

JOURNAL OF THE POLYNESIAN SOCIETY

INSTRUCTIONS FOR AUTHORS

Updated June 2022

The *Journal of the Polynesian Society (JPS)* is published quarterly (March, June, September, December). It includes Main Articles, Shorter Communications (4,000 words or less) and Book Reviews. Book Reviews are solicited by the Review Editor. Main Articles range from 5,000 to a maximum of 11,000 words (including references). Notes must be in JPS style and are limited to a maximum of 15. Figures are limited to 10.

JPS welcomes papers from a wide range of social, cultural, indigenous and historical disciplines on topics related to the past and present lives and cultures of Pacific Island peoples. Our geographic coverage includes the traditional cultural areas of Polynesia, Melanesia and Micronesia. In preparing manuscripts for consideration, prospective authors should be cognisant of *JPS*'s broad interdisciplinary audience and take care to make clear the broader significance of their work, as well as define discipline-specific and/or non-English concepts and terms.

SUBMISSION AND ASSESSMENT

Only original (not previously published) material will be considered. Submitted manuscripts must not be under consideration elsewhere. Submitted manuscripts should be prepared in accordance with the *JPS* style and formatting instructions (see below). Only one author submission will be considered at a time.

Please submit your manuscript through the *JPS* website at <http://www.thepolynesiansociety.org/jps/index.php/JPS/about/submissions> Manuscripts intended as Main Articles are assessed by at least two referees and Shorter Communications by one. Assessment is usually completed within three months of receipt of a manuscript but may take longer in some circumstances.

Please provide the names and emails of at least four qualified referees with whom you have no conflict of interest.

MANUSCRIPT STRUCTURE

The manuscript (including references) should be in Times New Roman 12 pt font, with 1.5 line spacing, A4 size, standard margins (2.54 cm) and pages numbered at the bottom centre. Submitted manuscripts should have the following parts, in this order:

- **Title Section:**
 - a concise and informative title (which can be replicated in the keywords) of no more than 15 words
 - full names of all authors
 - author institutional associations; note that contact details go at end of manuscript (see below).

- **Abstract:** Provide between 200 and 250 words outlining the paper's premise or purpose, the nature of the analysis, the main findings or results and the significance of the findings.
- **Keywords:** Provide up to eight terms or brief phrases that will be useful for indexing the article and in web searches; these should repeat important words used in the text and/or abstract. Strategic, carefully chosen keywords are important to ensure your article gets found and cited. You are not limited to one-word keywords, and as these are often too broad, they should be used sparingly. This site, among many others, offers good advice on keyword selection: <https://blog.wordvice.com/choosing-research-paper-keywords/>.
- **Main Text:** For review purposes please embed figures (in low resolution) and tables in the text positioned approximately where you would like them to appear in final publication, and upload full-resolution figures separately to the web site. Figures are limited to a maximum of 10. Please see the below for further details about figures and tables.
- **Abbreviations:** A separate list is only required if these figure prominently in the manuscript and identification within the text would be cumbersome.
- **Acknowledgements:** These may include contributions of colleagues, institutions and/or local communities, acknowledgement of helpful referees and, where appropriate, sources of financial support.
- **Notes:** Must be in *JPS* style, formatted as endnotes (not footnotes), and limited to 15 in number. *Do not use Word's automated Footnote or Endnote functions.* Instead indicate notes in the main text with superscript numbers, positioned after the comma or full stop (... the largest island.⁴), and place the actual notes after the Acknowledgements.
- **References:** Include all works cited in the text, figures, tables and notes, following the format details provided below. Do not include any works not cited.
- **Online Only Supplementary Information (SI):** *JPS* can accommodate supplementary material that relates directly to an article and which supports arguments within the article. This might include original texts in languages other than English, details of radiocarbon dates, supporting images that cannot be accommodated in the text, etc. If you are considering SI materials, please consult with the *JPS* Editor. Use SI judiciously and only when clearly justified. SI must be referred to in the main article text, either as a whole (e.g., see Supplementary Information), or in relation to individual components (see Table SI-1, Figure SI-1, etc.). Individual tables and figures require captions, as per those within the main text, and should follow *JPS* style.

