

## **AIM OF THE JOURNAL**

The Journal has been developed to create a platform for informed discussion and debate on issues related to Māori/Indigenous vocational education and training, for example: indigenous labour market issues; policy development and implementation; workplace practice and trends; the utilisation and protection of indigenous assets; vocational education, training and research; and the transfer of indigenous knowledge. The Journal, therefore, will seek to encourage research and scholarship in these and related issues from an indigenous perspective. It will also provide a forum for established as well as emerging researchers and commentators.

## **EDITORIAL PROCESS**

Papers submitted for the Journal will undergo a peer-review process for which an Editorial Board comprising members from partner institutions and industry, has been established.

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## **STYLE GUIDELINES, CITATION FORMAT AND REFERENCE FORMAT**

The Editorial Board has adopted the style guidelines and reference format outlined by the American Psychological Association (APA), copies of which are available at <http://ecampus.waiariki.ac.nz>

## **SUBMISSION OF PAPERS**

Authors are required to submit one complete copy of their paper for the attention of the Chair of the Editorial Board at [ngapera.riley@waiariki.ac.nz](mailto:ngapera.riley@waiariki.ac.nz). Papers may only be submitted electronically in either Word or RTF format. The length of any paper is a maximum of 5000 words.

Each paper should include the following elements (if applicable):

### ***A Title***

Place the title of the paper at the top of the first page of the paper followed by the full name of the author(s), institutional affiliation(s) and email address(es). In the case of multiple authors, indicate who will function as the primary point of contact for questions or comments.

### ***An Abstract***

All papers submitted must be accompanied by an abstract of no more than 250 words.

### ***Biographical Statement***

Each paper should be accompanied by a short (c.100 words) biographical statement, written in the third person, and relate to the submission. If the paper was originally written for a class, the relevant class should also be stated.

### ***Acknowledgements***

Authors are responsible for obtaining written permission from those acknowledged because readers may infer their endorsement of the data and conclusions.

### **Notes**

Notes, as applicable, should be consecutively numbered and collected at the end of the paper before the References.

### **Ethical Standards of Procedures (if applicable)**

When reporting on research using human subjects, researchers should indicate that procedures conformed to the ethical standards of the author's host institution. If subjects are identified, permission must be obtained from the subject by the author.

### **Identification of Statistical Techniques (if applicable)**

All statistical techniques must be identified and, where appropriate, referenced. Levels of statistical significance must be stated. All individuals responsible for statistical evaluation must be identified.

### **Statement of Intent and Affiliations**

Each paper submitted must be accompanied by a letter requesting consideration for publication; signed, if possible, by the author or, in the case of multiple authors, all co-authors. In the absence of any statement to the contrary, the Journal assumes a paper has not been published nor submitted for publication elsewhere.

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All illustrations, tables, and figures should be embedded in the paper in their logical locations. All images should be sent as separate files, preferably as jpegs. It is the author's responsibility to ensure that no copyright issues are attached to the images submitted.

The entire document should be double-spaced using widely available fonts, such as Arial, Times New Roman or Courier 12 point. All pages should be numbered, beginning with the title page. The contents should be clearly labelled and include an introduction, discussion, and conclusion with paragraphs separated by additional spaces. Numbers should be spelt out, except for numbers of 100 and over, percentages and dates.

Papers that include material from interviews must make clear either that anonymity of people's names has been retained or, that interviewees have given their permission for quotations to be used.

Authors may include a means by which they can be contacted (normally by email) at the end of their main text.

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