

'Kia ita!'

Te Taura Whiri i te Reo Māori

MĀORI LANGUAGE COMMISSION



Te Taura Whiri i te Reo Māori *Guidelines for* **Māori Language Orthography**

www.tetaurawhiri.govt.nz

INTRODUCTION

These guidelines set out what Te Taura Whiri i te Reo Māori considers to be current best practice for spelling and writing Māori. It aims to provide an easy-to-follow guide that promotes consistency in the use of written Māori and standards for publication. Common practice, common sense, transparency of meaning, pronunciation, and occasionally pure linguistic logic, all had a part to play in the writing of these conventions. The overriding goal was to produce a set of rules that is clear, workable, and acceptable to the majority of those who produce and read Māori language material. It is hoped that these conventions will be followed by writers and publishers of Māori, as well as those who are teaching and learning Māori. Although there is a high degree of consistency between what is recommended here and the conventions followed for the monolingual Māori dictionary produced by Te Taura Whiri i te Reo Māori, *He Pātaka Kupu* (Raupō, 2008), and those too that were followed in the 1971 edition of Williams' *Dictionary of the Maori Language*, there will be instances where those documents, and other authorities, are not in line with what is set out here. It is recommended however that the rules provided here override those in other reference books.

Te Taura Whiri i te Reo Māori recommends *He Pātaka Kupu* as the primary reference when checking how words should be spelled. For words that do not appear there, it recommends the latest edition of Williams' *Dictionary of the Maori Language*. For new, specialised terms, other specialist glossaries should be consulted. For example, *Te Reo Pāngarau* (Te Tāhuhu o te Mātauranga, 2004) for mathematics vocabulary, and *Te Reo Pūtaiao* (Te Tāhuhu o te Mātauranga, 2009) for science vocabulary.

For guidance with the use of macrons in names, searching individual names in the Dictionary of New Zealand Biography (www.dnzb.govt.nz/dnzb/) (selecting 'View site in te reo Māori') and Te Ara (www.teara.govt.nz) websites will prove useful. *The New Zealand Historical Atlas* (David Bateman Ltd, 1997) is another reliable source.

This 2012 version of the guidelines updates that produced in 2009. Substantive changes made to the main body text are minimal, and involve adding an alternative acceptable form to a small number of existing rules, rather than changing any rules per se. A number of new points have been added, and these are included as an Addendum for ease of identification.

CONTENTS

INTRODUCTION	2
SECTION ONE – LONG AND SHORT VOWELS	4
Part One – Long Vowels	4
Part Two – Short Vowels	6
Part Three – Long and Short Vowels in Possessive Particles	7
SECTION TWO – WORD DIVISION	8
SECTION THREE – PROPER NAMES	13
SECTION FOUR – CAPITALISATION	16
APPENDIX 1	
Common errors made in marking and distinguishing vowel length in words	20
APPENDIX 2	
Verbs with irregular passive forms	21
APPENDIX 3	
Common errors in word division	22
APPENDIX 4	
Names of the days and months in Māori	23
APPENDIX 5	
Punctuation and typographical terms	24
ADDENDUM	
Additional points added in 2012	25

Note: It is important to read all of the conventions in each section, as some qualify or rule out others.

4. In **passivised verbs** where the last letter of the base is 'ī', and the preferred passive suffix is '-ia', both the macron in the base and the full suffix '-ia' are retained:

kī 'to say' + -ia	>	kīia 'to be said'
pī 'to ignore, disregard' + -ia	>	pīia 'to be ignored, disregarded'
hī 'raise up, catch' + -ia	>	hīia 'be raised up, caught'
mimi 'to urinate' > mī (passive base) + -ia	>	mīia 'be urinated on'

5. **Note:** In **passivised verbs** where the last letter of the base and the passive suffix are both 'a', the word may be written *either* with a macron to indicate the resultant long vowel sound *or* with a double vowel:

hanga + -a > hangā	or	hangaa 'be built'
panga + -a > pangā	or	pangaa 'be thrown'
rapa + -a > rapā	or	rapaa 'be looked for, sought'

Of these, however, the macronised ā is the more common form, and the one used in all current Māori language dictionaries.

6. **Inā** used to emphasise some quality, has a **long** vowel:

Inā kē te reka o aua kamokamo! Paupau ana i a māua!
(Those kamokamo were **so** sweet! We polished them off!)

Inā te kino o ngā ara o reira – he kirikiri katoa, he kōpikopiko katoa.
(The roads there are **really** bad – they're all gravel and windy.)

