Smith 1876: 449–67)
- Endeavour to keep the citation positioned with the author's name:  
*Cormack (1994: 132) states that "when writing for a professional readership..."*.  
*He states that "when writing for a professional readership..." (Cormack 1994: 132).*
- For works with three or more authors use the first author's name followed by *et al.* (with *et al.* italicised).
- If a citation refers to the same source as the previous citation, (p. 34) or (pp. 34–57) is acceptable.
- Do not use *ibid.*, *op. cit.*, *passim* or *loc. cit.*

## **REFERENCE LIST**

When preparing your reference list please follow these basic guidelines:

- For reference formatting and presentation follow the models below. For cases not covered in this document, refer to the *Chicago Manual of Style*.
- If bibliographic software (e.g., Endnote, Mendeley, RefWorks, Zotero) has been used

to create citations and reference lists, please remove all formatting, links and code.

- For author names, full given names are preferred.
- If there are more than ten authors, provide the first seven followed by *et al.*
- For multiple works by the same author, list them from oldest to newest and replace the author name with a triple em dash after the first reference. If you do not know how to render this, here is a model you may copy and paste: ———

### ***Journal Articles:***

Morton, John, 2003. Abortive redemption? Apology, history and subjectivity in Australian reconciliation. *Journal of the Polynesian Society* 112 (3): 238–59.

Celemajer, Danielle and Joanna Kidman, 2012. Embedding the apology in the nation's identity. *Journal of the Polynesian Society* 121 (3): 219–42.

### ***Books:***

Blackwood, Beatrice, 1935. *Both Sides of Buka Passage*. Oxford: Clarendon.

Wessen, Albert F., Antony Hooper, Judith Huntsman, Ian Prior and Clare Salmond, 1992. *Migration and Health in a Small Society: The Case of Tokelau*. Oxford: Clarendon.

### ***Chapters in Edited Books:***

NOTE: For book or volume editors, use initials for first and middle names.

Gunson, Niel, 1977. The coming of foreigners. In N. Rutherford (ed.), *Friendly Islands: A History of Tonga*. Melbourne: Oxford University Press, pp. 90–113.

Howard, Alan and John Kirkpatrick, 1989. Social organization. In A. Howard and R. Borofsky (eds), *Developments in Polynesian Ethnology*. Honolulu: University of Hawai'i Press, pp. 47–94.

### ***Monographs in a Series:***

NOTE: If the publisher's name is indicated in the series title, it does not need to be repeated after the city.

Emory, Kenneth P., 1943. Polynesian stone remains. In C.S. Coon and J.M. Andrews IV (eds), *Studies in the Anthropology of Oceania and Asia: Presented in Memory of Roland Burrage Dixon*. Papers of the Peabody Museum of American Archaeology and Ethnology, Vol. XX. Cambridge: Harvard University, pp. 9–21.

Fogelin, Lars (ed.), 2008. *Religion, Archaeology, and the Material World*. Occasional Paper No. 36. Carbondale, IL: Center for Archaeological Investigations, Southern Illinois University Carbondale.

Kamakau, Samuel M., 1964. *Ka Po'e Kahiko: The People of Old*. Translated by M.K. Pukui. Bernice P. Bishop Museum Special Publication No. 51. Honolulu.

McAllister, J.G., 1933. *Archaeology of Oahu*. Bernice P. Bishop Museum Bulletin 104. Honolulu.

**Theses and Dissertations:**

Herlihy, Joan, 1981. *Always We Are Last: A Study of Planning, Development and Disadvantage in Melanesia*. PhD thesis, Australian National University, Canberra.

**Orally Presented Papers:**

Webb, Michael. 2011. On Singing *Salvesen* and Social Transformation: The Creation of a Gospel Hymn-and-Dance Tradition in Island Melanesia. Conference paper presented at the Christian Congregational Music: Local and Global Perspectives conference, Oxford, UK, 13 September 2011. [http://melanesianmusicresearch.com/?page\\_id=70](http://melanesianmusicresearch.com/?page_id=70).

**Republished Works:**

If the author considers the original publication date of importance to their argument, reference to a republished work may be cited in text as follows: (Gill [1892] 1979: 15). In that case the original publication date must also be included in the Reference List:

Gill, William Wyatt, [1892] 1979. *Cook Islands Custom*. Suva: Institute of Pacific Studies, University of the South Pacific.

