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SUBMISSION GUIDELINES

GENERAL

The *Micronesian Journal of the Humanities and Social Sciences* is a semiannual peer reviewed academic electronic journal dedicated to the study of human thought, behavior, and culture in Micronesia. Research notes, book reviews, annotated bibliographies, translations of key documents, and thesis summaries are not refereed.

The editors welcome submissions of original non-published articles in the fields of archaeology, communications, cultural education, cultural anthropology, ethnobiology, ethnography, historic preservation, history, library studies, linguistics, literature, politics, social anthropology, tourism, and allied humanities subjects. Papers are accepted on the basis of their originality and their relevance to Micronesia and the adjacent Pacific region.

Simultaneous submission to other publications is not permissible. Submitted manuscripts are considered for publication with the understanding that neither the article nor its essential substance has been published elsewhere in the Pacific region or in a Humanities publication outside the region with a significant Pacific readership. Exceptions are possible for those articles presented only at symposia with limited circulation, or published in journals outside the Pacific region and for which the author has the rights to republish. All articles will be judged for their contribution to the field.

PROCESS

Submissions are welcomed any time during the year. In the first instance the editors will make a determination whether the paper is suitable for possible publication in the *Micronesian Journal of the Humanities and Social Sciences*. Manuscripts that do not fall within the remit of the journal will be rejected. Suitable manuscripts will be sent to one member of the editorial board and to at least one outside referee for peer review. Final editorial decisions regarding suitability for publication reside with the Editors.

Where one of the editors is the (co-)author of a paper, the other editor will handle the refereeing process without fear or favor. In such cases final decisions will rest with the editorial board, with the author absenting from the deliberations. Decisions by the editors (editorial board) are final.

LANGUAGE

Articles submitted for publication must be written in English and are subject to minor revisions for style, space considerations, and for the addition of hyperlinks, media and graphic images.

LENGTH

Articles submitted for reviewed publication should be between 2,000-8,000 words. Book reviews and notes are normally between 500 and 2,000 words. Longer works may be considered, but prospective authors are requested

to discuss this with the editors prior to submission.

STYLE

The *Micronesian Journal of the Humanities and Social Sciences* is a multidisciplinary journal with a broad readership. Contributors should write the Abstract and the introductory section of their articles in fashion that they can be understood by the non specialist audience, while the main body of the article may be highly specialized.

The preferred style for articles submitted to the *Micronesian Journal of the Humanities and Social Sciences* is that published by the MLA: Modern Language Association of America. Spelling in the *Micronesian Journal of the Humanities and Social Sciences* material is consistent within each article whether American (e.g., "center" or "neighbor") or British, Canadian, Australian, etc. (e.g., "centre" or "neighbour").

FORMAT

Although *MJHSS* will reformat all submissions for publication, articles submitted should adhere to the following format conventions:

- Each article should be accompanied by a cover page that includes: all authors' names, institutional affiliations, addresses, telephone numbers and (if applicable) e-mail addresses, a short (one or two paragraphs) biographical profile of each author (not to exceed 100 words), an abstract of the article (not to exceed 150 words), and five key words. For co-authored works, all authors must indicate their degree of involvement in the research, writing and/or production of the submission.
- Each submission for the section "Micronesian Round-up" must be accompanied by a cover page that includes: all authors' names, institutional affiliations, addresses, telephone numbers and (if applicable) e-mail addresses, and a short (one or two paragraphs) biographical profile of each author (not to exceed 100 words). For co-authored works, all authors must indicate their degree of involvement in the research, writing and/or production of the submission.

- If your title is longer than eight words, please specify a short version of long titles that will fit in the running header.
- Use of a 12 point font throughout--including quotations, references and notes.
- For the submission a block paragraph style, is preferred with each paragraph separated by a blank line. Do not justify or hyphenate the text.
- Use a clear system of headings with no more than three levels.
- Use bold or italics for the headline style, do NOT use all upper case characters
- Quotes given in other languages than English must be accompanied by an English translation, either parenthetically (if short) or in an endnote.
- In both text and sources commas and full stops are inside the quotation mark.
- Emphasis in the running text should be restricted to one level only. This will appear in the final copy as italic type. Bold italics or similar double emphasis types will be changed to simple italics.
- Notes must appear at the end of the paper as endnotes. Use superscripts to identify the notes in the text and in the endnotes section. Please use the special facilities provided by your word processor to create endnotes. This will facilitate document conversion.
- All articles should include a bibliography.