- 6.1 **Inā** to point to the reason for something is also pronounced **long**:

E kore e tipu he paku aha i reira, **inā** te makariri.
(Nothing will grow there, **for** it's too cold.)

Kua mōhio kē pea te ao, **inā hoki**, i pānuitia ki te pouaka whakaata i te pō rā.
(The whole world probably already knows, **as** it was broadcast on the TV last night.)

He tau pai mō te mahi māra, **inā rā**, e kī ana ngā rua i te kai.
(It was obviously a good season for growing, **as** the food stores are full.)

Note: Compare with **ina** – No.2, Part Two of this section.

7. **EXCEPTIONS:** In words made up of distinct word-parts or 'morphemes' (see below for examples), if the last vowel of the first word-part is short, and that vowel is also the first letter of the second word-part, **the two vowels are written separately in place of a macronised single vowel.**

- 7.1 Addition of **prefix**:

whaka- + aro > whakaaro 'to think'	(not whakāro, whakaro)
toko- + ono > tokoono 'six people'	(not tokōno, tokono)
tau- + utuutu > tauutuutu 'pattern of alternating speeches'	(not: taūtuutu, tautuutu)

7.2 Words containing **reduplicated** parts:

ara > araara 'rise up in a body'	(<i>not</i> arāra, arara)
haere > haereere 'stroll'	(<i>not</i> haerēre, haerere)
ihi > ihiihi 'shudder with fear'	(<i>not</i> ihīhi, ihihi)
paoro > pāorooro 'reverberate'	(<i>not</i> pāorōro, pāororo)
utu > tauutuutu 'pattern of alternating speeches'	(<i>not</i> tauutūtu, tauututu)

7.3 Words containing two word-parts that appear once to have existed as distinct words in their own right, but are no longer considered as such:

mana + aki > manaaki 'look after, entertain'	(<i>not</i> manāki, manaki)
mata + ara > mataara 'be watchful'	(<i>not</i> matāra, matara)

7.4 Words containing a prefix that ends in the letter 'a' and a base that begins with a long 'ā':

āta + āhua > ātaahua 'beautiful, sightly'
whaka + āhua > whakaahua 'image'
whaka + āe > whakaae 'agree'
taka + āhuareka > takaahuareka 'happy'
whaka + āwhiwhi > whakaawhiwhi 'to round (numbers)'

Note: Another acceptable practice, although not as common, is to retain both the 'a' of the prefix and the 'ā' of the base, in keeping with rules 7.1 – 7.3 that preserve the form of both word-parts. For example, **ātaāhua**, **whakaāhua**, **whakaāwhiwhi**.

7.5 Where a word or word-part is drawn out for dramatic effect, for example, in dialogue or colourful prose, it is recommended that the vowel be repeated to indicate the lengthened sound, rather than using the macron:

'Aiii! Ka aroha kē.' ('**Oh no!** That's terrible!')

'Eee hoa eee! Kuuua mate noa atu ia!' ('**Good heavens**, he died **ages** ago!')

Ko te tangi a taua manu, e āhua pēnei ana, 'Keeaa, keeaa, keeaa.'

(That bird's call is kind of like this, 'Keeaa, keeaa, keeaa.')

Part Two – Short Vowels

1. The following particles have a **short** vowel:

ka, ko, he, i, ki, e, me, a (as a *nominal* particle, e.g. ki **a** ia, ki **a** Heta; as a *locative* particle, e.g. he poroporo **a** waho o te kūmara, he kōwhai **a** roto, as a *post-posed possessive* particle in expressions of the following type: te pene **a** Kiri, Te Whanganui-**a**-Tara), **o** (in expressions of the following type: te pōtae **o** Tama, ngā wāhanga **o** te pukapuka).

2. **Ina** meaning 'when' has a **short** vowel:

Ina puta au i aku whakamātautau, kua haere au ki te whare wānanga.
(**When** I pass my exams, I'm going to university.)

Ina maoa ngā rīwai, putua atu te wai, ka penupenu ai.
(**When** the potatoes are cooked, pour off the water and mash them.)

Note: Compare with **inā**– points 6.1 and 6.2, Part One of this section.

