

**Journal of Sāmoan Studies Style
Guide and Information for Authors**

2015

**Centre for Sāmoan Studies
National University of Sāmoa**

Journal of Sāmoan Studies Style Guide

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Scope: The Journal of Sāmoan Studies (JSS) is a multidisciplinary academic peer reviewed journal published by the National University of Sāmoa through its Centre for Sāmoan Studies.

Medium: As of 2015, JSS is published on-line on a dedicated website linked to the CSS and the NUS Websites: www.journal.samonanudies.ws and www.samoanudies.ws. A small run of hard copies will be produced for special orders.

Aim: The JSS aims to disseminate research findings on Sāmoa. All articles submitted to JSS should conform to international academic standards and are peer reviewed.

Normal issues of the JSS will contain articles on a range of topics in the social and human sciences, sciences or applied sciences, arts, education, and literature, relating to Sāmoa.

Special issues may be guest-edited (as faculty-based or department-based collections in any of these disciplines).

Language: Papers will be accepted in English or Sāmoan. Special issues may also be published in the Sāmoan language. Authors who do not have extensive experience writing in English or Sāmoan are

strongly advised to have their manuscript proofread by a native speaker of the relevant language familiar with academic writing prior to submission. Authors who choose to write in Samoan should follow the principles contained within this Guide.

JSS will comprise three sections:

1. Articles
2. Shorter communications and comments
3. Books and Media Reviews

Guidelines for Contributors

Manuscripts should be submitted in Microsoft Word using font style, Calibri size 11, colour automatic and should be between 5000 and 6000 words, and no more than 1000 words for shorter communications, comments and book/media reviews.

1. Submission Process

Please submit articles by email to the Editors at csspublications@nus.edu.ws. Files should be sent as email attachments, and be in Microsoft Word format. All correspondence with the author will be via email.

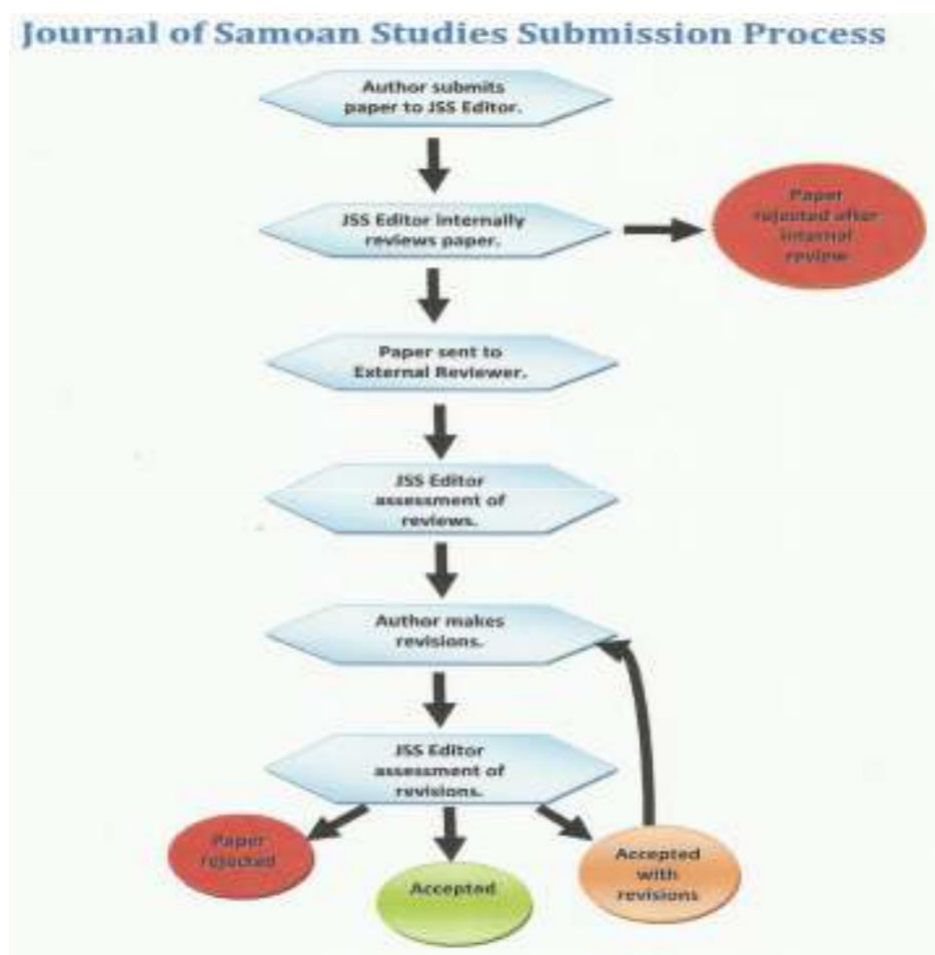
Content Editing

The Editors of the JSS reserve the right to edit the content of all accepted articles as they see fit, and have the final decision authority over the editing. Authors will be made aware of all edits, and given the opportunity to request/suggest changes. Author consent with all editing will be obtained prior to publishing.

