



# INTERNATIONAL INDIGENOUS DEVELOPMENT RESEARCH CONFERENCE 2014 25–28 NOVEMBER, AUCKLAND, NEW ZEALAND

## Conference Proceedings Author Guidelines

All contributions must be submitted through the [Conference Proceedings Submission](#) page on the International Indigenous Development Research Conference 2014 website. You will receive a response to acknowledge that your submission has been received.

- All contributions should have a **200 (max.) word abstract**.
- Articles should be no longer than 3000 words in length, including the abstract and references.
- Articles should be written in an accessible style with a wide audience in mind, consisting of international, community and academic readers. English (NZ) spelling should be used, and any words in languages other than English should be defined on first use, as should any specialist or technical terms.
- Please note that authors are responsible for fact-checking the content of their work and referencing all articles correctly. Articles should reference specifically, and should not contain general bibliographies or further reading.

### Format Specifications

Please present your article in the following format:

- Times New Roman font
- Double spaced
- 12-point font
- Number all pages
- Use English (NZ spelling, e.g., colour, organise, centre).
- Microsoft word

The paper should have the following components:

- First page: Title (up to 120 characters including spaces)  
All authors and their organisational affiliation  
A contact email address for the lead (presenting) author  
Abstract (max 200 words)  
Up to 6 key words

- Figures (including illustrations, maps and graphs) and tables should be numbered sequentially and referred to in order in the text. A general indication of where they should be placed should be included. Each should have a stand-alone caption or title, with further explanation if required. These can be added at the end of the document. Authors must have gained permission to use these in their publication, and by submitting figures, acknowledge that they have permission to reuse, modify or publish. Illustrations, Figures and Tables should be submitted digitally as TIFF, PDF or EPS or JPEG files with a minimum resolution of 300 dpi.
- All illustrations should be legible in black and white. There is no option for colour.
- Please avoid the use of footnotes. Use the APA in-text citation style.
- The reference section should be limited to specifically referenced items, and is not a general bibliography or suggestions for further reading. All cited references must be included.
- We conform to the 6<sup>th</sup> edition of the APA style guide and ask that submitted papers are written in this style. More information, including free tutorials, can be found at <http://www.apastyle.org>

### ***Paragraphing***

Use two hard returns at the end of each paragraph.

### ***Indigenous and other languages***

As a rule, do not italicise indigenous or other non-English words. Do use italics if the word is identical to a word in English and would confuse the reader in normal font.

- Define non-English words. Whether definitions are more than a few words in length, require qualifying information (i.e. the word may be used in a slightly different context from the direct translation), or the word requires a long explanation to its meaning that is essential to the paper, this should be in the main text rather than in a footnote.
- For words in which the context gives the plural or tense, the definition should be correct for the context in which it is used in the English sentence.
- When a non-English word is used for the first time within the article, its English translation should follow in parenthesis. For cases in which the meaning of the word changes over the course of the text, the author can continue to offer supplementary English translations throughout the article.
- Please provide a glossary at the end of the article including all non-English words in the paper. List all terms in alphabetical order. This should also include organisation or tribe names. Definitions should be brief, but a little more flexibility is allowed than in the text.
- Use all diacritical marks, and if you anticipate there may be problems in reproducing them, please contact the editorial office. Macrons should be used to indicate a double length vowel sound; for example, Māori, not Maaori.

## *Headings*

All headings should be in **Bold** for clarity. We allow 2 levels of section headings. Please show the distinction between your different levels of heading clearly by:

Title of Article:

**14-POINT, CENTRED, UPPERCASE**

Section Headings, Level 1:

**12-point, Left aligned and in Title Case**

Subheadings, Level 2:

*12-point, Italics, Left Aligned and in Title Case*

## *Quotations and Previously Published Material*

Use double quotation marks for quotations less than 40 words in length and leave them in the body of the text. Use single quotation marks when you use a quote within a quote.

- Indent, with no quotation marks, quotations more than 40 words and use double spacing for line formatting. Use double quotation marks when you use a quote within an indented quote.

## Omitting Material

Use 3 spaced ellipsis points ... within a sentence to indicate material you have omitted from the original source.

Use 4 spaced points to indicate omission between two sentences.

## Adding Material

Use brackets (not parenthesis) to enclose additions or explanations inserted by someone other than the original author.

## Previously published material

It is the responsibility of the Author to obtain permission to reproduce copyright material from other sources. We encourage authors to start this process as early as possible.

## *Capitalisation*

- Use capital letters only for proper nouns and acronyms.
- Do not use capitalisation for emphasis.

## ***References***

- List all works cited in the text. Do not include uncited texts.
- All articles should be fully referenced with complete citation lists. The proceedings editors are not responsible for completing incomplete citations.
- The APA system of referencing should be used, please refer to the APA website for the most up to date examples.

## ***Abbreviations/Acronyms***

Avoid abbreviations.

Examples:

“that is” not “*i.e.*”

“for example” not “*e.g.*”

“percent” not %;

- Spell out acronyms on first use, placing the acronym in parenthesis immediately thereafter, for example, “United Nations (UN)”. Use the acronym for all subsequent references, except where it occurs at the start of a sentence.
- Do not use full stops in abbreviations, initials of names or acronyms (“UN” not “U.N.”).