Content
Please supply the following information at the start of your article. (If you prefer to leave the writing of the abstract to the editorial team please indicate this.)

- Proposed Title of Article
- Author Full Name
- Iwi (if applicable)
- Short Biography (150 words)
- Abstract (200 words)
- Please provide Key Words

Word Limit
Articles should not exceed 5000 words in length (excluding footnotes and references).

Headings
All headings begin flush left and should be no more than three levels. Please indicate them as following:

Heading 1: Bold
Heading 2: Bold Italic
Heading 3: Italic

Quotations
Short quotations (fewer than 60 words) should run-on in the text and be enclosed in double quotation marks.

Single quotation marks enclose quotations within quotations.

Longer quotations should appear as a separate block and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote following the punctuation. Always give the page number(s) for quotations.

Page Layout
Do not indent, centre or justify text.  
Do not indent paragraphs, but do leave a single blank line between paragraphs

Page size:  
A4  
• Margins: use 2.5 cm for top, bottom, left and right margins  
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• Font text: 12 pt  
• Preferred font: Times New Roman,

Punctuation

Use a single space (not a double) after a full stop.  
Use double quotation marks for all quotes not in a block.  
Use English spelling rather than American e.g. colour, -ise not –ize

Do not italicise or capitalise Māori words/phrases unless it is the name of an organisation, programme or proper noun

Do provide a short definition for Māori words/phrases in brackets if it is not part of the existing glossary (see below)

Abbreviations

Please spell out names of programmes, organisations in the first instance with the abbreviation in brackets; e.g. “Te Pou Matakana (TPM)”

REFERENCES

Every Article should have a reference list supplied to demonstrate the sources used in the article.

Please check your references to ensure that all works cited in the text are also listed in the reference section, and vice versa. Please be sure to obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.

Do check URLs are accurate and still in use.

The Journal uses the APA style for sources referred to in the article.

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**Referencing Websites**

For a passing reference to a website in text, the URL is sufficient; no reference list entry is needed; e.g. “Gussie Fink-Nottle has set up a discussion forum for newt fanciers (http://gfnnfg.livejournal.com/).”

However, when you are citing a particular document or piece of information from a website, include both a reference list entry and an in-text citation.

**JOURNAL GLOSSARY**

ako Māori – Māori cultural pedagogy for learning
aroha – generosity, compassion, sympathy, love
ātā – a Māori socio-cultural philosophy: *growing respectful relationships*

hākari – shared feast
hongi – Māori greeting custom (nose to nose)
hui – gathering

iwi – tribe

kai – food
kaiarahi – guide, navigator
kaimahi – workers or staff
kaitiakitanga – stewardship; guardianship
kanohi ki te kanohi – in person (face to face)
karakia – prayers or ritual chants
kaumātua – elders
kaupapa – collective philosophy
Kaupapa Māori – Māori values, principles or philosophies
kawa – atua-endorsed rituals
kia piki ake i ngā raruraru o te kainga – Socio-economic mediation
kohanga - preschool Māori language nests
kōrero pūrākau – indigenous narratives from Aotearoa
kotahitanga – unity
kura – precious cargo
Kura Kaupapa Māori – Māori immersion school

mana – dignity, spiritual vitality, influence
manaakitanga – to care for, expression of hospitality
marae – ceremonial gathering place of a hapū (sub-tribe)
Marama – month or moon
Mātauranga Māori – Māori bodies of knowledge
mātua – adults
mauri ora – flourishing vitality
mihi whakatau – informal welcome
mihi – acknowledgement, greeting
mihimihī – the custom or practice of making acknowledgements
moemoeā – dream
mokopuna – grandchildren or great-children

nga hononga maha – multiple connections
nga taonga tuku iho – the treasures handed down

papa whenua – the land
pēpeha – tribal heritage statement
pōwhiri – customary Māori welcome
puawaitanga – flourishing
pukengatanga - expertise

rangatahi – youth
rangatira (leader),
rangatiratanga (leadership)
rohe – tribal boundary

taha Māori – Māori identity
takiwā – place
tamariki – children
taonga tuku iho – inherited customs or treasures of high importance
Te Ao Māori – the Māori world
Te Ao Whānui – the world
Te Kauhau Ora – Waipareira code of conduct
Te Kōhure – establishment
Te Mahuri – innovation and refinement
Te Mana o Te Ao Māori - Māori perspectives
Te Pihanga – implementation
te reo Māori – Māori language
te reo me āna tikanga, the Maori language and customs,
tino rangatiratanga – absolute authority
tīpuna / tūpuna – ancestors

waiata – song, chant
wairuatanga – practices emphasising Māori spirituality
wananga – forum to explore critical Māori issues
wawata – aspiration
whakapapa – ancestry; genealogical connections
whānau – family
whanaungatanga – relationship building
whānau noho – marae stayover for families
whānau ora/Whānau Ora – Government policy promote flourishing whānau