Note that online Supplementary Information material is not copyedited by the *JPS* editorial team; however, the Editor can provide advice on commercial copy-editing services if needed. SI should be provided at the time of submission as a separate file, with the article title included in the file name, as follows: Supplementary Information_Article Title.

- **Appendices:** Appendices are discouraged and should only be used when clearly justified by material that cannot be accommodated by in-text tables or online only Supplementary

Information. If you are considering an appendix, please consult with the *JPS* Editor for advice. Appendices require titles and need to be referred to in the article text (e.g., Appendix 1: Medicinal Plants of the Agta).

- **Author Contact Details:** Please provide a full mailing address, email address and (optionally) ORCID number for each author, formatted as per the following example. If there is more than one author, please identify the corresponding author:

Corresponding Author: Jane John Doe, Department of Anthropology, The University of Auckland, 10 Symonds Street, Auckland 1142, New Zealand.
jane.john.doe@example.com | ORCID #####

AUTHOR BIOS

Upon acceptance authors need to forward a brief bio of around 100 words, including such information as academic position, research interests and recent achievements (e.g., recently published book, major award, fellowship). Examples:

Lamont Lindstrom, Kendall Professor and Chair of Anthropology at the University of Tulsa, Oklahoma (USA) since 1978, has pursued a variety of ethnographic and linguistic research projects in Vanuatu, including the study of local knowledge systems, World War Two ethnohistory, the John Frum movement, contemporary chiefs, cultural policy and kava. His recent research focuses on the careers of early cinematographers Martin and Osa Johnson and on urban migration. A forthcoming book, *Tanna Times: Islanders in the World*, follows Tanna Island history and personalities from Captain James Cook's 1774 visit up to the present.

Peter N. Meihana was born in the Wairau (Blenheim), Aotearoa New Zealand and is of Ngāti Kuia, Rangitāne, Ngāti Apa and Ngāi Tahu descent. He is a former trustee of Te Rūnanga o Ngāti Kuia and sits on a number of committees for both Ngāti Kuia and Ngāti Apa. Peter teaches history in the School of Humanities, Massey University. His doctoral research examined the idea of Māori privilege and its role in the colonisation of Aotearoa New Zealand. Recently he has published chapters on the Kurahaupō Treaty of Waitangi settlement and on the alienation of Ngāti Kuia's muttonbird harvesting rights.

Summer Moore recently completed her PhD in Anthropology at the College of William & Mary in Williamsburg, Virginia. She currently is a project archaeologist at the International Archaeological Research Institute, Inc., in Honolulu. Her doctoral research, which was supported by a National Science Foundation Dissertation Improvement Grant, examined cultural continuity and change at post-contact Hawaiian house sites on the Nā Pali Coast of Kaua'i Island (Hawaiian Islands). Her research focuses on household economies and social transformation, particularly during the Hawaiian post-contact period. Recent publications have appeared in the *Journal of Island and Coastal Archaeology* and the *Journal of Pacific Archaeology*.

GENERAL STYLE REQUIREMENTS

Please adhere to the style and formatting requirements below. For any situation not covered by this style guide, please refer to the latest edition of the *Chicago Manual of Style*.

Headings

Three heading levels are used by *JPS* and should be executed as follows:

(i) Main headings: centred, 11 pt font, in uppercase:

THE HUMAN ENVIRONMENT

(ii) Sub-headings: left-justified, 12 pt font, italicised, in title case (i.e., main words capitalised):

Probabilities and Possibilities

(iii) Secondary sub-headings: as above but followed by a full stop and with the text beginning on the same line:

Testing the Theory. A recent controversy has erupted over... [etc].

Spelling

British spelling (as per the Cambridge Dictionary) must be used throughout the manuscript; note, however, that direct quotes must be faithful to the original. We suggest checking your manuscript by setting the document's proofing language to either New Zealand English or British English, as available. An online version of the Cambridge Dictionary is available at <https://dictionary.cambridge.org/dictionary/english/>.

