

# scope

## *Kaupapa Kāi Tahu scope 6: Kaitiakitaka*

### **SUBMISSION REQUIREMENTS**

Please ensure the following specifications are met for text and images in all submissions to Scope: Kaupapa Kāi Tahu 2021.

#### **TEXT**

- Please submit only **Word** documents (see [www.thescopes.org](http://www.thescopes.org) for examples of acceptable submissions)
- Single line spacing
- Word limit of 1-4000 words
- Clearly name your file, e.g. "smith.doc"
- Written in first or third person, other formats will also be considered.
- Please do not apply indentations, tabulations or any such formatting to text.
- Specific typographic requirements relevant to the text layout, outside the *Scope* House style (e.g. for artists' pages), should be discussed with the editor and hardcopy must be provided with the unformatted word document showing desired formatting (e.g. for poems).
- Referencing should be in the form of **ENDNOTES** with superscripted Arabic numerals in text.
- References to follow the Chicago Style ([http://otago.libguides.com/c.php?g=171590&p=1130401&\\_ga=1.75558165.1023919255.1493593720](http://otago.libguides.com/c.php?g=171590&p=1130401&_ga=1.75558165.1023919255.1493593720))
- As no extra reference list is required, please include all bibliographical details in the endnotes (see examples at [www.thescopes.org](http://www.thescopes.org))
- **Captions** for images should be *numbered*, should be complete and should adhere to a sequence of information (see examples at [www.thescopes.org](http://www.thescopes.org))

#### **IMAGES**

**Format:** Images must be supplied as jpeg, tif formats or 300DPI format.

**Colour:** Greyscale or CMYK (check under image > mode in Photoshop).

**Quality:** **300dpi** minimum at printed image size. Maximum image print area is 140mm wide x 190 deep.

**Orientation:** Ensure your image is oriented correctly.

**Labelling:** Name all image files with your name and number the images in the order they appear in your document, e.g. "smith.1.tif", "smith.2.tif".

#### **IN SUMMARY**

- Send a digital Word document (with your name withheld) to the Scope Editorial Team at [kaitohutahu@op.ac.nz](mailto:kaitohutahu@op.ac.nz) on or before **9<sup>th</sup> April 2021**.
- Where relevant, include low resolution images (maximum 72dpi) in your text where you would have them placed with full captions underneath them.

- Supply the following information on a separate cover page:
  1. Name of author(s)
  2. Contact **email**, telephone number and postal address
  3. Number of images included in text
  4. Author's biography: please submit a **short bio** which includes your institutional affiliation where relevant (see examples at [www.thescope.org](http://www.thescope.org))
- Email or send via an online drop-box or post a CD/pen drive with **high quality images** (minimum 300dpi) saved as **jpeg** or **tif**. If it is a vector graphic, provide in **eps** format. Please label all image files and number them in the order you wish them to appear. Please note combined 10MB limit on emailed items (images may need to be sent separately).
- Please send to: Scope Editorial Team Kaitohutohu Office Otago Polytechnic Private Bag 1910 Dunedin.