

Oral History in New Zealand

Journal of the National Oral History Association of New Zealand
Te Kete Kōrero-a-Waha o te Motu

Guide for Contributors

Oral History in New Zealand welcomes contributions, whether long or short articles, book, documentary or exhibition reviews, reports of meetings and conferences, or work in progress. They should be sent to the editors:

Pip Oldham and Megan Hutching: journalnohanz@oralhistory.org.nz

Articles are subject to the process of anonymous review. Three decisions can be made: accept, revise or reject. The editors will make every endeavour to provide supportive suggestions to contributors whether or not an article is accepted or rejected.

The editors welcome contributions from a wide range of disciplines and practices, for example, history, Maori studies, women's studies, sociology, cultural studies, anthropology, politics, social policy, social administration, museum studies, archive work, health studies, education, library and information services, community publishing, folklore, media studies, photography, broadcasting, nursing, social work, psychology, psychiatry, and in fact any area where the significance of orality, personal testimony and remembering is understood and valued.

Manuscripts

Articles must normally be up to 5000 words in length. Reports should be between 1500-2500 words in length. All manuscripts should be presented with double spacing and each page clearly numbered.

Authors' names: To facilitate the process of anonymous review, names should appear only on a separate front title sheet with the full title of the article. Joint author's names should be given alphabetically. Authors must specify if they wish otherwise.

Biographical details: An outline self-description of each author, not more than three lines long, should be submitted with the manuscript on a separate sheet.

House style: Contributions should be written in a direct style, avoiding jargon.

Quotations and quotation marks: The use of longer direct quotations is welcomed. Quotations must be referenced. If they are less than two sentences in length they should be included in the main body of the text using single quotation marks. Quotations longer than two sentences should be indented without quotation marks. Use three dots to indicate a pause in speech. Deletions from speech should be indicated with brackets: [...] Any authorial explanatory comments should be inserted in square brackets. Questions should be italicised.

Numbers: Use the fewest numerals possible for page numbers, e.g. pp. 21–3, 74–8, 234–42. Spell out numbers ten and above. Use numerals for numbers 0-9. Avoid the use of Roman numerals.

References and notes: Endnotes not footnotes should be used. They should be numbered consecutively in the text in superscript following punctuation (for example,¹). For repeated references use the author's surname, year of publication, page number, e.g. Hutching, 1993, p 7.

Articles:

Anna Green, 'Coffee and Bun, Sergeant Bonnington and the Tornado: Myth and Place in Frankton Junction', *Oral History*, vol 28, no 2, 2000, pp 26-34.

Books:

Megan Hutching, *Talking History: A Short Guide to Oral History*, Wellington, 1993.

Chapters in books:

Lynette Shum, 'Remembering Chinatown: Haining Street of Wellington', in Manying Ip, ed, *Unfolding History, Evolving Identity: The Chinese in New Zealand*, Auckland, 2003.

Interviews:

Sol Filler, interview, 12 December 1990, Side 3 (or Track 3 or File 3, whatever is used by the interviewer), Auckland Public Library Oral History Archive, 90-OH-091/3.

Electronic material:

References to electronic material should follow the same general approach as those for more traditional material, and also include information on the nature of the source, how it can be accessed electronically, and when the author did so.

If an electronic source for material which is also available in hard copy has been used, cite both, as URLs (Uniform Resource Locators) are notoriously transient and ephemeral.

Examples:

Graeme Davison, *History and Hypertext*, 1997, URL: <http://www.unimelb.edu.au/infoserv/ahc/index.html>, accessed 21 Dec 1999.

Bronwyn Dalley, 10 Jul 1997, e-mail from Megan.Hutching@dia.govt.nz (Name the recipient if this was someone other than the author.)

Respondents' names: Authors must have written permission from the person quoted to use their actual name.

Photographs: The editors welcome a small number of photographs to illustrate articles and reports. Please supply the images separately from the written text, provide a descriptive caption and the name of the photographer and confirmation that there is a copyright clearance to publish the photograph.

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For more detail on style see the Ministry for Culture and Heritage History Group [Guide to Style](#)