Note in particular the following word endings:

-ise and -isation, not -ize and -ization; e.g., realise, analyse, civilisation

-our, not -or; e.g., honour, labour

-re, not -er; e.g., centre, metre

Note also the spelling of *artefact*.

Treatment of Non-English Words

Macrons (ā), glottal stops (‘) and other diacritics should be used as per contemporary scholarly practice (but not in quotations or reference information where the original source did not use them). Note that the glottal stop is the same character as the opening single quotation mark, that is, the mirror image of the apostrophe.

Recognising that *JPS* is an international journal with an international readership, the first or initial use of a non-English word needs to be italicised and accompanied by a gloss. Subsequent uses are not italicised. A gloss can take one of two forms:

i) The non-English word(s) should be followed by an English gloss in single quotes:

whānau ‘family, kin’

ii) Alternatively, the English word(s) should be followed by the non-English equivalent (or

near equivalent) in parentheses:

family (*whānau*)

There is no need to italicise words in the title or abstract.

Numerals and Units of Measurement

- In the text, spell out numbers up to nine; thereafter use numerals, except at the beginning of sentences.
- Leave a space between numbers and units of measurement:

26 cm

- SI (metric) units of measurement should be used, as per the international standard. Abbreviations for common units of measurement:

g	gram
km	kilometre
cm	centimetre
°C	degrees Celsius

- In nontechnical contexts, use “percent”; in scientific and statistical contexts use “%”. Ideally one or the other should be used throughout the manuscript.
- For numbers of four digits or more (except page numbers; and for years of five digits or more), use the thousands separator (a comma):

2,000

Dates

- Use the following formats:

29 March 1989
1840s
1956–1957

- Use the en-dash (–), not the hyphen (-), for date ranges and page ranges:

1867–1892
pp. 83–99

- AD precedes the year date; BC and BP follow it:

from 500 BC to AD 2000

- Use ca. for circa:

Born ca. 1899, she...

- Spell out centuries:

twentieth century (nominative)
twentieth-century colonial rule (adjectival)

- In reference to radiocarbon dating use ¹⁴C (not C14).
- Use World War II (not Second World War).
- Use the spellings “pre-contact” and “post-contact” (lower case and hyphenated).

Emphasis

Be sparing in the use of italics for emphasis, and do not use bold or underline for this purpose. The use of quotation marks as “scare quotes” to signal irony, etc., should be used sparingly.

Punctuation and Other Formatting

- For series or lists, *JPS* does not use the serial (Oxford) comma:

red, white and blue

Also, remove any automated list formatting; instead format lists manually.

- Numbered series are as follows, with a colon before the list begins:

There are four attributes: (i) colour, (ii) shape, (iii) texture and (iv) size.

Components may be listed vertically for longer or more complex lists.

- If dashes are used, then the longer em dash is required, unspaced:

The 1887 constitution—nicknamed the Bayonet Constitution—reduced the king to a constitutional monarch.

- E.g. (for example) and i.e. (specifically) are both followed by commas.
- When an abbreviation ends with the last letter of the full word, there is no full stop: Mr, Mrs, Dr, Rd, St. Otherwise, a full stop should follow: Rev., Prof., Fig. (but Figs), no., pp., etc.
- Do not include full stops in degree designations such as PhD, MA or BA.

QUOTATIONS

Quotation Content, Format and Treatment of Excluded Text

Quotations should appear exactly as in the original source, including spellings and formatting. Only include diacritical marks if these are in the original. Enclose any author insertions, changes or clarifications in square brackets, including [*sic*] to indicate an error in the original.

