



Kāpiti Island beach
(Photo: Department
of Conservation)

Guidelines for Contributors

Writing for Coastal News & NZCS Special Publications

Version 3, March 2021

New Zealand Coastal Society Publications

Coastal News newsletter

Coastal News is the regular publication of the New Zealand Coastal Society, which is distributed to members (approximately 400) and at the NZCS annual conference. It is published in March, July and November each year (submissions close mid-February, mid-June, and the end of the first week of October, respectively). Articles are of a general/technical interest (not academic) and are usually submitted by NZCS members, though they may also be written by invited contributors or by the editor.

Coastal News contains articles on a wide range of coastal topics, such as:

- recent research
- recent events
- international developments
- news from the regions
- university and education news
- central government news
- innovative and best practice projects around New Zealand.

It also has updates on:

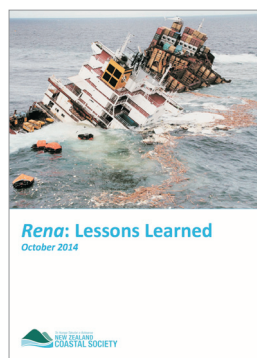
- upcoming conferences and events
- publications available and publication reviews
- contact information for the NZCS committee and regional representatives.



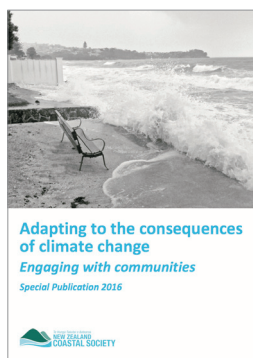
Coastal News special issues

Starting in 2014, NZCS has published occasional special issues of *Coastal News* in a softbound A4 format of around 30 to 70 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 the newsletter.

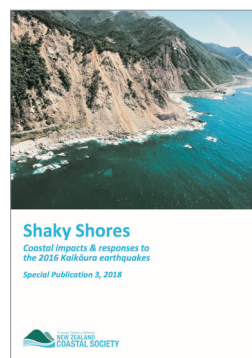
So far four special issues have been produced:



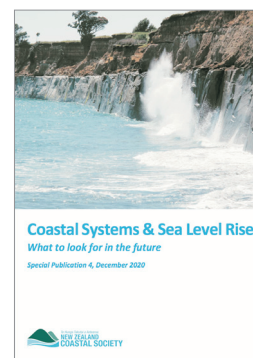
Rena: Lessons learnt
(2014)



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)

About 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. The society currently has over 400 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 is 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 is the 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.



coastalsociety.org.nz

Submission Guidelines

Document formats

The preferred formats are: a Word file (.doc or .docx), Open Office file (.odt), text file (.rtf), or email (for shorter contributions).

Photo/graphic formats

The preferred formats are: jpg, png, tif, gif or eps. We may be able to use other formats – please contact the editor for advice if you have graphics in another format.

Publication layout for photos, graphics and tables

Coastal News uses a 3-column, A4 layout with narrow outside margins. Photos/graphics can be:

- one column width (approx. 55.7 mm)
- one and a half column width (approx. 86.5 mm, usually used for paired graphics)
- two column width (approx. 117.9 mm) or
- three column width (approx. 180 mm, used for panoramic photos or large/complex graphics).

Special publications use a 2-column, A4 layout with a wide border on the bound side; column sizing is:

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

Most photos are inserted in a single column; 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 printed. If in doubt, send the largest resolution photo you can as it can always be downsized if needed.

If possible, please send photos (and graphics) as separate files (not, for example, embedded in a Word document), but please don't forget to add locations and captions in the accompanying text file! Captions should include a credit for the photographer or copyright holder (but please be sure that we 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.

Coastal News articles do not generally include reference lists, but, if you believe one is essential, please keep it as concise as possible. Similarly, since *Coastal News* is not an academic journal, we also try and avoid the use of footnotes.

Special publication articles, being generally longer and more in-depth than the newsletter articles, can include references and footnotes.

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

Minor edits might also be necessary for length, though if this is for more than a few words the possible changes will be discussed with the author first. We would also contact authors if there were any substantive queries about content.

Once the article is formatted and put into the *Coastal News* template, a pdf copy will always be sent to authors for their review and approval before publication.

Word counts

Please see the word count tables on the next page for both newsletters and special publications.

Contact us!

We're happy to help if needed – please contact us with your ideas before going to too much effort! We welcome all contributions (you don't need to be a NZCS member), but some might be declined or deferred if we get too many.

We can accept contributions that have been used in other publications, and we allow authors to re-use their own *Coastal News*/Special Publication content in other publications provided that reasonable due credit is given to the NZCS. We do allow some commercial or event advertising in our publications, but please check for their suitability first. Any queries about your submission can be sent to:

- The NZCS Communications Coordinators (nzcoastalsociety@gmail.com) or
- The *Coastal News* Editor (cellwairmonk@gmail.com).



coastalsociety.org.nz

Article Word Counts

Coastal News – Newsletters

(Articles vary between one and three pages; the newsletter is usually 20 pages in length)

Article	Words Only	Words + Photos/graphics
One page (with allowance for heading)	950	500-800 (1-2 photos)
Two pages (with allowance for heading)	1950	1150-1400 (2-3 photos)
Three pages (with allowance for heading)	2950	1800-2200 (3-4 photos)
Half page (with allowance for heading)	475	250-275 (1 photo)
Quarter page (with allowance for heading)	225	–

Please note that the word counts above are approximate only, as photo/graphic sizes can vary (see 'Publication layout' on page 3). If you're not sure how long your article can be, please contact the editor for advice (if you can supply the intended graphics first, a more accurate word count can be given).

Coastal News – Special Issues (aka special publications)

(Articles vary between one and eight pages; the word counts are approximate as the actual count depends on graphics/photos; special publications are between 30 and 70 pages in length)

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

A typical Coastal News production timeline

- **8 weeks out from completion:** The editorial group come up with a rough content outline, and identify any extra potential articles/authors (if needed).
- **7 weeks out:** Article authors and regular contributors contacted, with a 4-5 week deadline; new authors receive this Contributor's Guide, although extra guidance can be sought from the editor.
- **6 to 3 weeks out:** Contributors are regularly contacted (both as a reminder and in case of any problems); template is prepared, and any photos/graphics/permissions sourced; any early contributions are copy-edited and peer reviewed if needed. Any 'shorts' or filler items needed are written or sourced.
- **2 weeks out:** Final deadline for contributions. Remaining contributions are copy-edited, photos manipulated and graphics drawn or redrawn, and the newsletter formatted (this usually takes about four days).
- **10 days out:** Proof pdfs are sent to all authors for checking and approval; a full pdf of the newsletter is sent to a panel of NZCS proofreaders.
- **3 days out:** Any final changes are made (and checked by authors if significant); final proofread done.
- **'Day 0':** File is sent to printers and an electronic copy is sent for the NZCS website; members receive printed copies in the mail about 10-12 days later. Authors can request hi-res pdf 'offprints' if required.

Contact information

- Coastal News Editor (cellwairmonk@gmail.com) – for newsletter/special publication related queries
- NZCS Communications Coordinators (nzcoastalsociety@gmail.com) – for general NZCS related queries.



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