Plagiarism and Double Submission

The JSS has strict policies on plagiarism and double submission. Papers that are found to be plagiarised or double-submitted will be rejected, and the Editors may inform the author's institution of the matter.

The JSS follows the guidelines of the Committee of Publication Ethics (COPE) regarding such matters (see <http://www.publicationsethics.org>).



Peer Review Process

The JSS is a refereed journal. At least two scholars with relevant experience and expertise review each article. This is a double-blind process; authors' and reviewers' identities are concealed from each other. Reviewers advise the Editors whether the article should be published, and if so, with what recommended changes using a Peer Review Form. The Editors then respond to the author with their decision and a list of changes required for the article to be accepted for publication. Manuscripts must be treated in confidence, and not submitted to other publications.

Permissions for Use of Copyrighted Materials

All permissions and paying any associated fees for the use of copyrighted materials, both textual and graphic in their articles, is the responsibility of the authors. Copyright permission is required for use of texts longer than 400 words.

Copyright transfer

When an article is accepted, authors are required to sign a copyright transfer agreement in order for the work to be published. To review the current text of this agreement, please contact the Associate Editor.

Document Formatting and Layout

A Word template is available for this journal. If you are not able to use the template via the link on the JSS website, authors should set up a style template in Word as follows:

Title

The title of the paper should be centre aligned, bold and in Calibri size 14, 18 pt before and 12 pt after, single space. All words except articles and prepositions should be capitalised.

Author(s) Full Name(s) and Affiliation

The full name(s) of the author(s) should be left aligned, in italics, font size Calibri 10, 10 pt before and 0 pt after, and followed by their affiliation.

E.g. Susana Tauaa, National University of Sāmoa.

Lorena Sciusco, National University of Sāmoa and Helene Martinsson-Wallin, Uppsala University.

Abstract

The heading should be in Calibri size 12, bold, centre-aligned, single space, 18 pt before and 6 pt after. The abstract should be 300 words maximum.

The font style should be in Calibri size 10, italics, justified and typed in single space.

Keywords:

The Keywords title should be placed immediately after the last sentence of the abstract and formatted in Calibri size 10 and bold with 0 pt before and after.

The number of keywords should be limited to a maximum of four words and should be in Calibri size 10.

Headings

All level 1 headings should be formatted in Calibri size 12, bold, 18 pt before and 6 pt after, and centre aligned with all words capitalised with the exception of articles and prepositions.

The first paragraph under a Heading should have no indents. However, the rest of the paragraphs that follow should be formatted in first line 0.3 indentation. All paragraphs should be aligned justified.

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All level 2 headings should be Calibri size 11, bold, italics, 12 pt before and 6 pt after, single space and left aligned.

All level 3 sub-headings should be Calibri size 11, bold 6 pt before and 6 pt after, single space and left aligned.

Artwork

Tables, figures, maps and photographs should be submitted separately with source attributions included within the main text.

Table and figure titles should be placed above the tables and figures formatted in Calibri 10 bold and centre aligned. Tables and figures should be numbered consecutively and individually as they appear in the text. For example, Figure 1, Figure 2, Figure 3 and not Figure 1A, 1B, 1C.

Images should be submitted in TIFF format at a resolution of at least 300 dpi, and should be set to print at a width of between 12 and 14 cm at the specified resolution.

Endnotes

Authors should not use the footnote or endnote function in Microsoft Word but should submit numbered endnotes in a separate file. Endnotes text number should be in superscript, following any punctuation (e.g. tribunal.¹).

Acknowledgement

Authors should insert acknowledgements after endnotes and before the references. The title should be typed in Calibri 12, bold, 12 pt before and 6 pt after, and left aligned.

Authors should use Calibri 10 and justify alignment for the acknowledgement.

2. Citations and Referencing.

JSS uses the Author-Date System. In-text citations are used, specifying author family name and date of work (and in some cases page numbers). Page numbers should always be included in citations when quoting material, but are otherwise optional. The References section contains the full reference. Authors should not use Endnote or any other bibliographic software such as Mendeley.

Every work cited in the main text, or in notes, must be listed in the References list, and every work in the References list must be cited in the main text, or notes of the paper.

In-text citation examples

Basic citations. Authors should use semicolons as a separator, followed by a space, if page numbers are included.

(Sciusco 2015)

(Freeman 1943: 325)

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Multiple works by different authors. Note that the authors' last names should be in alphabetical order.

(Martinsson-Wallin 2007; Sciusco and Martinsson-Wallin 2015; Tupua 2013)

Multiple works by one author.