Short quotations (up to around 50 words) are embedded in the text, set off by double quotation marks. Mark quotes within quotes with single quotation marks. Longer quotations should be set off as a block quote, that is, indented as a whole, in 11 pt font (unitalicised), with no quotation marks, with the citation following the full stop at the end of the quote:

Firth had this to say about the issue:

For the Tikopia, headrest is the appropriate term. Though such rests supported the upper part of the neck ... they were called in Tikopia *urunga*, which may be rendered in English as “head-placing”. ... It seems likely to me that ... they had a concept of the male headrest as a means of avoiding contact of the head with the ground, especially the domestic floor. (Firth 2000: 216)

Any deleted text in the middle of your excerpt should be signalled by an ellipsis (a series of three dots), with single spaces before and after and full stops indicated as appropriate, as above. If a sentence break occurs within the omitted text include the full stop where it appears in the original. It is not necessary to use an ellipsis at the start or end of the excerpt, even if the excerpt is only a partial sentence:

Firth (2000:16) felt that “headrest is the appropriate term” in the case of the Tikopia.

Quotations in Other Languages

Quotations in languages other than English are set like any other quotation: within quotation marks and unitalicised. Any translation that follows is placed in parentheses (without quotation marks) and also left unitalicised.

According to Lévi-Strauss’s dictum, “les mythes sont à penser” (myths are for thinking with), ...

Text Citations

The citation style is Author-Date, as follows:

- The standard citation form is (Jones 1976: 55) or (Smith and Dunnell 1876: 449–67).
- For works with three or more authors use the first author’s name followed by *et al.* (with *et al.* italicised).
- Multiple works within a single citation should be in alphabetical order and separated by semicolons: (Jones 1976: 55; Smith 1876: 449–67); but (Jones 1999, 2000, 2007).
- For positioning of citations, these options are both acceptable:

Cormack (1994: 132) states that “when writing for a professional readership...”.
Cormack (1994) states that “when writing for a professional readership...” (p.

132).

- If a citation refers to the same source as the previous citation, (p. 34) or (pp. 34–57) is acceptable. Do not use *ibid.*, *op. cit.*, *passim* or *loc. cit.*
- Restrict your use of “cf.” for when you are pointing to a contrast. When the aim is to identify authors with similar views or to illustrate a point, use “see” or “see also”.

REFERENCE LIST

When preparing your reference list please follow these basic guidelines:

- For reference formatting and presentation follow the models below. For cases not covered in this document, refer to the *Chicago Manual of Style*.
- If bibliographic software (e.g., Endnote, Mendeley, RefWorks, Zotero) has been used to create citations and reference lists, please leave these links live/intact. Our copyeditor will convert these into plain text.
- For author names, full given names are preferred; whether you use first names or first initials, please ensure consistency throughout the list.
- If there are more than ten authors, provide the first seven followed by *et al.*
- For multiple works by the same author, list them from oldest to newest and replace the author name with a triple em dash after the first reference, as follows. If you do not know how to render this, you may copy and paste the one used here:

Lee, Georgia, 1992. *The Rock Art of Easter Island: Symbols of Power, Prayers to the Gods*. Monumenta Archaeologica 17. Los Angeles: The Institute of Archaeology.

———2006. *Rapa Nui, Island of Memory*. Los Osos: Easter Island Foundation.

Lee, Georgia and Paul Horley, 2018. *The Rock Art of Rapa Nui*. Santiago: Rapanui Press.

Journal Articles:

Morton, John, 2003. Abortive redemption? Apology, history and subjectivity in Australian reconciliation. *Journal of the Polynesian Society* 112 (3): 238–59.

Celemajer, Danielle and Joanna Kidman, 2012. Embedding the apology in the nation’s identity. *Journal of the Polynesian Society* 121 (3): 219–42.

Books:

Blackwood, Beatrice, 1935. *Both Sides of Buka Passage*. Oxford: Clarendon.

Wessen, Albert F., Antony Hooper, Judith Huntsman, Ian Prior and Clare Salmond, 1992.

Migration and Health in a Small Society: The Case of Tokelau. Oxford: Clarendon.

Chapters in Edited Books:

For book or volume editors, use initials for first and middle names.

Gunson, Niel, 1977. The coming of foreigners. In N. Rutherford (ed.), *Friendly Islands: A History of Tonga*. Melbourne: Oxford University Press, pp. 90–113.

