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1. **Title page.** Upload as title page. Please include the following:

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- Corresponding author should be noted

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a. Headings and subheadings. Subheadings should indicate the organization of the content of the manuscript. Generally, three heading levels are sufficient to organize text.

Level	Format
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**Centered, Bold, Upper & Lowercase**

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---	---------------------------------

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2	Text begins as a new paragraph.
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***Flush Left, Bold Italic, Upper & Lowercase***

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4	Text begins one space after the period of the heading.
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Each text citation must include at least two pieces of information, author(s) and year of publication. Following are some examples of text citations:

(i) *Unknown Author*: To cite works that do not have an author, cite the source by its title in the signal phrase or use the first word or two in the citation parentheses. Example: The findings are based on the study of students learning to format research papers ("Using XXX," 2001).

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- When listing multiple authors of a source use “&” instead of “and.”
- Capitalize only the first word of the title and of the subtitle, if there is one, and any proper names (i.e. only those words that are normally capitalized).
- Italicize the title of the book, the title of the journal/serial, the volume number of the journal/serial, and the title of the web document.
- Every citation in the text must have the detailed reference in the Reference section.
- Every reference listed in the Reference section must be cited in text.
- Do not use “et al.” in the Reference list at the end; names of all authors of a publication should be listed there. However, for works with more than seven authors list the first six authors' names and then have three ellipses followed by the last author's name. Example: Zed, N., Alright, L., Volks, B., Clark, N., Times, R., Eagle, T., . . . Max, G. (2014).

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##### **Book with publisher**

Airey, D. (2010). *Logo design love: A guide to creating iconic brand identities*. New Riders.

##### **Book with editors & edition**

Collins, C., & Jackson, S. (Eds.). (2007). *Sport in Aotearoa/New Zealand society*. Thomson.

English, B. (2013). *A cultural history of fashion in the 20th and 21st centuries: From catwalk to sidewalk* (2nd ed.). Bloomsbury.

##### **Book having author & publisher the same**



MidCentral District Health Board. (2008). *District annual plan 2008/09*. Author.

### **Chapter in an edited book**

Dear, J., & Underwood, M. (2007). What is the role of exercise in the prevention of back pain? In D. MacAuley & T. Best (Eds.), *Evidence-based sports medicine* (2nd ed., pp. 257-280). Blackwell.

<https://doi.org/10.1002/9780470988732.ch2>

- Periodicals:

#### **Journal article with more than one author (print)**

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, 13(6), 578-583. <https://doi.org/10.1016/j.jsams.2010.03.007>

#### **Journal article – 7 or more authors**

Crooks, C., Ameratunga, R., Brewerton, M., Torok, M., Buetow, S., Brothers, S., ... Jorgensen, P. (2010). Adverse reactions to food in New Zealand children aged 0-5 years. *New Zealand Medical Journal*, 123(1327).

<http://www.nzma.org.nz/journal/123-1327/4469/>

- Internet Sources:

#### **Internet – no author, no date**

*What is ecommerce? Launch and grow an online sales channel*. (n.d.).

<https://sell.amazon.com/learn/what-is-ecommerce>

#### **Internet – Organization / Corporate author**

National Council of Textile Organizations. (2022, May 11). *State of the U.S. Textile Industry Address* [Press release]. <http://www.textilesinthenews.org/wp-content/uploads/2022/05/2022-State-of-the-Industry-Press-Release-FINAL-5.9.2022.pdf>

- Examples of various types of information sources:

#### **Act (statute/legislation)**

Anti-Smuggling Act, 19 U.S.C. § 1701 (1935).

<https://www.loc.gov/item/uscode1958-004019005/>

#### **Blog post**



Liz and Ellory. (2011, January 19). *The day of dread(s)* [Web log post]. <https://www.travelblog.org/Oceania/Australia/Victoria/Melbourne/St-Kilda/blog-669396.html>

### **Brochure / pamphlet (no author)**

*Ageing well: How to be the best you can be* [Brochure]. (2009). Ministry of Health.

### **Conference Paper**

Williams, J., & Seary, K. (2010). Bridging the divide: Scaffolding the learning experiences of the mature age student. In J. Terrell (Ed.), *Making the links: Learning, teaching and high quality student outcomes. Proceedings of the 9th Conference of the New Zealand Association of Bridging Educators*, 104-116.

### **DVD / Video / Motion Picture (including Clickview & Youtube)**

Gardiner, A., Curtis, C., & Michael, E. (Producers), & Waititi, T. (Director). (2010). *Boy: Welcome to my interesting world* [DVD]. Transmission.

### **Magazine**

Ng, A. (2011). Brush with history. *Habitus*, 13, 83-87.

### **Newspaper article (no author)**

Little blue penguins homeward bound. (2011, November 23). *Manawatu Standard*, p. 5

### **Podcast (audio or video)**

April, C., & Cassidy, Z. (Hosts). (2018–present). *Dressed: The History of Fashion* [Audio podcast]. Dressed Media. <https://www.iheart.com/podcast/105-dressed-the-history-of-fas-29000690/>

### **Software (including apps)**

ZOZO, INC. (2014). *WEAR – Fashion Lookbook* (Version 6.32.0) [Mobile application software]. <https://apps.apple.com/us/app/wear-fashion-lookbook/id725208930>

### **Television programme**

Flanagan, A., & Philipson, A. (Series producers & directors). (2011). 24 hours in A & E [TV series]. Channel 4.



### Thesis (print)

Smith, T. L. (2008). Change, choice and difference: The case of RN to BN degree programmes for registered nurses [Unpublished master's thesis]. Victoria University of Wellington.

### Thesis (online)

Mann, D. L. (2010). Vision and expertise for interceptive actions in sport (Doctoral dissertation, The University of New South Wales).

<http://handle.unsw.edu.au/1959.4/44704>

### Non-English reference book, title translated in English

Real Academia Espanola. (2001). *Diccionario de la lenguaespanola* [Dictionary of the Spanish Language] (22nd ed.). Author.

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