



*AI interpretation of 'Coastal transformation' – can we do better? (graphic generated by picwish.com)*

# Guidelines for Contributors

*Writing for the NZCS 'Coastal Transformation' Special Publication (SP6)*

*June 2024*

# 'Coastal Transformation' Special Publication

## Working title

'Shoreline strategies: Embracing coastal transformation in Aotearoa New Zealand'.

## About this publication

This special publication will become a widely available report that aims to explore the dynamic changes occurring along Aotearoa New Zealand's coastlines, and how the ways we interact with the coast are changing. It will feature a range of diverse perspectives, research insights, and practical experiences related to both gradual shifts driven by the changing climate, and rapid transformations triggered by extreme events.

Contributions will cover a wide array of voices and perspectives including communities, tangata whenua, practitioners, researchers and students across mātauranga Māori, planning, engineering, science, policy, management, law, economics, social science, resource management, and more.

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

The resulting book will be published in 2025, and will be circulated to NZCS members; local, regional and central government agencies; research centers; consultancies; selected libraries; and universities. It will also be available on the NZCS website and the University of Auckland's figshare site for overseas readers to download.

## Provisional section topics

- 1 Introduction
- 2 Transformations due to climate shifts
- 3 Transformations triggered by extreme events
- 4 Adaptive management and community-led approaches
- 5 Transforming relationships with the coast
- 6 Conclusions.

## Publication timeline\*

Key dates for authors are in highlighted in red.

### Contributions & content finalised

- June 2024

### Deadline for first draft submissions

- 31 August 2024

### Peer reviews

- Aug/Sept (completed by 30 September 2024)

### Deadline for final draft submissions

- 31 October 2024

### Copyediting, layout & design

- November 2024 – January 2025

### Cutoff date for submission changes

- 6 December 2024

### Author reviews, sign off & final proofing

- Jan/Feb (completed by 7 February 2025)

### Final corrections completed

- 28 February 2025

Files to printer by: 3 March 2025

Estimated publication date: 25 March 2025

\* While there is some 'wiggle' room built in to the dates we would ask that authors try to meet the deadlines if at all possible. Should there be an unexpected delay of more than a few days, please let the Editor know and advise when the relevant deadline might be reached (contact details are given on page 3).

## Previous NZCS special publications

Starting in 2014, NZCS has published five special publications made widely available in both printed and electronic formats. Each of these publications looked at one particular theme or event 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*, and are intended for an audience who are 'interested, but not necessarily expert' in the subject areas.

The special issues produced so far are:

- 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)
- *Coastal Adaptation: Adapting to coastal change and hazard risk in Aotearoa New Zealand* (2022).

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 text, graphics, tables, boxes and photos.

# Submission guidelines

## Preferred document formats

- Word file (doc or docx); Word-compatible files (e.g., odt, odf); text file (rtf, txt); email (for shorter contributions)
- pdf (if required, but not always usable).

*Other formats can be accommodated, but please contact the Editor before submitting these.*

## Preferred photo/graphic formats

- jpg / png / tif / eps

*Other formats can be accommodated, but please contact the Editor before submitting these, particularly if they are in a specialist or uncommon format.*

## Publication structure

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

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

Articles are generally 2 to 6 pages (in A4 format), including photos and graphics, and boxed content is usually a maximum of one page (see word count guides on page 4).

## Publication layout for photos, graphics and tables

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

- 75 mm width (single column)
- 160 mm width (double column).

Sample dimensions are shown on the next page.

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 and graphic sizing

Photos and graphics should ideally be no less than 1000 pixels on 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 or graphics resized from a web page image are likely going to be too small). If in doubt, send the largest resolution photo or graphic 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).

## Graphic and table edits

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 note:** *When your draft is processed, all text formatting is removed! So, to save your time, and to avoid potential complications, please keep the formatting of your draft text to a minimum (especially, please use a single column).*

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 a purely academic readership.

## References and footnotes

Given the in-depth nature of the articles in special publications, references and footnotes are expected (and welcomed). However, as the readership is general rather than academic, we would ask that references be limited where possible to those considered immediately relevant. If you include web links (in references or in the text) don't forget to check that they are complete and active and not time limited in any way!

## 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 Coordinators: Ana Serrano (Ana.Serrano@boprc.govt.nz) & Connon Andrews (Connon.Andrews@niwa.co.nz)

## 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 section 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 or two 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.

# Photo, graphic and table sizing

**Graphic/table width – single column**  
75 mm (shown actual size)  
*(height as required)*

*Multiple single graphics can be spread across two columns if required, as shown below*

**3 graphic, double column option**

*Other options: 4 across; stacked (2+ rows) if required*

**Graphic/table width – double column**  
160 mm (shown actual size)  
*(height as required)*