



# Guidelines for Contributors

*Writing for the NZCS 'Coastal Adaptation' Special Publication*

*October 2021*

# NZCS Coastal Adaptation Special Publication (2022)

## Working title

'Coastal Adaptation – adapting to coastal change and hazard risk in Aotearoa New Zealand'.

## About this publication

This special publication will become a widely available report that highlights expert perspectives and practical experience to help Aotearoa New Zealand move toward an integrated approach to coastal hazard management.

To capture the rich and diverse knowledge and experiences in this field, we are including submissions and commentary from multiple perspectives (e.g. researchers, Maori, communities, planners, policymakers, and resource managers)

The publication will be generally aimed at readers who are knowledgeable and interested, but not necessarily expert, in the subject of coastal adaptation, as well as those with more wide-ranging interests in coastal and related issues.

## Provisional section topics

1. Introduction
2. Planning
3. Community Engagement
4. Engineering
5. Science
6. Good Examples & Handy Tips
7. Conclusions

## Proposed publication timeline\*

Key dates for authors are in **red**

### Contributions and content confirmed

- December 2021

### Deadline for first draft submissions

- **May 20, 2022**

### Peer reviews

- Completed by June 3, 2022

### Deadline for final draft submissions

- **July 22, 2022**

### Copyediting, layout & design

- June - August 2022

### Cutoff date for submission changes

- **August 31, 2022**

### Author reviews & final proofing

- **September 16 - October 7, 2022**

### Final corrections completed

- October 14, 2021

Files to printer by **October 17, 2022**

Estimated publication date **November 10, 2022**



\*At the time of preparing this guide (October 2021), there is still uncertainty surrounding the duration and impact of the national COVID-19 response. For this reason, the timeline is 'anticipated', but we are aware that changes might need to be made as authors and others involved in the project may face competing demands on their time. We will regularly review the timeline and let you know of any changes. If you believe you might have difficulties with the current deadlines, please let us know (contact details are on page 3).

## Previous NZCS special publications

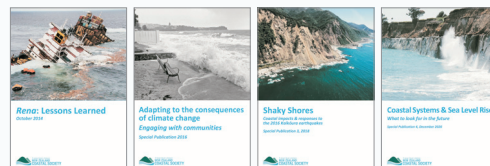
Starting in 2014, NZCS has published occasional special issues of *Coastal News* in a softbound A4 format of around 40 to 60 pages. These publications look at one particular theme or event that is of widespread interest, both to NZCS members and the general public. Articles, while not being academic papers in style, are longer and more in-depth than those found in *Coastal News*.

So far four special issues have been produced:

- *Rena: Lessons learnt* (2014)
- *Adapting to the consequences of climate change: Engaging with communities* (2016)
- *Shaky shores: Coastal impacts & responses to the 2016 Kaikōura earthquakes* (2018)

- *Coastal Systems & Sea Level Rise: What to look for in the future* (2020).

If you haven't seen any of the previous special publications, they can be downloaded from the NZCS website at [www.coastalsociety.org.nz](http://www.coastalsociety.org.nz) (listed under the 'Publications' tab). Each will give you a good indication of the format, level and scope of NZCS special publication articles, and the options for laying out graphics, tables, boxes and photos.



# Submission Guidelines

## Preferred document formats

- Word file (.doc or .docx)
- Open Office file (.odt)
- text file (.rtf)
- email (for shorter contributions)

## Preferred photo/graphics formats

- jpg
- png
- tif
- eps

## Publication structure

The Coastal Systems publication has a target length of 60-66 pages and will be made available in three formats:

- Hard copy
- High resolution pdf (for printing/offprints)
- Low resolution pdf (for emailing).

Articles can be from 2 to 6 pages (in A4 format), including photos and graphics, and boxed content to a maximum of (usually) one page in length.

## Publication layout for photos, graphics and tables

NZCS publications use a two-column, A4 layout with a wide border on the non-bound side (the same as this document). To be sure that any photos, graphics or tables you submit will reproduce as you intend, the column sizing is:

- 67.7 mm width (single column)
- 144.8 mm width (double column).

Most photos are inserted in a single column, but may be cropped if the area of interest is too small. Tables and graphics can be either single or double column depending on their complexity.

## Photo sizing

Photos should ideally be no less than 1000 pixels along the longest dimension of the image (at 72 dpi this equates to a file size of about 500k). Small images (less than 500 pixels, or about 200k file size) aren't suitable as they tend to pixelate when used (this means that any photos resized from a web page image are going to be too small). If in doubt, send the largest resolution photo you can as it can always be downsized if needed.

