

## **AlterNative House Style**

### **Language**

Articles in English should be written in an accessible style with an international audience in mind. The journal is multidisciplinary and, as such, papers should be targeted at a wide readership. Either British or American spelling may be used consistently throughout the paper. Any words in languages other than English should be defined on first use, as should any specialist or technical terms. It is the author's responsibility to ensure that any words, phrases or quotes in languages other than English are correctly spelled, accurately translated and include all diacritical marks (e.g. Māori macrons).

From time to time *AlterNative* also features articles in Indigenous languages. Authors interested in writing such an article should contact the Editors so that we can provide more information and assistance.

### **Manuscript Components**

The paper should have the following components:

- First page: Title and author details (pertaining to each co-author)
  - Full name(s)
  - Academic degrees
  - Institutional affiliation, position held at the institution and the location of the institution
  - Tribal affiliations (optional)
  - Email address (lead author only)
- Second page: Title  
Abstract (max 150 words)  
Up to 6 key words
- Subsequent pages should not have the authors' names or other identifying features, as the paper will be sent to anonymous peer review. Authors should avoid large amounts of self-referencing to preserve anonymity.
- **Title:** Follow the guidelines of the Publication Manual of the American Psychological Association (APA, 2009). The manual recommends simplicity and the use of concise statements when formulating your title. Moreover, words that carry little or no meaning should be avoided as they increase the overall length and may mislead indexing services. A title should be fully explanatory when standing alone.
- **Abstract:** An abstract is often presented separately from a published article, so it must be able to stand alone. It should state briefly and clearly the paper's objectives, the principal findings and its novel contribution to the existing

literature. For empirical papers the methodology and analytical strategy should be clearly stated, including nature and size of the sample, location(s) and date(s). References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

- The basic sections of a scholarly paper are the **introduction, methods, results, discussion and conclusion**. Additional sections can be included if necessary. Please consult the 6<sup>th</sup> Edition of the [APA Manual](#) for guidelines on manuscript structure and content
- **Displaying data:** To report the findings of qualitative research studies, authors should select key quotes and include tables or diagrams to visually display theories or models that have emerged from the qualitative study. For quotes authors are expected to include information that identifies the person quoted either through a pseudonym to maintain anonymity or by listing the names if all participants wish to be acknowledged in the publication. The gender and age of the quoted person should also be disclosed (e.g., Areta, female, 25). The journal does not allow transcription notation for direct quotes; authors are expected to use standard punctuation such as italics for emphasis and ellipsis to indicate omission.
- All Indigenous and non-English words must be translated both in the text (in parentheses) and in the **glossary** the first time the word appears (both in the abstract and in the main article). The glossary should be placed at the end of the article before the references and include all non-English words listed in alphabetical order. This should also include organisation or tribe names. Words in the glossary should not be capitalized unless proper nouns.

## Format Specifications

- Microsoft Word or Open Office document
- Times New Roman font
- Double spaced
- 12-point font
- All pages numbered
- **Spelling and Punctuation: Either British or American spelling may be used, consistently throughout the paper**
- The use of footnotes is not allowed

We conform to the 6<sup>th</sup> Edition of the APA style guide and ask that submitted papers are written in this style. Some main points follow. More information, including free tutorials, can be found at <http://www.apastyle.org>

### *Paragraphing*

Use two hard returns at the end of each paragraph.

### ***Headings***

All headings should be in **Bold** for clarity. Please show the distinction between your different levels of heading clearly by:

Title of Article:

**14-POINT, CENTRED, UPPERCASE**

*AlterNative* only allows 2 levels of section headings.

Section Headings, Level 1:

**12-point, left aligned and in sentence case**

Subheadings, Level 2:

***12-point, italics, left aligned and in sentence case***

### ***Quotations and Previously Published Material***

Use double quotation marks for quotations less than 40 words in length and leave them in the body of the text. Use single quotation marks when you use a quote within a quote.

Indent, with no quotation marks, quotations more than 40 words and use double spacing for line formatting. Use double quotation marks when you use a quote within an indented quote.

### ***Omitting Material***

Use 3 spaced ellipsis points ... within a sentence to indicate material you have omitted from the original source. Use 4 spaced points to indicate omission between two sentences.

### ***Adding Material***

Use square brackets [] (not parentheses) to enclose additions or explanations inserted by someone other than the original author.

### ***Capitalization***

Use capital letters only for proper nouns and acronyms. Do not use capitalization for emphasis.

### ***Indigenous and other languages***

As a rule, do not italicize Indigenous or other non-English words. Do use italics if the word is identical to a word in English and would confuse the reader in normal font.

We encourage the use of non-English words in the text for cultural or Indigenous concepts, especially those that are not easily translated.

Authors are required to provide an English translation in parenthesis the first time the non-English word is used both in the abstract and within the article. A glossary listing all Indigenous words and their translations alphabetically should be placed before the

references. The glossary should also include organizations and tribal groups. Words in the glossary should not be capitalized unless they are proper nouns.

If definitions are more than a few words in length, require qualifying information (i.e. the word may be used in a slightly different context from the direct translation), or if the word requires a long explanation to its meaning that is essential to the paper, this should be in the main text and NOT in footnotes.

For words in which the context gives the plural or tense, the definition should be correct for the context in which it is used in the English sentence.

Use all diacritical marks and if you anticipate there may be problems in reproducing them in the finished article, please contact the editorial office. It is the author's responsibility to use diacritical marks correctly to ensure the correct spelling convention of the word.

### ***Abbreviations/Acronyms***

Avoid abbreviations

Examples:

‘that is’ not ‘i.e.’

‘for example’ not ‘e.g.’

‘percent’ not %, unless presenting a lot of data or a list of percentages

Spell out acronyms on first use, placing the acronym in parenthesis immediately thereafter, for example, ‘United Nations (UN)’. Use the acronym for all subsequent references, except where it occurs at the start of a sentence.

Do not use full stops in abbreviations, initials of names or acronyms (‘UN’ not ‘U.N.’).

### ***References***

List all works cited in the text in alphabetical order. Do not include uncited texts.

All articles should be fully referenced with complete citation lists. The journal editors are not responsible for completing incomplete citations.

**The APA system of referencing should be used. Please consult the APA website for examples:** <http://www.apastyle.org/index.aspx>

### ***In the Text:***

When referencing or quoting directly from a source, the APA style requires *author-date citation* in the text (Smith, 1999). For direct quotes, page numbers are also required (Smith, 1999, p. 20). When referencing from online references, which don't have page numbers, a paragraph number should be used in such instances. If two or more authors are cited at the same point in the text then they are included in the same citation, separated by a semicolon (Jackson, 2007; Smith, 1999).

For up to one or two authors, list all authors when cited in the text.

For three to five authors, list all authors on first citation, and thereafter only the first author followed by ‘et al.’

For six or more authors, use the first author followed by 'et al.' for the first and subsequent citations.

We encourage authors to use a separate in-text citation for each quote and to avoid Ibid, as this increases clarity for the reader and reduces the potential for confusion if the paper is subsequently revised and the order of citations changed.

***Reference List***

At the end of the article, authors are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by surname of the first author. Each reference should include authors and/or editors, date, title, page spans, and publisher details, including publisher location and state abbreviations behind the city for US publishers.

Titles should be first written in their original language, followed by a translation in brackets [ ] (not parentheses).