

## Preparation of manuscript

### *Length of paper*

The length of the paper should be 5000–6000 words including references. However, longer articles can be accepted by the Editor if they are of an exceptional quality that requires longer elaboration.

**File one** (This page is submitted as a separate file)

File one should contain the following information in the specified format:

- The title of the paper: Keep the title short and it should be concise and in bold font and title case.
- The name(s) and institutional affiliation(s), ORCID numbers (if applicable), and email addresses of the author(s).
- A footnote giving the name, and phone number of the corresponding author.
- Confirmation that the content of the manuscript has neither been published previously nor is under consideration for publication elsewhere.
- Disclosure of all conflicts of interest
- Acknowledgements of contributors to the research or the submission who do not meet the criteria to be a named author.

### **File two:**

The first page should be a title page that includes:

- the title of the paper;
- the abstract (not more than 300 words) - the abstract states the major points made and the principal conclusions reached; and
- up to five keywords.

**Do not identify author(s) on this page.**

All other pages contain the main sections of the paper, e.g., Introduction, Literature Review, Methodology, Findings, Discussion, Recommendations, Conclusion and References.

### **Format of headings**

Show headings in text as follows:

**HEADING 1 (all upper case, bold, font size 14)**

*Heading 2 (initial upper case, italics, font size 14)*

Heading 3 (initial upper case, font size 12)

### **Other key points**

- Prepare your manuscript using only Times New Roman in Microsoft Word. For body text, use font size 12 only.
- Double-space manuscripts throughout, with wide margins of at least 2.5cm, on pages of A4 size. Number all pages consecutively on the bottom middle of the page.

- Prepare the paper in a report format (not essay format), divided into sections such as Introduction, Literature Review, Methodology, etc.
- Write the article in simple, concise and correct English. Where Māori words are included, these must be spelled correctly with macrons where applicable.
- A paper accepted subject to revision, with reviewers'/editorial comments, will be sent to the corresponding author, and it is the authors' responsibility to revise their paper in response to this feedback, making sure to address all the points made by the reviewers. The authors will fully proofread their final paper and ensure it follows the NZJABR authors' guidelines.
- Tables and figures should be numbered with Arabic format and placed in the text where they are interpreted.
- Tables and figures should be clear enough to read and interpret, and should have meaningful headings above them.
- All mathematical equations should be typed as text. The equation in the form of the image is not acceptable.
- A list of non-standard abbreviations must be provided.
- Do not use abbreviations in the abstract. Do not abbreviate a term unless it is repeatedly used and the abbreviation is helpful to readers. If you use an abbreviation in the text, spell out the term in full when it is mentioned first, followed by the abbreviation in parentheses; use the abbreviation thereafter.
- APA 7<sup>th</sup> referencing system should be followed for in-text citations and the reference list at the end of the paper.

#### **APA citation examples**

##### ***In-text citation***

Smith (2006)

Smith and Jones (2006)

Red et al. (2006) [three or more authors]

##### ***Within bracket in the text***

Another source (Smith & Jones, 2006) provides a historical view of ...

Another source (Red et al., 2006) provides a historical view of ...

Several studies (Smith & Jones, 2006; Red et al., 2006) provide a historical view of ...

##### ***More than one publication by the same author(s) in one year***

Bell (2005a) and Bell (2005b) provide a historical view of ...

##### ***Report***

Telecom New Zealand (2007) reveals that ...

There is evidence (e.g., Telecom New Zealand, 2007) of

##### ***Newspaper article with no author***

"Drivers Reject Fuel Prices" (2003) reveals that ...

There is evidence (e.g., "Drivers Reject Fuel Prices," 2003) of ...

##### ***Quotation***

**Short (fewer than 40 words):** Use double quotation marks and include page numbers for short quotations of fewer than 40 words, e.g., “Since we received accreditation, we’ve been approached by some very prestigious business schools from the northern hemisphere and other organisations and they recognise the fact that [we’ve] joined the EQUIS group” (O’Keefe, 2005, p. 44).

**Long (40 or more words):** A quotation of 40 or more words should be formatted as a freestanding, indented block of text without quotation marks and with the final full stop before the page number within the bracket.

Weston (1948) argues that:

One of the most important phases of our special guests was to get information that would throw light on the degeneration of the facial pattern that occurs so often in our modern civilization. This has its expression in the narrowing and lengthening of the face and the development of crooked teeth. (p. 174)

**Quotation without page numbers:** Quotations from a webpage without page numbers should have the paragraph number (para.) instead.

“Prevalence rates of antenatal major and minor depression have been estimated in community-based studies to range from 7% to 15% of all pregnancies” (Grote et al., 2009, para. 2).

### **List of References**

References should be listed alphabetically in full at the end of the paper, using the following reference style:

#### *Book -*

King, M. (2000). *Wrestling with the angel: A life of Janet Frame*. Viking.

#### *Chapter in a book -*

Helber, L. E. (1995). Redeveloping mature resorts for new markets. In M. V. Conlin & T. Baum (Eds.), *Island tourism: Management principles and practice* (pp. 105–113). Wiley.

#### *Conference paper -*

Bochner, S. (1996, November). *Mentoring in higher education: Issues to be addressed in developing a mentoring program*. Paper presented at the Australian Association for Research in Education Conference, Singapore. <http://www.aare.edu.au/96pap/bochs96018.txt>

(Give the month of the conference if the paper has not been formally published).

#### *Webpage -*

Garson, G. D. (2005). *Structural equation modelling*. <http://www2.chass.ncsu.edu/garson/pa765/structur.htm>.

#### *Journal -*

Karim Sevari. (2017). Construction and validation of main psychological needs scale. *American Journal of Applied Psychology*, 5(1), 7–11. <https://doi.org/10.12691/ajap-5-1-2>

#### *Newspaper, no author*

Economic turnaround is in sight. (2023, May 7). *The New Zealand Herald*, <https://www.nzherald.co.nz/sponsored-stories/economic-turnaround-is-in-sight/AVJETMAHMNFOJFVVVQHY7ULNSM/>

#### *Report*

Telecom New Zealand. (2007). *Ready to compete, connect, communicate: Annual report 2007*.  
<http://annualreport07.telecom.co.nz/download/telecom-annual-report-2007.pdf>

#### *Conference paper*

Bochner, S. (1996, November). *Mentoring in higher education: Issues to be addressed in developing a mentoring program*. Paper presented at the Australian Association for Research in Education Conference, Singapore. <http://www.aare.edu.au/96pap/bochs96018.txt>

#### **Footnotes**

Keep footnotes to a minimum and number them consecutively throughout the text with superscript Arabic numerals. They should not include displayed formulae or tables. Place footnotes at the bottom of the page to which they refer.

#### **Appendices**

Place appendices at the end of the manuscript after tables. Refer to them in the text and number them using Roman numerals. If written by a person other than the authors of the main text, enter the author's name below the title.