Part Three – Long and Short Vowels in Possessive Particles

1. The **singular** possessive particles **tā** and **tō** always have a **long** vowel:

tā māua kurī 'our dog'

tā rātou take 'their issue'

tā te pouako pukapuka 'the teacher's book'

tō kōrua whare 'your house'

tō tātou wawata 'our dream'

tō Hēmi whare 'Hēmi's house'

2. The **plural** possessive particles: **ā, ō, a, o**

- 2.1 Where these particles come *before* the thing that is possessed in phrases of the following type, they have a **long** vowel:

ā tāua pukapuka 'our books'

ā kōrua mokopuna 'your grandchildren'

ā te rēwera mahi 'the devil's work'

ō koutou whenua 'your lands'

ō Roimata whakaaro 'Roimata's ideas'

- 2.2 Where these particles come *after* the thing that is possessed, they have a **short** vowel:

ēnei pukapuka a tāua 'these books of ours'

ērā mokopuna a kōrua 'those grandchildren of yours'

ngā mahi a te rēwera 'the work of the devil'

ēnei whenua o koutou 'these lands of yours'

ngā whakaaro o Roimata 'Roimata's ideas'

3. The following examples combine both forms:

te kōrero a ō rāua mātua 'the talk of their parents' > 'their parents' talk'

te hōiho o ā rāua tamariki 'the horse of their children' > 'their children's horse'

ngā taonga tākaro a ā rāua tamariki 'the toys of their children' > 'their children's toys'

ngā mahi a ō tātou tūpuna 'the deeds of our ancestors' > 'our ancestors' deeds'

ngā kākahu o ā koutou tamariki 'the clothes of your children' > 'your children's clothes'

ngā kamokamo a tō tāua whaea 'the kamokamo of our aunt' > 'our aunt's kamokamo'

ngā hū o tā māua kōtiro 'the shoes of our girl' > 'our girl's shoes'

ngā wawata o ō rātou kaumātua 'the aspirations of their elders'

4. Note that in sentences of the following pattern, the first one does **not** have a macron on the second 'o', whereas the second one (where the thing being talked about has been omitted), does:

He hū ō ētahi, horekau he hū o ētahi.

(Some had shoes, some didn't have shoes.)

He hū o ētahi, horekau ō ētahi.

(Some had shoes, some didn't.)

Here is a similar example from the 'a' category:

He huhua ngā ika a ētahi, he ruarua noa iho ngā ika a ētahi atu.
(Some had lots of fish, others only had a few fish.)

He huhua ngā ika a ētahi, he ruarua noa iho ā ētahi atu.
(Some had lots of fish, others only had a few.)

Note: Some of the common errors made in the marking of macrons in Māori words are listed in **Appendix 1.**

SECTION TWO – WORD DIVISION

1. Suffixes are written as part of the word:

1.1 Passive:

kitea 'to be found, to be seen'
whakaaturia 'to be shown'

inumia 'to be drunk'
tangihia 'to be mourned'

Note: A list of verbs with irregular passive forms in respect of vowel length is provided in **Appendix 2.**

1.2 Nominalisation:

kitenga 'the act of seeing'
whakaaturanga 'the display, show'

inumanga 'the act of drinking'
tangihanga 'funeral'

2. Prefixes are written as part of the word:

2.1 Agentive kai-:

kaimahi 'worker'

(*not* kai mahi, kai-mahi)

kaitiaki 'guardian, minder'

(*not* kai tiaki, kai-tiaki)

kaiwhakahaere 'manager'

(*not* kai whakahaere, kai-whakahaere)

kaitātari 'analyst'

(*not* kai tātari, kai-tātari)

2.2 Causative whaka- and related senses:

whakamāori 'translate into Māori'

(*not* whaka māori, whaka-māori)

whakatairanga 'promote'

(*not* whaka tairanga, whaka-tairanga)

whakatangata 'become human'

(*not* whaka tangata, whaka-tangata)

whakawhiti 'set about crossing'

(*not* whaka whiti, whaka-whiti)

whakaroto 'inwards'

(*not* whaka roto, whaka-roto)

Note: Where causative **whaka-** prefixes a compound, it is recommended the word be written as a single word without hyphens (e.g. whakatangatawhenua, whakamanawanui). However, if the meaning of the word is difficult to identify, it is suggested hyphens be used in between each part of the word (e.g. whaka-manawa-kai-tūtae, rather than *whakamanawakaitūtae).

2.3 Other prefixes:

takirua 'in pairs'	tokorua 'two (people)'	tuarua 'second'
hokowhitu 'seven score'	tautohe 'argue with one another'	
pukutākaro 'playful'	porohaurangi 'drunkard'	
tūāpōuri 'somewhat dark'	tūāmoe 'period of unbroken sleep'	

3. Compound words

Hyphens are no longer widely used in compound words, although there are some exceptions to this rule. A few examples are given in the discussion under 3.2 below. Writing compounds as single words, however, can make them more difficult to recognise than those where the word boundaries are marked. And the longer the words, the more chance they may be segmented wrongly. The first two rules below are based on the idea that the meaning of shorter words is generally more easily recognised than longer ones. There will be exceptions to this rule, and it is suggested that transparency be the driver – where there is a good chance for a compound to be misunderstood, if separating the words removes or lessens that likelihood, then separate them.

