



NEW ZEALAND
ARCHAEOLOGICAL
ASSOCIATION

P.O. Box 6337, Dunedin 9059
NEW ZEALAND
nzaa@nzarchaeology.org

ARCHAEOLOGY IN NEW ZEALAND

NOTES FOR CONTRIBUTORS

Manuscripts

Manuscripts may be submitted to the Editor at any time. Papers of less than c. 3000 words will be given preference. Electronic submission of papers is preferred. Typescripts should be double spaced on one side of A4 paper, and there may be a delay in publication as the paper will need to be transcribed. Abstracts will not be printed. Authors should retain a good copy of the paper in case of loss or damage in transit.

Archaeology in New Zealand is prepared on a Mac using Microsoft word software. Papers should be emailed to the editor as an attachment. Please keep all formatting simple, as the paper will have to be completely reset for *AINZ*. Please do not use footnotes or endnote, and do not link figures and text. Save all text files as 'normal.'

Illustrations

Remember that *AINZ* is produced in black and white. Any maps or diagrams that use colour may be hard to read when converted to greyscale, so please take this into account when producing illustrations. Line drawings should be drawn in ink (not pencil) to page portions, either A4 or final A5 size. The *Archaeology in New Zealand* page width is 110 mm. Allowing space for a singular line caption, the maximum height of any illustration will be 162 mm. Captions will be typeset. Remember to make any text within the figure of appropriate size so that is legible when produced in *AINZ*.

Photographs should be submitted as high contrast digital files, or as glossy prints (black and white in preference to colour). Digital photos should be sent as 300 dpi tiff or high quality jpeg files. Photographs or good photocopies of drawings are acceptable.

Illustrations may be sent in digital form but **should not** be embedded in MS word files. A 110 mm wide 300 dpi graphics file will be 1299 pixels wide. Scanned line drawings should be sent as 600 dpi tiff files. Digital line art should preferably be sent in pdf format. Please do not send line art as jpeg.

Please ensure that you have obtained appropriate permissions (where required) for the publication of any images from archival institutions, museums or libraries. The image should also be correctly attributed. Contact the Editor if you have any queries about illustrations.

References

The Harvard system should be used. References should be listed at the end of the paper following the style used in *AINZ*, and cross-references in the text should take the following form: (Green 1972: 16).

Dates

All radiocarbon dates should, as a minimum, be reported as cal BP or cal BC/AD (not both in the same paper), except where quoting previously published data. Laboratory reference number should always be included.

Measurements

All measurements should be given in the metric system. There is generally a good case for using imperial measurements in historical archaeology papers, but metric equivalents should also be included in parentheses. Avoid spurious accuracy in calculating conversions. Historic references to monetary amounts should be in the original amounts and units (do not convert NZ£ to NZ\$ when discussing historical events).

Te Reo Māori

Māori is an official language of New Zealand – it should not be italicised. When indicating long vowels, please use a macron, not a double vowel.