

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 such as 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 for 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 (corresponding author only)
- Second page: Title
Abstract (150 words max)
Up to 6 keywords
- 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 7th Edition, 2020 ([APA, 7](#)). 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). Citations are not permitted in the abstract. 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 7th 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 and have given their consent to be named 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 ellipses 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. The glossary should be organised in two columns, with Indigenous words in the left column and English definitions in the right.

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 and endnotes are not allowed

We conform to the 7th 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 (enter-enter) 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, sentence case

AlterNative only allows 2 levels of section headings.

Section Headings, Level 1:

12-point, left aligned and in sentence case

Sub-section headings, 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. Do not start or end a quotation with ellipses.

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

Do not italicize Indigenous or other non-English words. Do use italics if the non-English word has identical spelling to an English word.

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 alphabetically and their translations 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.

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, Acro Nym (AN). Use the acronym for all subsequent references, except where it occurs at the start of a sentence. Only use acronyms if the spelled-out words would be used more than twice. If an acronym is first used in a citation, enclose the acronym in brackets [] not (parentheses).

Do not use full stops in acronyms.

References

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

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

The APA 7 system of referencing should be used. Please consult the APA website for examples: <https://apastyle.apa.org/>

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, in alphabetical order, separated by a semicolon (Jackson, 2007; Smith, 1999).

For two authors, list both authors when cited in the text (One & Two, YYYY).

For three or more authors, list the first author followed by et al. (One et al. YYYY)

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. URLs and DOIs are also recommended. Long URLs should be shortened.

Titles should be first written in their original language, followed by a translation in brackets [] (not parentheses). Journal titles do not need to be translated into English.