3.1 Compound words consisting of **four vowels or fewer** are generally written as a **single word**:

wharekai 'dining room'	< whare 'building' + kai 'food, to eat'
koremahi 'unemployed'	< kore 'no' + mahi 'work'
ngoikore 'weak'	< ngoi 'strength' + kore 'no'
whaihua 'useful, beneficial'	< whai 'possessing' + hua 'benefit, advantage'
whaitake 'useful, of worth'	< whai 'possessing' + take 'foundation, reason'

3.2 Compound words consisting of **five or more vowels** are generally written as **two (or more) words**:

whare karakia 'church'	< whare 'building' + karakia 'prayer'
kore pūtea 'without funds'	< kore 'no' + pūtea 'fund'
whakapono kore 'faithless'	< whakapono 'faith' + kore 'no'
whai tamariki 'having children'	< whai 'possessing' + tamariki 'children'
whai tikanga 'meaningful, important'	< whai 'possessing' + tikanga 'meaning, reason'

These two rules are followed fairly consistently for more established words. They also tend to hold for newer words that were created individually, or that aren't obviously members of a closely related set of terms, for example, **kirihou** 'plastic', **kaupapa here** 'policy', and **pae tukutuku** 'website'.

However, for groups of related words, the trend has been to aim for consistency of style within a group, following whichever convention gives the 'best fit' for the group as a whole. For example, for the various types of angle (**koki**), **koki** is written separately from the word that follows it, regardless of the number of vowels in the resultant compound: **koki roto** 'interior angle'; **koki tāhapa** 'acute angle'. In science, the various types of meter are written thus: **ine-aho** 'light meter', **ine-iahiko** 'ammeter', **ine-taumaha tāhiko** 'electronic scale'. Similarly, **oropuare** and **orokati** are now written as one word for congruency, whereas **orokati** was previously written as two.

3.3 Compound words with **manawa** or **ngākau** as the base word, and one other word consisting of *one or two vowels only*, are written as **one** word:

manawanui (< manawa + nui)	'stout-hearted, patient'
manawapā (< manawa + pā)	'reluctant, apprehensive'
manawareka (< manawa + reka)	'gratified, satisfied'
manawarū (< manawa + rū)	'delighted, rapt'
ngākaukawa (< ngākau + kawa)	'negatively disposed towards'
ngākaunui (< ngākau + nui)	'zealous, keen'
ngākaupai (< ngākau + pai)	'positively/favourably disposed towards'
ngākaurua (< ngākau + rua)	'in two minds, uncertain'

3.4 Compound words with **manawa** or **ngākau** as the base word, and one other word consisting of *three or more vowels*, or two words (or more), are written as **two** (or more) words:

manawa popore	'anxious, considerate of others'
manawa kiore	'the last faint breath of a dying man'
manawa whenua	'unfailing (of a spring)'
manawa kai tūtae	'daring, undaunted'
ngākau hihiko	'lively, spirited, switched on'
ngākau pāpaku	'shallow'

3.5 Flora and fauna

Compound names of birds, fish, insects, plants, etc are generally written as separate words, with no hyphens:

kiwi kura 'North Island brown kiwi'	kiwi pukupuku 'little spotted kiwi'
mangō pare 'hammerhead shark'	mangō pounamu 'great blue shark'
tunga rākau 'huhu grub'	tunga rere 'huhu beetle'
tī kōuka 'cabbage tree'	

4. Expressions of time

4.1 The following time expressions are written as one word:

āianeī	'now, shortly'	ākuanei	'shortly'
ākuarā	'shortly'	āpōpō	'tomorrow'
ātahirā	'(on) the day after tomorrow'		
iāianeī	'now'	iāianā	'now'
ināianeī	'now'	inakuanei	'just now, recently'
inakuarā	'just before'	inamata	'formerly; immediately'
inanahi	'yesterday'	inapō	'last night'
inatahirā	'(on) the day before yesterday'		

Other less common time phrases (such as **aoinaake** '(on) the following day, tomorrow', **inaoakenui** 'three days ago' and **tāinakarehā** 'the day before yesterday') also follow this rule. To see the written form recommended for individual time phrases, consult *He Pātaka Kupu*.

4.2 Where 'tonu' is inserted into a time expression listed at 4.1, the expression is broken into its constituent parts, but the first 'i' remains joined to the word or word part that immediately follows it:

ināia **tonu** nei 'right now, this instant' inakua **tonu** nei 'just before'

Note: The expression inā tata nei ('just before') also follows this pattern.