**Personal Communications:**

There is usually no need to include these in the reference list. Instead incorporate directly into the text the first and last name of the individual, the date and, if relevant, the medium of communication; or provide a parenthetical citation, as per these examples:

(James Booker, pers. comm., 10 January 2013)

(T. Smith, WhatsApp message to author, 26 November 2018)

**Websites:**

If all information is listed in the text there is no need to also include a reference list entry. When listing a Website, include (where relevant) author, date (or n.d. and an access date), title of specific page, name of overall site, URL (with no full stop at the end). Examples:

Matbob, Patrick. Subam, Sanguma and the sounds of the 80s. *Yumi Story* (blog), 7 April 2013. <http://yumistori.blogspot.com/2013/04/subam-sanguma-and-sounds-of-80s.html>

Pérez de Lara, Jorge, n.d. Photograph of the Tablet of the 96 Hieroglyphs. Palenque Resources: Monuments and Inscriptions. <http://www.mesoweb.com/palenque/monuments/96G/96G-photo.html>

**Newspapers:**

It is usually sufficient to cite a newspaper article entirely within the text and not include a reference list entry. If one is required, include (where applicable) author, year, article title, *Newspaper Name*, day month year, page number, URL. If no author name is provided, then lead with the name of the newspaper. In-text citation: (Author Year) or (*Newspaper* Year).

Collins, Simon, 2001. Bastion Point proposal divides Maori. *New Zealand Herald*, 13 October 2001. [www.nzherald.co.nz/nz/news/article.cfm?c\\_id=1&objectid=222600](http://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=222600)

*New Zealand Herald*, 1931. Tarawera Eruption. Vol. LXVIII, Issue 20895, 10 June 1931, p. 12. <https://paperspast.natlib.govt.nz/newspapers/NZH19310610.2.142>

*New Zealand Herald*, 1934. Trail of Damage, Whirlwind in North. 23 July 1934, p. 8.

***Manuscripts, Reports and Other Unpublished Works:***

These may be integrated into the main Reference List, or if there are a large number then place in a separate sub-list. Titles are not italicised.

Anon. [1863]. Diary of a British Soldier, Queen's Redoubt, 25 August 1863. Micro-0445. Alexander Turnbull Library, Wellington.

Buck, Peter, 1927–28. Field notebooks. Seven volumes. Bernice P. Bishop Museum, Honolulu.

Hall, Francis, 1818. Letter to Josiah Pratt, 12 August. MS-Papers-0288. Alexander Turnbull Library, Wellington.

O'Malley, Vincent, 2010. Te Rohe Potae War and Raupatu. Wai 898 #A22. Report to the Waitangi Tribunal, Wellington.

Torrence, Robin, James R. Specht and Blaise Vatete, 2002. Report on an Archaeological Survey of the Bali-Vitu Islands, West New Britain Province, PNG. Prepared for the West New Britain Provincial Government, Kimbe.

**FIGURES**

All maps, photographs, line drawings, graphs, charts, etc., are designated as figures. The page size of *JPS* is A5 (210 x 148 mm or 8 x 6 in) and figures must be designed so that they can be accommodated on the page, taking margins into account. Numbers and text in figures need to be readable in their final size. Figure text should conform to *JPS* style, with few exceptions. All figures must be explicitly referred to in the text, as follows: Figure 1, Figure 2... or, when referred to parenthetically, (Fig. 1, Fig. 2, Figs 1 and 2...).

You may embed low-resolution versions of your figures directly into the text for the review process, positioned as you would like them to appear in the published version. Each figure must be accompanied by a caption, in 11 pt font, placed directly below it and credited as necessary. Examples:

Figure 6. Beach launching of a wooden *fautasi*, ca. 1938. Adolf and Marjorie Borsum Collection, American Samoa Historic Preservation Office.

Figure 9. Principal parts of a Takū canoe (from Moyle 2011a: 58).

Figure 11. New outrigger canoe in Atafu lagoon. Author's photograph, 1976.

Figure 12. Fakaofu's freshwater well. Photograph by Marti Friedlander, 1971.

For publication, please upload figures as separate files through the *JPS* website. Figures must be submitted in a high-resolution (at least 300 dpi) digital format (e.g., as TIFF, JPEG or native RAW format images; for vectored (line/plan/charts) images, AI, EPS or PDF is preferred). Colour images will appear in the digital on-line versions of an issue. A small number of colour images can be accommodated free of charge in print versions when the nature of the material justifies this.



Authors are responsible for securing permissions to use photos or illustrations that are not their own, ideally before initial manuscript submission. Permission to use previously published or otherwise copyrighted materials **must be secured in advance of final submission.**

## **TABLES**

Use 11 pt font for table content. Table notes should be in 10 pt font. If a table was originally created in Excel please upload the Excel file via the *JPS* website in case difficulties arise at the layout stage.

Radiocarbon tables need to include the following: radiocarbon sample no., site, provenience, material dated, conventional  $^{14}\text{C}$  age BP,  $^{13}\text{C}$  o/oo, 2-sigma calibrated age range, calibration program used (along with version and citation) and specific calibration details (e.g., hemisphere model, local Delta R value), along with the relevant citations. Delta R may be indicated as  $\Delta R$ .