(Freeman 1943, 1944a, 1944b, 1944c)

Unpublished or forthcoming works should be used only if the works are already titled and under contract with a publisher.

(Martinsson-Wallin forthcoming)

Undated works

(Jones n.d.)

Single works with three or more authors.

(Cochrane et al. 2015)

Reference List and examples

Titles of all works in the list should be capitalised in headline style.

Where two or more publication cities are given for a work, only include the first in the reference list.

The References list must be in alphabetical order by authors' family names. For multiple listings by a single author, list publications in chronological order with oldest first. A single-author entry precedes a multi-author entry beginning with the same name. Multiple works by two or more authors with the same lead author are put in alphabetical order based on the co-authors' family names.

All punctuation and spacing should be placed exactly as shown in the following examples.

Chapters in Edited Books:

Hardie-Boys, N. 1999. "Nature Conservation and Aid in Samoa." Pp. 185–198 in *Strategies for Sustainable Development: Experiences from the Pacific*, eds J. Overton, and R. Scheyvens. London: Zed Books.

Books: Single Author or Editor

Field, M. J. 1991. *Mau: Sāmoa's Struggle for Freedom*. Auckland: Polynesian Press.
Crocombe, R. ed. 1987. *Land Tenure in the Pacific*. Suva, Fiji: University of the South Pacific.

Books: Two or More Authors

Sharp, J.A., and Howard, K. 2002. *The Management of a Student Research Project*. Aldershot, England: Gower.

Dissertation:

Sier, M. 2004. "Empowerment and Constraint: The Cultural Legacy of Indigenous and Colonial Religion and its Impact on Women in Samoa." Unpublished PhD Thesis, Aberdeen, Scotland: University of Aberdeen.

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Internet Website Content:

Always include the URL in the citation (or the DOI, if known). If the publication date (or date of revision) can be determined, use that to specify the year of the work; when unknown, use n.d. The date on which the site was accessed by the author should also be specified. If the site no longer exists at the time of the publication of the JSS, include the following immediately following the URL as a disclaimer (site discontinued).

Pacific Island Development Program (PIDP). 2015. *ADB Looks At Complaints About Economic Use Of Sāmoan Land*. Pacific Island Report.
<http://pidp.eastwestcenter.org/pireport/2015/July/07-21-06.htm>.

Pacific Islands Trade and Investment Commission. 2008. "Doing Business in Sāmoa."
<http://www.pitic.org.au/pdfs/bigs/Sāmoa.pdf> (site discontinued) (accessed 10 December 2012).

Journal Articles:

Addison, D. J. and Asaua, T. S. 2006. "One Hundred New Dates from Tutuila and Manu'a: Additional Data Addressing Chronological Issues in Sāmoan Prehistory." *The Journal of Sāmoan Studies* 2: 95–119.

For journal articles which were accessed online, the DOI information should be added if available.

Chikasanda, V. K. M., Otrell-Cass, K., Williams, J., and Jones, A. 2013. "Enhancing Teachers' Technological Pedagogical Knowledge and Practices: A Professional Development Model for Technology Teachers in Malawi." *International Journal of Technology and Design Education* 23(3): 597–622. doi: 10.1007/s10798-012-9206-8.

Newspaper or Magazine Article:

Sanerive, S. 2015. "Breakdown in Values Behind Crime Wave." *Samoa Observer*, 26 October.

In the event that the author name is unknown the periodical should be cited.

Samoa Observer. 2013. "Sogi Plan Hits Snag." *Samoa Observer*, 29 July.

For print sources accessible on the internet, the URL must be included.

Tuletufuga, N.L. 2015. "Samoa Renews Ties with Belgium." *Savali*, 6 November.
<http://www.savalinews.com/2015/11/02/samoa-renews-ties-with-belgium/>.

Papers Presented at a Conference, Symposium, etc.:

Tuimaleali'ifano, M. 2011. "Village Authority and Governance in Samoa: The case of O le Afioga Tutasi a le Aiga Taua'ana, Falelatai." Paper presented at Sāmoa II conference, Apia, Samoa, 4–7 July.

Reports, Policy Brief, Briefing Papers, Occasional Papers, Working Papers etc.:

Freestanding publications (that are not periodic) are treated as books. The titles should be in italics, not quotation marks. If the issuing organisation has assigned a number to the paper, put it in

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parentheses immediately after the title together with the paper type. If the publication is accessed online the URL and access date must be included.

Firth, S. 2013. *Political Status and Development: The Implications for Australian Foreign Policy Towards the Pacific Islands* (SSGM Discussion Paper 2013/6). Canberra: Australian National University.
http://ips.cap.anu.edu.au/sites/default/files.SSGM%20DP%202013_6%20final.pdf (accessed 9 November 2015).