ILLUSTRATIONS

All illustrations should be numbered with consecutive Arabic numerals ('figure 1', 'figure 2' etc), have descriptive captions and be mentioned in the text.

When submitting articles with a visual component, please include all graphics as external files. Name your graphics in an intuitive and easy to distinguish manner (e.g. thomas_graphic1.jpg). Please consider using the author's last name in the graphic images since there is no guarantee that someone else will not also choose "graphic1.jpg" as the name of their graphic file.

If a submission includes artwork, figures, or associated audio or video, authors must submit ready optimized electronic media (.gif, .png, or

.jpeg for images and audio files in RealAudio {ram}, MP3, or wavefile {wav} format). One may also send a URL for hypermedia submissions. For large graphic files or audio files, query first.

TABLES

Number tables consecutively with Arabic numerals ('table 1', 'table 2' etc), and give a clear descriptive caption at the top. Avoid the excessive use of vertical or horizontal rules in the tables.

ACKNOWLEDGMENTS

Place the acknowledgments at the end of the text, before the References.

ENDNOTES

Endnotes should be used sparingly. Annotative that interferes with the flow of the argument may be placed in endnotes. Normal referencing should occur in the text.

Any end notes should be marked clearly in the text with the text of the endnote provided on a separate page before the references.

REFERENCING

References should be cited in the text by giving the last name of the author(s) followed by the year of publication in parentheses, e.g. Smith & Jones (1990, p. 12); (Smith, 1992a, 1992b). For three or more authors, use the first author followed by 'et al.'

The full references must be set out at the end of the manuscript. They should include all authors' names and given name, year of publication, title of article or book, the full title of the journal, volume and page numbers and, for books and other documents, the publisher's name and place of publication, e.g.

Books

Hezel, F. X. (1983) *The First Taint of Civilisation: A History of the Caroline and Marshall Islands in Precolonial Days, 1521-1885*. Honolulu: University of Hawaii Press.

Chapter in a book

Rehuter, Faustina K. (2001). The Museum as a Window of Cultural Education. in Dirk H.R. Spennemann and Neal Putt (eds), *Cultural Inter-*

pretation of Heritage Sites in the Pacific. Suva, Fiji: Pacific Islands Museum Association/Association des Musées des Îles du Pacifique. Pp. 121–130.

Conference Proceedings

Loeak, Christopher J. (1997). Library Development in the Marshall Islands. in Arlene Cohen (ed.), PIALA '94: Pacific Information Liberation: The Wave of the Future (Guam, 4-9 November 1994) Proceedings of the 6th Pacific Islands Association of Libraries and Archives Conference. Guam: PIALA. Pp. 9-12

Journal Articles

Spennemann, Dirk H.R. (1996) Dreading the next wave: non-traditional settlement patterns and typhoon threats on contemporary Majuro, Marshall Islands. *Environmental Management* 20(3), pp. 337-348.

Unpublished reports

Pangelinan, J. B. (1978) Participation of Jesus Pangelinan to the Stabilization Project of Joachim de Brum House of Likiep Atoll, Marshalls District, First Acquisition and Development Project in the Trust Territory. *Report to Office of the High Commissioner, Trust Territory of the Pacific Islands, Saipan* (Serial:HP-952; File:178.67.36). MS on File National Archives of the Republic of the Marshall Islands.

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SUBMISSION REQUIREMENTS

Please ensure that the submission is complete. A copyright form, which can be downloaded from the web, should be sent at the earliest convenience.

Articles should be sent directly as attachments to email messages (preferably as MSWord documents), or in rich text format (RTF) to the editorial e-mail at:

editor_mjhss@csu.edu.au

or mailed on a 3 1/2 inch disk or on a CD to one of the editors:

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PROOFS

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Please note that authors are urged to check their proofs carefully before return, since further corrections cannot be guaranteed.

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