4.3 Where 'tonu' comes after the basic time unit, the expression is not broken up:

ināianeī **tonu** 'right now' inakuaneī **tonu** 'just before'
inanahi **tonu** nei 'just yesterday' tāinakarehā **tonu** 'just the day before
yesterday'

4.4 The following are broken into their constituent parts:

ā kō ake nei	'presently'	ā kō kō ake nei	'presently'
ā kō tonu ake nei	'in a tick'	nō nā noa nei	'just now'
o nā noa nei	'of just now'	o nā tata nei	'of recent times'
o nakua nei	'of recent times'	o nāianeī	'of now'
o napō	'of last night'	o nanahi	'of yesterday'
o natahirā	'of the day before last'	o namata	'of ancient times'
o nehe	'of ancient times'	o neherā	'of ancient times'

(and any other similar time phrases beginning with 'o')

5. The prefix 'ā' meaning 'in the manner of'

A hyphen is used to link the 'ā' ('in the manner of') prefix to the word that follows it:

waiata ā-ringa	'action song'
hui ā-tau	'annual meeting'
kite ā-kanohi	'to see with one's own eyes'
tō ā-papa	'gravity'
kare ā-roto	'emotions'
tikanga ā-iwi	'cultural practice'
te whakamāori ā-waha, ā-tuhi anō hoki	'interpretation and translation'
me utu ā-moni tūturu nei, ā-haki rānei	'pay in cash or by cheque'

6. 'Mā in numbers

Where 'mā' is used to link the parts of numbers over ten, the word is written separately, without hyphens linking it to the rest of the expression:

tekau mā tahi	'eleven'
e toru tekau mā ono	'thirty-six'
e whitu rau mā rima	'seven hundred and five'
te tau rua mano mā iwa	'the year two thousand and nine'

7. 'Mā to link the points of the compass

Where 'mā' is used to link two of the four points of the compass to indicate a direction midway between the two points, a hyphen is placed either side of 'mā':

tonga- mā -uru	'south-west'	uru- mā -raki	'north-west'
rāwhiti- mā -raki	'north-east'		

8. whaka + te + noun

Where 'whaka' is followed by 'te', and this in turn is followed by a noun to indicate 'in the direction of (the noun)', the compound is written as *one* word, without hyphens:

whakatemaui	'to/towards the left'
whakateuru	'to/towards the west'
whakateihu	'to/towards the bow (of the canoe)'
whakatengutuawa	'to/towards the river mouth'

Note: However, where the noun itself contains hyphens, these remain intact:

whakateuru-mā-raki

9. koia vs ko ia

9.1 Where this expression is used to refer to a *person, including references to atua, and personifications*, it is written as two words, 'ko ia':

Rangi: Ko wai o kōrua kei te taraiwa? Pare: **Ko ia**.
(Rangi: Which of you is driving? Pare: **She is**.)

Ko ia kei te horoi i ngā utauta, ko māua kei te whakamaroke.
(**He's** washing the dishes, and we're drying them.)

Ko Hinemoana tērā – **ko ia** tētahi o ngā atua o te moana.
(That's Hinemoana – **she is** one of the rulers of the oceans.)

Me kore ake a Tamanuiterā – **ko ia** nei hoki te kaiwhakamahana o te ao.
We'd be lost without Tamanuiterā, for it **is he** who keeps us warm.

9.2 In all other instances, 'koia' is used:

Koia te take i noho ai au ki te kāinga.
(**That's** the reason I stayed home.)

Koia tērā ko te pou matua o te whare.
(**That's** the main pole of the house.)

Koia ēnei ko ngā ingoa o te marama i tēnā pō, i tēnā pō.
(**These** are the names of the moon on each night.)

Rangi: Koirā tana mate, he kore e whakarongo. Pare: **Koia!**
(Rangi: That's his problem, he doesn't listen. Pare: **Indeed**.)

He mea nui te tohutō – **koia** e tohu ana ki hea tōia ai te oropuare i te kupu.
(The macron is important – **it** shows where the vowels in a word should be pronounced long.)