Howard, Alan and John Kirkpatrick, 1989. Social organization. In A. Howard and R. Borofsky (eds), *Developments in Polynesian Ethnology*. Honolulu: University of Hawai‘i Press, pp. 47–94.

Monographs in a Series:

If the publisher’s name is indicated in the series title, it need not be repeated after the city.

Emory, Kenneth P., 1943. Polynesian stone remains. In C.S. Coon and J.M. Andrews IV (eds), *Studies in the Anthropology of Oceania and Asia: Presented in Memory of Roland Burrage Dixon*. Papers of the Peabody Museum of American Archaeology and Ethnology, Vol. XX. Cambridge: Harvard University, pp. 9–21.

Fogelin, Lars (ed.), 2008. *Religion, Archaeology, and the Material World*. Occasional Paper No. 36. Carbondale, IL: Center for Archaeological Investigations, Southern Illinois University Carbondale.

Kamakau, Samuel M., 1964. *Ka Po‘e Kahiko: The People of Old*. Translated by M.K. Pukui. Bernice P. Bishop Museum Special Publication No. 51. Honolulu.

McAllister, J.G., 1933. *Archaeology of Oahu*. Bernice P. Bishop Museum Bulletin 104. Honolulu.

Theses and Dissertations:

Herlihy, Joan, 1981. Always We Are Last: A Study of Planning, Development and Disadvantage in Melanesia. PhD thesis, Australian National University, Canberra.

Orally Presented Papers:

Webb, Michael, 2011. On Singing *Salvesen* and Social Transformation: The Creation of a Gospel Hymn-and-Dance Tradition in Island Melanesia. Paper presented at the Christian Congregational Music: Local and Global Perspectives conference, Oxford, UK, 13 September 2011.

Republished Works:

If the author considers the original publication date of importance to their argument, reference to a republished work may be cited in text as follows: (Gill [1892] 1979: 15). In that case the original publication date must also be included in the Reference List:

Gill, William Wyatt, [1892] 1979. *Cook Islands Custom*. Suva: Institute of Pacific Studies, University of the South Pacific.

Personal Communications:

There is usually no need to include these in the reference list. Instead incorporate directly into the text the first and last name of the individual, the date and, if relevant, the medium of communication; or provide a parenthetical citation, as per these examples:

(James Booker, pers. comm., 10 Jan. 2013)
(T. Smith, WhatsApp message to author, 26 Nov. 2018)

Websites:

If all information is listed in the text there is no need to also include a reference list entry. When listing a website, include (where relevant) author, date (or n.d. and an access date), title of specific page, name of overall site, and URL (with no full stop at the end). Examples:

Matbob, Patrick, 2013. Subam, Sanguma and the sounds of the 80s. *Yumi Story* (blog), 7 April. <http://yumistori.blogspot.com/2013/04/subam-sanguma-and-sounds-of-80s.html>

Pérez de Lara, Jorge, n.d. Photograph of the Tablet of the 96 Hieroglyphs. Palenque Resources: Monuments and Inscriptions. <http://www.mesoweb.com/palenque/monuments/96G/96G-photo.html>

News Articles:

Include a URL where possible. If no author name is provided, then lead with the name of the newspaper.

Collins, Simon, 2001. Bastion Point proposal divides Maori. *New Zealand Herald*, 13 October. www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=222600

New Zealand Herald, 1931. Tarawera Eruption. 10 June, p. 12. <https://paperspast.natlib.govt.nz/newspapers/NZH19310610.2.142>

New Zealand Herald, 1934. Trail of Damage, Whirlwind in North. 23 July, p. 8.

Manuscripts, Reports and Other Unpublished Works:

These may be integrated into the main Reference List, or if there are a large number then place in a separate sub-list. Titles are not italicised.

Buck, Peter, 1927–28. Field notebooks. Seven volumes. Bernice P. Bishop Museum, Honolulu.

Hall, Francis, 1818. Letter to Josiah Pratt, 12 August. MS-Papers-0288. Alexander Turnbull Library, Wellington.

O'Malley, Vincent, 2010. Te Rohe Potae War and Raupatu. Wai 898 #A22. Report to the

Waitangi Tribunal, Wellington.

