

Context

Guidelines for contributors – December 2010

Original work will be considered for publication, including papers, book and exhibition reviews, short articles and letters. We can offer peer reviewing in some circumstances – please indicate if you would like your article peer reviewed. Articles for peer review should be submitted well ahead of time.

Reviews should be between 300 and 1500 words, peer reviewed or scholarly articles between 2000 and 5000 words, and profiles or short articles between 700-1200 words. Please **DO NOT** use automatic referencing and formatting styles such as Endnote. All references and endnotes must be typed in manually at the end of the document, **NOT** generated automatically. Ensure consistency in referencing style throughout the document. UK spelling is preferred. Save text files in Microsoft Word format (.doc or .docx).

Images are very welcome, but please observe the following:

Do **NOT** embed them in the text as this creates difficulties for layout.

Images should be high resolution (at least 300dpi) and saved as a JPEG or TIFF file. Clearly label each image (e.g. Figure 1) and include a separate page of figures with captions and credit lines. Indicate where an image is to be placed in the text by leaving a few lines free, followed by Figure number. Image selection and position based on design constraints may be made by the editorial committee.

It is the author's responsibility to ensure supplied images are cleared for copyright. Please ensure that all images are cleared for copyright and include a statement to that effect. The publishers assume no responsibility for copyright of supplied images.

Please submit copy to the editor Lucy Hammonds

lhammonds@hbmag.co.nz or CD by post: c/o PO Box 248, Napier 4140

CDs will not be returned unless specified and return postage is supplied.