

## TAKAHĒ Submission Guidelines

*Takahē* appears three times a year, in April, August and December. It publishes previously unpublished short fiction and poetry by both established and emerging writers, work by artists, as well as book reviews, interviews and essays. Within New Zealand, most main public libraries and university libraries hold recent copies, and smaller libraries can usually supply them on request. Subscriptions are NZ\$30 for three issues (NZ\$55 for six issues) mailed within New Zealand, and NZ\$40 for three issues (NZ\$75 for six issues) mailed (by economy airmail) to any country outside New Zealand.

### ALL SUBMISSIONS

No previously published material should be submitted.

No simultaneous submissions, please.

Contributors should not submit further material before previously submitted work has had a response.

Please include with all work submitted and/or queries about proposed work:

- a biography of maximum 40 words, no matter how often or how recently your work has appeared in the magazine;
- your email address;
- if mailing hardcopy, a self-addressed envelope of an appropriate size (two, if you're submitting poems and short fiction concurrently), with return NZ postage (or an international reply coupon (IRC) for overseas submissions). Queries or submissions without an SSAE (or IRC) or email address will not be responded to.

Postal address: [Takahē, PO Box 13 335, Christchurch 8141, New Zealand](#)

Address mail to the appropriate editor. If mailing both poetry and prose, send in separate envelopes, addressed to the appropriate editor.

### POETRY

Please submit up to 6 poems at a time. All submissions should be in hard copy and accompanied by a covering letter including your email address. Please print each poem on one side only of A4 paper, with 30mm margins.

**Submissions:** No email submissions, please. Mail poetry submissions to:  
[Poetry Editor, Takahē, Box 13-335, Christchurch 8141, New Zealand.](#)

### FICTION

We prefer short fiction between 1500 and 3000 words, although we do occasionally accept shorter work. We look for stories that have something special about them: an original idea, a new perspective, an interesting narrative style or use of language, an ability to evoke character and/or atmosphere. Above all, we like some depth, an extra layer of meaning, an insight – something more than just an anecdote or a straightforward narration of events. Humour of the understated, unforced variety is welcome.

Please submit no more than 2 stories at a time.

**Formatting Style:**

- Format on A4 page, with 30mm margins;
- Set spelling for 'English (New Zealand)' and proof read carefully;
- Use Times New Roman 12pt font;
- Put the author's name, the title of the story and the word count at the head of the first page;
- Use single spacing;
- Do not press 'Enter' at the end of each line;
- The opening paragraph of a story starts at the left margin;
- Indent following paragraphs by setting the indent on the top toolbar (not by pressing 'Tab' or the spacebar);
- A change in speaker should have a new paragraph;
- Where there is a break in continuity of place or time, use a double space between paragraphs and start the new paragraph at the left margin;
- Use double quotation marks for speech and single quotation marks for a quote within speech;
- Punctuation should be internally consistent.

### **Email submissions (preferred):**

- Save all attachments as Rich Text Format (RTF) or Word (DOC or DOCX) file;
- Include a covering message giving your name, street address and 40 word biography;
- Send your submission to: [fiction@takahē.org.nz](mailto:fiction@takahē.org.nz).

### **Mail submissions:**

- Print on one side only of A4 paper with 30mm margins;
- Include a covering sheet giving your name, street address, email address and 40 word biography;
- Mail prose submissions to:  
[Fiction Editor, Takahē, Box 13-335, Christchurch 8141, New Zealand.](#)

## **CULTURAL STUDIES**

The editors welcome non-fiction essays or interviews (preferably of between 1500 and 2000 words). The essay may include black and white photographs or illustrations and should be a considered comment that reflects upon our way of life here in the Pacific or beyond.

- Format on A4 (numbered) pages, with 30mm margins, using Times New Roman 12pt, with single-spacing between lines and paragraphs and using New Zealand English spelling;
- Cover sheet to include your name, essay title and word count (preferably 1500 to 2000 words);
- Include a covering message giving your postal address and a brief biography (approx. 40 words).

**Submissions:** No email submissions, please. Mail submissions to:  
[Cultural Studies Editors, Takahē, Box 13-335, Christchurch 8141, New Zealand.](#)

### **Literature Review submissions:**

Please see the review guidelines: [TAKAHEReviewGuidelines.pdf](#).

## **RESPONSE TIME**

Our usual response time is no longer than four months. We try to make it shorter.

## **PAYMENT**

Grants from Creative New Zealand *Toi Aotearoa* enable us to make a small payment to local contributors for work published. Overseas contributors receive a year's subscription to the magazine. All contributors receive one free copy of the issue in which their work appears. Editorials and literary commentaries are by invitation only and, not being covered by our grant, are not paid for.

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