SECTION THREE – PROPER NAMES

1. Capitalisation in proper names

The first letter of the name is capitalised. If there is an initial 'Te' the first letter is capitalised, and the first letter of the next word is also capitalised. The only other parts of a name to have initial capitals are those which are themselves proper names (see No.3 below for more on the division of compound proper names):

Māhina	Mere-tū-ahiahi
Ngāruawāhia	Kā-puna-karikari-a-Rākaihautū
Te Toko	Te Awamutu
Māui-tikitiki-a-Taranga	Te Moana-nui-a-Kiwa
Te Tauihu-o-Te-Waka-a-Māui	Te Upoko-o-Te-Ika (from Te Ika-a-Māui)

2. Macron use in proper names

As with all other Māori words, Te Taura Whiri i te Reo Māori recommends that macrons be used to indicate long vowels in names, where they are known. It is important for the historical record that the meaning and correct pronunciation of names from the past are preserved. However, this convention must be tempered by a respect for people spelling their names as they like. As a general rule, it is recommended that the names of people from pre-1950 be written with macrons. Otherwise personal names should be written with macrons only where the writer is confident this won't cause offence to the person whose name it is. For the names of those people still living, use the form that they use or give their consent for you to use.

3. Division of compound proper names

It will be apparent from this section that Te Taura Whiri i te Reo Māori has chosen to reduce the use of hyphens to separate constituent parts of compound proper names. It does, however, still support the use of hyphens to clarify component words in very long names (as opposed to writing the words separately) and to demonstrate clearly the form and entirety of the name.

Note: It is important to read all of the conventions in this section, as some qualify or rule out others.

3.1 Proper names containing *six or fewer syllables* are written without hyphens:

(**Note:** For this purpose, both single vowels and diphthongs, with or without a consonant in front, are treated as single syllables – e.g. **a, ā, ao, ka, kai** and **kao**, are single syllables; **ako**, however, is two – a + ko.)

Hinenuitēpō	Tamanuiterā	Pūtikiwharanui
Rākaihi-kuroa	Ruapūtahanga	Ātiamuri
Mangawharawhara	Ōhingaiti	Ōrākeikōrako
Tūrangawaewae	Tāmakimakaurau	Waikaremoana

3.2 Proper names containing *seven or more syllables* are broken into their constituent parts, with the hyphen used to link the parts:

Hine-tūā-hōanga	Mere-tū-ahiahi	Tamatea-pōkai-whenua
Kōkōmuka-taranga	Whakamaikuku-tea-kautia-iho	

- 3.3 Any proper name embedded in the main name is left intact, unless it too consists of seven or more syllables:

Te Puna-a-**Ruapūtahanga** Te Moana-o-**Toitehuatahi**
Te Ihu-o-**Rūrū-mai-o-te-rangi**

- 3.4 For names beginning with 'Te', this is always written as a separate word, and the number of syllables in the *rest* of the name (following rules 3.1 and 3.2 above) determines whether the remainder of the word is hyphenated:

Te Rauparaha Te Whetūmatarau Te Rangiaorere
Te Ruahine-mata-māori Te Uruuru-taiaha Te Horohoroinga-nui-a Tia

Exception: However, where a name beginning with 'Te' is embedded in another name that requires hyphenation, this name too takes a hyphen between the 'Te' and the rest of the name:

Te Tuarā-o-**Te-Rangihaeata** Te Awa-o-**Te-Ruatapu**
Te Pūkirikiri-a-**Te-Ika-a-Te-Wehe** Te Taurapa-o-**Te-Waka-a-Māui**

This extends to those where only the *first* part of a name starting with 'Te' is embedded in a hyphenated name:

Te Upoko-o-**Te-Ika** ('**Te-Ika**' < Te Ika-a-Māui)
Te Taurapa-o-**Te-Waka** ('**Te-Waka**' < Te Waka-a-Māui)

- 3.5 Names beginning with 'Ngā/Kā' follow rules 3.1 and 3.2 (unlike those beginning with 'Te', where the 'Te' is always treated as a standalone item - see point 3.4 above):

Ngāmotu **Ngā**uruhoe
Ngā-toki-mata-whao-rua **Ngā**ruawāhia
Kā-puna-karikari-a-Rākaihautū **Kā**-pākihi-whakatekata-a-Waitaha

- 3.6 Where any of the particles 'a', 'o', or 'ā' occur within a name, the name is hyphenated to show its constituent parts (though see also 3.8 on next page):

Taupō-nui-**a**-Tia Te Moana-nui-**a**-Kiwa
Tōrere-nui-**a**-Rua Māui-tikitiki-**a**-Taranga
Te Tokanga-nui-**a**-Noho Māhina-**a**-rangi
Tahu-nui-**a**-rangi Wehi-nui-**a**-mamao
Te Moana-**o**-Toitehuatahi Te Upoko-**o**-Te-Ika
Te Kahu-**o**-te-rangi Te Taurapa-**o**-Te-Waka(-a-Māui)
Tikitiki-**o**-rangi Marere-**o**-tonga
Whiringa-**ā**-rangi Te Tai-**o**-Rehua