Torrence, Robin, James R. Specht and Blaise Vatete, 2002. Report on an Archaeological Survey of the Bali-Vitu Islands, West New Britain Province, PNG. Prepared for the West New Britain Provincial Government, Kimbe.

FIGURES

All maps, photographs, line drawings, graphs, charts, etc., are designated as figures. The page size of *JPS* is A5 (210 x 148 mm or 8 x 6 in) and figures must be designed so that they can be accommodated on the page, taking margins into account. Numbers and text in figures need to be readable in their final size.

Figure text should conform to *JPS* style. To avoid being asked to update and resend your figure, please ensure consistency in terminology and spelling between text in the figure and that in the article; include diacritical marks as per contemporary usage; ensure formatting (italics, capitalization, etc.) is internally consistent within the figure; and check spelling carefully.

All figures must be explicitly referred to in the text, as follows: Figure 1, Figure 2... or, when referred to parenthetically, (Fig. 1, Fig. 2, Figs 1 and 2...). Radiocarbon figures should be accompanied by a radiocarbon data table (see requirements below).

Please embed low-resolution versions of your figures directly into the text for the review process, positioned approximately as you would like them to appear in the published version. Each figure must be accompanied by a caption, in 11 pt font, placed directly below it and credited as necessary. Examples:

Figure 6. Beach launching of a traditional wooden boat, ca. 1938. Adolf and Marjorie Borsum Collection, American Samoa Historic Preservation Office.

Figure 9. Principal parts of a Takū canoe (from Moyle 2011a: 58).

Figure 11. New outrigger canoe in Atafu Lagoon. Author's photograph, 1976.

Figure 12. Fakaofu's freshwater well. Photograph by Marti Friedlander, 1971.

For publication, please upload figures as separate files through the *JPS* website. Figures must be submitted in a high-resolution (at least 300 dpi) digital format (e.g., as TIFF, JPEG or native RAW format images; for vectored (line/plan/charts) images, AI, EPS or PDF is preferred). Colour images will appear in the digital on-line versions of an issue. A small number of colour images can be accommodated free of charge in print versions when the nature of the material justifies this.

Authors are responsible for securing permissions to use photos or illustrations that are not their own, ideally before initial manuscript submission. Permission to use previously published or otherwise copyrighted materials **must be secured in advance of final submission.**

TABLES

Use 11 pt font for table content. Table notes should be in 10 pt font and should use callouts as follows:

- * (asterisk; but do not use if *p* values occur in the table)
- † (dagger)
- ‡ (double dagger)
- § (section mark)
- || (parallels)
- # (number sign, or pound)

If a table was originally created in Excel please upload the Excel file via the *JPS* website in case difficulties arise at the layout stage.

Radiocarbon tables need to include the following: radiocarbon sample no., site/locality, provenience details, sample material, $\delta^{13}\text{C}$ ‰ (when available), conventional ^{14}C age (CRA) BP, 2-sigma calibrated age range, calibration program used (along with version and citation), specific calibration details (e.g., hemisphere model, local Delta R value) and relevant citations for models, etc.. Delta R may be indicated as ΔR .

Example of a radiocarbon table:

Table 1: Archaeological ^{14}C results.

Lab code	Site	Provenience	Material	$\delta^{13}\text{C}$ (‰)	Conventional ^{14}C age (BP) & error	Calibrated age (2σ)*
OZR597	Papau 1 (PAP1)	TP1, Layer V, Sample 0042	<i>Periglypta reticulata</i> (shell)	2.5 ± 0.1	620 ± 20	AD 1551–1800
OZR596	Papau 1 (PAP1)	TP1, Layer V, Sample 0041	<i>Cocos nucifera</i> endocarp	-22.3 ± 0.1	150 ± 20	AD 1685–1950

* Use a table footnote to detail the full name(s) of the radiocarbon lab(s) that undertook the analyses. Also provide the calibration program (including version), calibration curve and any marine reservoir corrections used, along with the associated references for each.