Nga tikanga mo nga kairaranga
(Guidelines for contributors)

The Editors work under the korowai of Tangata Whenua Takawaenga and as such, are committed to the kaupapa that Te Komako is of tangata whenua, for tangata whenua and by tangata whenua of Aotearoa.

Kairaranga (Contributors)
Given the kaupapa of the publication, contributions from tangata whenua peoples of Aotearoa are strongly encouraged. A form of introduction or biographical details will accompany the article, so each kairaranga will need to consider the shape and content of that tautoko. Full contact details of the kairaranga must accompany the pukorero.

Pukorero / Purakau (Contributions)
We welcome the pukorero and purakau of ma ta waka to develop and enhance the knowledge and skills of kaimahi and tauira tangata whenua within the realm of working with whanau, hapu and iwi. Whether the context of this mahi is within iwi social services or within mainstream agencies, where wananga or tertiary institutions, the point is to develop debate while seeking clarity of kaupapa and matauranga a iwi and Maori within te Ao Hurihuri.

Therefore the following may be helpful examples of pukorero:

- Conference papers
- Academic papers
- Commentaries about particular issues
- Policy papers
- Descriptions of practice developments
- Media releases or articles.

The pukorero must be the original work of the author and have not been accepted by any other journal.

The length of the pukorero is determined by the kairaranga, however the effectiveness in conveying the message to the reader must also be considered.

The most preferred form of the pukorero is as an attachment to an email, however disk and hard copies are also acceptable.

Reo (Language)
Contributions will be willingly received in both nga reo rangatira (a iwi and Maori) and te reo Pakeha. While it is acknowledged that readership of Te Komako will primarily be in te reo Pakeha, as tangata whenua we must not overlook the importance of our reo rangatira. It is also important to provide a forum for tangata whenua peoples who are proficient in nga reo rangatira and to challenge those of us who have yet to begin to learn.
Thought will need to be given by each contributor as to whether a translation or a summary of the korero is provided in te reo Pakeha.

**Kaupapa (Plan)**

1. A title should indicate the subject of the article accompanied by the name of the author.

2. Karakia, mihi, pepeha may be considered by some authors as appropriate to whakawatea their korero.

3. A black and white ‘head and shoulders’ photograph is welcomed – the ideal size is: 42 mm x 60.5 mm.

4. It is important to remember that the structure of the pukorero is about building a relationship with the reader and in that, using both form and kupu to achieve clarity of the matauranga.

5. Subheadings can be used in bold type to distinguish or emphasise different groupings of knowledge, if that is considered appropriate to the korero.

6. Tables should ideally be kept to a minimum. Each should be numbered (e.g. Table 1. etc.) and have a self-explanatory title (e.g. A Comparison of Composite Indicators of Modern Welfare States). Careful attention should be paid to the accuracy of figures.

7. Other illustrations are welcome. Cartoons and other illustrations should be in black and white, and relate directly to the article. Please note: For the best reproduction of photographs, cartoons and other illustrations, a good black and white contrast is necessary.

8. Do not use footnotes.

9. Full details of all books, journal articles and the like referred to within the text should be listed in a references section at the end of the text. Examples of the reference style required are:

   - **Book**

   - **Section of book**

   - **Journal article**

   - **Newspaper article**

10. When referring to books, journal articles and the like within the text, the style should be as follows.
   (Smith, 1999; Jones, 1998) or Smith (1999) suggested …
Aro Tirotiro (Review process)

The rangatiratanga of the pukorero is recognised and honoured, however members of Tangata Whenua Takawaenga will review the korero to ensure the message is clear to potential readers.

Some suggestions may arise from this review as to how the pukorero can be made more effective, however the final decision rests with the kairaranga.

It is important to remember that Te Komako is about nga taonga tuku iho and mana atua, mana tipuna, mana whenua and mana tangata. Therefore language and content that contradicts these kaupapa will be found unacceptable for publication in Te Komako.

Riki Paniora and Miriama R. Scott (Editors).