- 3.7 Where any of the particles 'te', 'i' or 'ki' occurs within a name, the name is **not** hyphenated (unless one of the other rules obtains):

Hinenuitepō Tamanuiterā Hinetūteao
Tānetewaiora Hine-**te**-iwaiwa (7 syllables)
Te Papaioea Ngātoroirangi Te Kuraimonoa
Hineitīweka Hinekiwaiua Hape-**ki**-tūārangi (7 syllables)

- 3.8 Where a name that requires hyphenation contains a noun (or nouns) followed by a short, commonly occurring adjective such as 'nui', 'iti' or 'roa', it is acceptable to omit the hyphen between the noun and the adjective. The rest of the name still remains hyphenated:

Te Whanganui-a-Tara Taupōnui-a-Tia
Tōrerenui-a-Rua Te Tokanganui-a-Noho
Rotoiti-kite-a-Īhenga Te Oneroa-a-Tōhē
Te Pohonui-o-Ranginui

Note: Where two adjectives occur next to each other in such a name, only the *first* can be attached directly to the noun; a hyphen remains in place between the two adjectives.

Rotorua-nui-a-Kahu

4. Where the last letter of one word is the same as the first letter of the word that follows it, a hyphen is used to separate the two words:

Kai-iwi Waha-aruhe Wai-inanga Pito-one

5. Names for the seas and other water masses beginning with 'Te', *other than* those involving the word 'Tai' (see rule 6 below), follow the earlier rules in this section:

Te Wairarapa Te Moana-nui-a-Kiwa / Te Moananui-a-Kiwa
Te Moana-o-Toi Te Moana-o-Toitehuatahi
Te Ara-a-Kewa Te Whanga-nui-a-Tara / Te Whanganui-a-Tara
Te Aukānapanapa Te Matau-a-Māui
Te Moana-tāpokopoko-a-Tāwhaki

6. For names for the seas, other water masses, coasts and regions beginning with 'Te Tai', both 'Te' and 'Tai' stand alone, *unless* 'Tai' is followed directly by 'o' or 'a' (see No.7 below):

Te Tai Tokerau Te Tai Rāwhiti Te Tai Hau-ā-uru
Te Tai Tonga Te Tai Tamawahine Te Tai Tamatāne
Te Tai Poutini

7. Where either 'o' or 'a' follows 'Tai', it is joined to 'Tai' with a hyphen, as are any additional parts of the name:

Te Tai-o-Rehua Te Tai-o-Marokura Te Tai-o-Āraiteuru

8. Names of tribes, hapū etc

The words **Ngā**, **Ngāi**, **Ngāti**, **Te** and **Te Āti** are written separately. The remainder of the name follows the rules given earlier in this section:

Ngā Puhī	Ngā Ruahinerangi (6 syllables)
Ngāi Tahu	Ngāi Tūāhuriri (5 syllables)
Ngāi Te Rangi (initial 'Te')	
Ngāi Tamaterangi (non-initial 'te')	
Ngāti Porou	Ngāti Tūmatakōkiri (6 syllables)
Te Rarawa	Te Aitanga-a-Hauiti (contains an 'a')
Te Whānau-a-Ruataupare (contains an 'a', Ruataupare = 5 syllables)	
Te Āti Awa	Te Āti Hau-nui-a-Pāpārangi / Te Āti Haunui-a-Pāpārangi (7 syllables)

9. In names of organisations, departments etc, the initial letter of the first word is capitalised, as well as the initial letter of all subsequent proper names, nouns, adjectives and verbs:

Te Puna Mātauranga o Aotearoa (National Library of New Zealand)

Te Rua Mahara o te Kāwanatanga (Archives New Zealand)

Te Kunenga ki Pūrehuroa (Massey University)

Ngā Kaiwhakapūmau i te Reo (Wellington Māori Language Board)

Tatauranga Aotearoa (Statistics New Zealand)

Note: This is given as a guide only. The names of organisations will not necessarily conform to the conventions given here, and it is standard practice to respect the form and spelling given in an organisation's official title.

