

Una Voce Contributors' Guidelines

THE OFFICIAL JOURNAL OF THE PAPUA NEW GUINEA ASSOCIATION OF AUSTRALIA (PNGAA)

The following guidelines assist contributors in submitting articles for publication:

Una Voce welcomes true articles and anecdotal memories of various lengths (*see below*), from every geographical region of PNG, information about members and achievements, latest book and film information on PNG, photos, sports news and reunions. A diverse range of material is welcome.

- **All contributions are subject to editorial consideration.** The team also reserves the right to reduce copy and/or postpone stories to following issues subject to time and space. Every attempt will be made to represent contributors' submissions respectfully.
- **Word counts to be included with article.** Articles (stories) should be around 500 to 1,500 words. Longer stories are welcome but may be split over two or more sequential issues due to space issues. A limited number of series articles may be included in each issue (i.e. 2–3 maximum). Vales should ideally be about 300–500 words; longer vales may be separated into a shorter vail and a biographical article.
- **Contributions to be submitted as Word documents.** Please use Arial font, size 11 for all electronic submissions. Note: PDFs and handwritten submissions will be subject to availability of volunteers to transcribe them into Word documents.
- **Photographs** should be submitted as JPEGs, minimum 300 dpi, with correct photographer acknowledgement and captions.
- **Appropriate references** are required if the article has been taken from a website or another primary source. For further reading, provide the URL for inclusion on PNGAA website.
- Articles and photos may be placed in the members' area on the PNGAA website.
- All articles, letters and vales should be submitted to ***editor@pngaa.net*** by the deadline stated in the current edition of *Una Voce*.

Please note that *Una Voce* is produced by volunteers. Whilst every attempt is made to reply in a reasonable time frame, there may be times when your patience is appreciated.

Vicki Long, *Una Voce* Editor (April 2019)

