

SCOPE: Contemporary Research Topics, Otago Polytechnic Press

Style Guide for Preparing Manuscripts

For more information, see our [Author Guidelines](#)

General

Use any common, legible font in 12-point for the body text.

Do not use Word Styles to create headings. Clearly distinguish heading levels using bold and italics as needed.

Use tabs not the space bar to create indents.

Use a single space between sentences.

The use of the first-person “I” is acceptable in *Scope* journals. Author bios should be in the third person.

Expand contractions such as “I’d” and “it’s” unless the format is informal or you are quoting someone else’s words.

Abbreviations, initials and acronyms

Where possible, expand “e.g.” to “for example,” “i.e.” to “in other words,” and “etc.” to “and so on” (or remove “etc.” altogether).

If “e.g.” and “i.e.” are used, they are followed by a comma.

Put spaces between initials in names: “T. S. Eliot,” “J. C. Sturm.”

Spell out acronyms and initialisms in full at first usage. Where possible, reduce the frequency of these. Avoid using acronyms in headings.

Figures and images

All tables and figures should have captions in the form “Figure 1. Caption text goes here.” Captions go underneath tables and figures and all captions should have end punctuation.

Use “Table” as a heading for tables (past practice was to label all tables and figures “Figures” but this has been updated).

All figures have an image credit or citation wherever possible.

Do not use the “caption” function in Word Styles.

Headings

Article titles, headings, sub-headings, titles for columns in tables and other headings are in [sentence case](#).

No numbering in sub-headings.

Avoid acronyms or initialisms in headings.

No final punctuation.

Numbers

The usual rule of spelling out one to nine then using numerals for 10 up applies, except in mathematical equations such as 3×12 or other cases where it's more natural or standard to use numerals, e.g., "NZQA Level 5 course."

Use the comma separator in thousands: 1,000, 10,000.

Date format is 12 March 2023 in the text.

Spell out "percent."

Punctuation

Use n-dashes for ranges, including number, date and page ranges.

Use an n-dash with spaces either side in sentences (where long m-dashes would normally be used).

No spaces either side of forward slashes (but try to avoid formulations such as "and/or").

Use a single space either side of ellipses.

Quotations

Double quotation marks:

- for direct quotations.
- for a word or concept used as itself: the letter "s", the term "style." In subsequent uses of the word, the quotation marks can usually be omitted.
- for pseudonyms of research participants when used for the first time: Student "Louise," participant "Eric," but afterwards, Louise and Eric.

Single quotation marks:

- for quotations within quotations.
- for 'special' or 'ironic' uses of a word ('scare quotes') (although these should be used sparingly).

Use quotation marks not italics for quoted text (unless there's a compelling stylistic or layout reason to do so).

End punctuation goes inside quotation marks "like this."

Indent quotations of more than 40 words. Don't use quotation marks around block quotations. The in-text bracketed citation in APA style goes outside the closing punctuation of block quotations.

Referencing

Use Chicago 17th Edition (Notes & Bibliography) referencing for *Scope (Art & Design)* and APA 7th edition referencing for all other *Scope* journals.

If you generate references using EndNote, Zotero, or similar software, please [remove the field codes](#).

Spelling

Use British spelling of “ise,” “colour,” and so on.

Te reo Māori

Use macrons (except when quoting titles or texts published without them or where double vowels are regionally appropriate).

No italics for Māori words and phrases.

No upper-case for te reo Māori words (e.g., mātauranga not Mātauranga; te reo not Te Reo) unless they are proper nouns or the source text uses them.

Māori terms such as kaiako and taura don't take a possessive “s” in line with advised usage. The exception is “Aotearoa's”, which is now widely used in New Zealand English.

If you are presenting te reo Māori terms or phrases with English translations, or vice versa, please check that the translations are correct and that the two versions are as equivalent as possible. If you add material, for example to expand on a definition or provide context, use square brackets to indicate that this is not part of the translated text.

Titles

In text, use [title case](#) and italics for books, journal titles and reports: *Reflective Practice: Writing and Professional Development*.

Use title case and double quotation marks around journal and chapter titles in the text: “Reflective Practice.”

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