World Fish Centre. 2015. *Climate Change in Coral Triangle of the Pacific Countries: Supporting Communities to Adapt*. (ADB Briefs No. 42). September. Manila: Asian Development Bank.
<http://www.adb.org/sites/default/files/publication/174180/climate-change-coral-triangle-pacific-countries.pdf> (accessed 9 November 2015).

Best, S., Leach, H. and Witter, D. 1989. *Report on the Second Phase of Fieldwork at the Tataga- Matau Site, American Samoa*. July–August. Department of Anthropology, University of Otago, New Zealand.

Two or more works by the Same Author in the Same Year:

Meleisea, M. 2008a. *O Tama Uli: Melanesians in Samoa*. Suva, Fiji: Institute of Pacific Studies.

Meleisea, M. 2008b. *Lagaga: A Short History of Western Samoa*. Suva, Fiji: Institute of Pacific Studies.

Unpublished Material:

Martinsson-Wallin, H. forthcoming. *Archaeology of Monuments and Settlements in the Independent State of Samoa*. Oxford, UK: Archaeopress, Oxford University Press.

Organisation as Author:

For publications by ministries, corporations, associations, etc. that do not specify a particular author(s), the organisation must be used as the author.

Ministry of Education, Sports and Culture 2009. *Corporate Plan July 2009–June 2012*. Apia, Samoa: Ministry of Education, Sports and Culture.

3. Style Guide

Abbreviations

Acronyms and initialisms should be spelled out on the first appearance, with the abbreviated form placed in parentheses following the full form. The abbreviated form can then be used in following form.

Ministry of Women, Community and Social Development (MWCSO). The abbreviated form can then be used in subsequent references.

Brackets

Brackets are used to show changes in capitalisation and altered text within quoted material. because “[t]he small size of its urban centres is an advantage.”

Brackets are also used where parentheses would normally be used to avoid nesting of parentheses. (formally known as the Ministry of Education, Sports and Culture [MESC])

Dashes

En dash – (ctrl + hyphen or ctrl + minus on PC Keyboard)

Use an en dash to indicate a relationship between two elements. For example:

Sunday–Saturday 125–168 Asia–Pacific region Em dash —
(ctrl + alt + minus symbol on PC Keyboard)

Use an em dash in a sentence to set off an amplifying or explanatory statement, to isolate parenthetical elements or where there is a shift of flow in thought. For example:

It is important for small island nations to conserve their natural resources—their future depends on doing so.

Dates, Numbers and Ranges

Dates should be set day/month/year, with no commas in between the elements.

For example, 6 November 2015.

Centuries should be spelled out using lower case.

For example, ‘twentieth century’.

Authors should use words for numbers less than 10 and numerals for all other numbers.

In-text number ranges should use prepositions.

For example, ‘from 2001 to 2002’ or ‘between 1905 and 1910’.

Ellipses (...) (. ...) (, ...)

An ellipsis is a set of three dots used to indicate omitted text when quoting. There should be one space before and one space after the ellipsis. If the omitted text follows a complete sentence ending in a full stop or a clause ending in a comma, the full stop or comma should be retained and the ellipsis placed afterwards separated from the full stop or comma with a single space.

Internet URLs

Internet URLs should not be used in the main text when used in a bibliographical sense. URLs should be placed in endotes.

Percentages

Percentages should be written out in full within the text (98 percent not 98 %), with the exception of use in tables, diagrams, etc.

Spaces

Authors must use 1.15 line spacing for the document with the exception of sections of the document that specify otherwise.

A single space should follow the punctuation at the end of a sentence.

Quotations

Double quotation marks (“ ”) must be used for quoting spoken words.

Single quotation marks (‘ ’) are used to avoid nesting of double quotation marks.

Quotations of 30 words or longer should be in font size 10, indented and separated from the main text (referred to as a “block quote”). Block quotes should not be set within quotation marks.

It is the author’s responsibility to ensure any quotations used are an exact copy of the source and the page number(s) is included in the in-text citation.

Use of Sāmoan words in English

In the first instance, an English word should be used in the text followed by its equivalent or near equivalent in parentheses in italics.

For example, the Sāmoan family (*‘aiga*). Thereafter, the Sāmoan word may be used.

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Manuscript Preparation Checklist

	Set the default language to 'English United Kingdom.' Make sure that the spell checker is also set to 'English United Kingdom.'
	All headings and sub-headings are formatted according to the requirements.
	All text, notes and references are set in Calibri 11 point type.
	The abstract is an approximately 300 word summary of the text.
	There should be a maximum of three keywords.
	Any and all artwork conforms to the requirements specified in the Style Guide.
	Citations and references are set according to the requirements herein.
	Every citation in the main text has been cited in the References list. Likewise all works cited in the References section has been cited within the main text.