

## *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 articles or reports, book, documentary or exhibition reviews, reports of meetings and conferences, or work in progress. They should be sent to the editors:

Megan Hutching, Pip Oldham and Perrine Gilkison (Books Editor)  
[journalnohanz@oralhistory.org.nz](mailto:journalnohanz@oralhistory.org.nz)

### Contributions

Contributions may be from a wide range of disciplines and practices, for example, history, Māori studies, women's studies, sociology, cultural studies, anthropology, memory studies, 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.

### Copy dates

*Oral History in New Zealand* is published annually in December with a roughly three-month lead time. Articles or papers should be submitted as early on the year as possible to allow each issue to be planned in advance and for peer review if needed (approx. twelve weeks). Final copy dates for peer reviewed papers is 30 June. Other contributions (reports, reviews etc.) must be received by 31 August.

### Contents

We publish three types of material:

- **Peer-reviewed papers:** 5,000-8,000 words. Papers of this length are expected to contain substantial consideration of theoretical, and/or ethical and/or methodological issues.
- **Articles and reports** describing specific projects and outcomes: 1500-2000 words.
- **Reviews:** up to 800 words.

## Processes for peer review

**Peer-review is by** anonymous review. Three decisions can be made: accept, revise or reject. The editors will make every endeavour to provide the reviewers' suggestions to contributors whether or not an article is accepted or rejected.

To facilitate the process of anonymous review, names should appear only on a separate front title sheet with the full title of the article.

Material to be supplied with contributions – see Oral History in NZ-Checklist for submitting material:

- **Authors' names:** Joint authors' names should be given alphabetically. Authors must specify if they wish otherwise.
- **Biographical details: Contributions are published with a brief biographical outline of each author.** Please supply a self-description of each author, not more than three lines long. This may include an email address if desired.
- **Abstract and keywords:** With the submission the author/s must also supply an abstract of the contribution not exceeding 120 words which summarises the contribution (e.g. subject matter, argument, key points and conclusions); plus up to five keywords describing the piece. These should appear as follows: 'Keywords: one; two; three; etc...

## Photographs and images

The Editors welcome images that illustrate or extend contributions. In general, around two images per contribution will be selected but contributors are welcome to supply a selection for consideration.

Copyright and permissions for all images or illustrations are the responsibility of the author.

A caption, name of photographer, and written confirmation of permission to publish should be supplied.

If you are scanning the images yourself, please ensure the images are scanned in colour at 600 dpi at actual size and saved as .jpg or .tiff.

*Note:* Images copied from websites are generally unsuitable for printed publications as they are usually optimised at too low a resolution.

## House style

**Plain English:** Contributions should be written in a direct style, avoiding jargon.

**References:** The house style is Chicago using endnotes rather than in-text citations. See here for a quick guide to Chicago Style:

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

**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.

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

## Copyright

Authors who publish with this journal agree that on publication, copyright of all articles passes to NOHANZ, the publisher of *Oral History in New Zealand*

The NOHANZ approach to copyright reflects our interest in providing benefits to our members (through immediate and exclusive access to our publications in print form) whilst also recognising the rights of authors to be able to share their own work. Authors are free to publish the word version of their article (before it was copy-edited) on their own websites and archive them in their institutional repositories but please do not publish the copy-edited version as a pdf file until NOHANZ has published it online (usually 6 months after print publication). Reproduction must be accompanied by an acknowledgement of initial publication in *Oral History in New Zealand*.

## Online access

From mid-2022 back issues of *Oral History in New Zealand* will be available online. New issues of the journal will be made available online approximately six months after publication in print form.

## Disclaimer

The views expressed by contributors do not necessarily reflect the views of the journal editors, the editorial board or the publisher, NOHANZ.

## Privacy Statement

Compliance with the Privacy Act 2020 is the responsibility of authors.

Names and email addresses provided by authors will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.