**Please submit photos and graphics as separate files** and not embedded in other document formats (for example, Word or pdf files) – but please don't forget to add locations and captions in an accompanying text file! Captions should include a credit for the photographer or copyright holder (but please make sure that NZCS have permission to reproduce any copyrighted material).

## Graphics and tables

We sometimes redraw graphics and tables, either because of the quality of the original or to simplify, resize or re-colour them for clarity. If we do this, you will always receive a copy for your approval before they are published.

## Text

Please use UK/NZ spelling (US spellings will be changed!), and include any macrons or special symbols if appropriate (if for any reason you can't use these in your text file, let us know where they should be and we will add them).

It would also be helpful if you italicise any words that need to be in italics (e.g. botanical names, ship names, etc.). If you use any acronyms, it is a convention to put them in full at the first mention (unless they are widely used and understood).

Any technical content included should be appropriate for a general rather than purely academic readership.

## References and footnotes

Unlike the *Coastal News* newsletter, special publication articles do include references and footnotes. However, as the readership is general rather than academic, we prefer to keep both references and footnotes to a minimum.

There's no problem incorporating web links (but don't forget to check that they are active and not time limited) and you can box-out these, contact information, or other 'sidebar' information if you wish.

## Editing and reviewing

All submissions are peer reviewed and edited; this includes any corrections needed in grammar, spelling or punctuation, and any changes necessary to conform to the *Coastal News* special publication style.

Minor edits might also be necessary for length, though if this is for more than a few words possible changes will be discussed with the author first. We would also contact authors if there were any substantive queries about content arising from peer reviews. Once the article is formatted and put into the publication template, a pdf copy will always be sent to authors for their review and approval before publication.

## Contact information

- Publication Editor, Charles Hendtlass (cellwairmonk@gmail.com)
- Publication Coordinator, Don Neale (dneale@doc.govt.nz)
- New Zealand Coastal Society contact, Renée Coutts (nzcoastalsociety@gmail.com).

## Word counts

Please see the special publications word count table on the next page for guidance.





# Article Word Counts

While the target length for articles is five to six pages, the table below includes word counts for shorter and larger contributions. This is intended to provide guidance for articles that might have multiple authors, each providing a portion of the full article, and for those providing shorter, box-out style content. Please note that the word counts are approximate as the actual count will depend on the graphics and photos you include – please ask if you need more information or a more accurate assessment (contact details are on page 3).

Article	Words Only*	Words + Photos/graphics
One page	900	600-650 (1-2 photos)
Two pages	1825	1200-1400 (2-3 photos)
Three pages	2750	2000-2200 (3-4 photos)
Four pages	3600	2400-2800 (3-4 photos)
Five pages	4500	3000-3400 (4-5 photos)
Six pages	5500	4000-4400 (4-5 photos)
Seven pages	6400	4600-5000 (5-6 photos)
Eight pages	7200	4800-5400 (6-7 photos)

\* The lead article in a section has only half a page of text (approximately 400 words) to allow for a photo.

# Boxed content Word Counts

Boxed content ranges between 300 and 800 words in length (without graphics). While boxes do not usually contain graphics, one can sometimes be added if required, though this will obviously reduce the word count accordingly. If you would like to add a graphic to a box, please contact Charles Hendtlass ([cellwairmonk@gmail.com](mailto:cellwairmonk@gmail.com)) for a more accurate word count. Boxes can be one, two or three columns in width, and can extend up to a full page in height. The actual format used will be dependent on both the content and design considerations.

## The New Zealand Coastal Society

The New Zealand Coastal Society was inaugurated in 1992 'to promote and advance sustainable management of the coastal environment'. The society provides a forum for those with a genuine interest in the coastal zone to communicate amongst themselves and with the public.

### Our Members

The society currently has over 300 members, including representatives from a wide range of coastal science, engineering and planning disciplines, employed in the engineering industry; local, regional and central government; research centres; and universities.

### Our Mission

To take a leading role in facilitating robust discussion and nationally-coordinated interactions to better manage and learn about our coastal and marine environment.

### Our Vision

Sustainable management of New Zealand's coastal and marine environment underpinned by sound science, engineering and policy practice, comprehensive monitoring, involved communities and effective national networks.

[www.coastalsociety.org.nz](http://www.coastalsociety.org.nz)