SECTION FOUR

SECTION FOUR – CAPITALISATION

1. Use upper case 'T' in the definite article 'Te':

1.1. Where it is the first word of the *name of a person, tribe, place, region, constellation etc*:

Te Puea	Te Mātorohanga
Te Rarawa	Te Whānau-a-Apanui
Te Waipounamu	Te Ika-a-Māui
Te Moana-nui-a-Kiwa	Te Tai Tokerau
Te Tuke-o-Māui	Te Kupenga-a-Taramainuku

Note: For names that are sometimes written or said without an initial 'Te', if the written form includes the 'Te', this is capitalised:

Wharehuia	>	Te Wharehuia
Waiārani	>	Te Waiārani
Māhia	>	Te Māhia
Wairarapa	>	Te Wairarapa
Whakarewarewa	>	Te Whakarewarewa

1.2 Where it is the first word of the *name of an organisation, school, movement etc:*

- Te** Taura Whiri i te Reo Māori
- Te** Tāhuhu o te Mātauranga
- Te** Kōti Whenua Māori
- Te** Rūnaka ki Ōtautahi o Kāi Tahu
- Te** Wānanga o Aotearoa
- Te** Kura Kaupapa Māori o Hoani Waititi
- Te** Kotahitanga (Māori political movement)
- Te** Kaieke Tohorā (name of a book)

2. Use lower case 'te':

2.1 Where it precedes the *name of a book, article, act, or document:*

- | | |
|-----------------------------|----------------------|
| te Paipera Tapu | 'Holy Bible' |
| te Tiriti o Waitangi | 'Treaty of Waitangi' |
| te Ture Reo Māori | 'Māori Language Act' |
| te Pire Rūnanga Iwi | 'Rūnanga Iwi Bill' |

2.2 Where it precedes a person's *title or position:*

- | | |
|---------------------------|-----------------------------|
| te Minita Māori | 'Minister of Māori Affairs' |
| te Pirimia | 'Prime Minister' |
| te Tumuaki | 'Chairperson; Principal' |
| te Kaiwhakahaere | 'Manager' |
| te Tumu Whakarae | 'the Executive' |
| ngā Pou Whakahaere | 'the Managers' |
| ngā Minita | 'Ministers' |
| te Atua | 'God' |
| te Ariki | 'the Lord' |
| te Wairua Tapu | 'the Holy Spirit' |

2.3 Where it precedes the *name of an institution, where the 'te' is not part of the actual title (as in 1.2):*

- | | |
|---------------------------------|---|
| te Karauna 'the Crown' | te Kāwanatanga 'the Government' |
| te Pāremata 'Parliament' | te Hāhi Rātana 'the Rātana Church' |

2.4 Where it precedes the *name of a festival, celebration etc:*

- | | |
|---------------------------------------|---|
| te Hānuere (o te Hāhi Ringatū) | te Kirihimete 'Christmas' |
| te Aranga 'Easter' | te Wiki o te Reo Māori 'Māori Language Week' |

2.5 Where it precedes the *days of the week*:

te Mane 'Monday' te Rāmere 'Friday' te Rātapu 'Sunday'

2.6 Where it precedes the *name of a month*:

te Pipiri 'June' te Haratua 'May' te Pēpuere 'February'

3. National, ethnic or religious groups

3.1 As *nouns*, these words are capitalised:

te **Māori** 'the Māori' te **Pākehā** 'the Pākehā'
he **Hāmoa** 'a Samoan person' ngā **Katorika** 'Catholics'

3.2 As *adjectives*, these words are capitalised:

he rongoā **Māori** 'a Māori remedy' te reo **Pākehā** 'the English language'
ngā tikanga **Hāmoa** 'Samoan customs' he kura **Katorika** 'a Catholic school'

Note: When **māori** is used meaning ordinary, natural or native, it is not capitalised:

moe **māori** 'common law marriage' wai **māori** 'fresh water'
rongoā **māori** 'natural remedy' rākau **māori** 'native tree'

4. Where a kinship term is used *in front of* or *in place of* a personal name, it is capitalised:

Kei te haere mai a Whaea Roimata.	(Whaea /Aunty Roimata is coming over.)
Ko Matua Rangi kei te waea.	(It's Matua/Uncle Rangi on the phone.)
Kia tere, Māmā !	(Hurry up, Mum !)
Kia ora, Pāpā .	(Hi Dad .)
E Mā , kei whea taku pōtae?	(Mum , where's my hat?)
Kua haere kē a Koro .	(Koro has already gone.)

5. Where kinship and other terms of address follow 'e' or 'kei', they are not capitalised:

'e pē ...'	'e kō '	'e mara '	'e kara '
'e tama '	'e kare '	'e hika '	'e pā '
'e kui '	'e koro '	'e hine mā , e tama mā ...'	
'e taku mokopuna ...'	'e te tau '	'e ipo '	
'e te rangatira '	'e ngā iwi , e ngā reo , e ngā karangatanga maha...'		
'e te puna o te kī '	'kei aku raukura '	'kei taku manu tioriori '	

6. Where a title is used in front of a personal name, it is capitalised:

Kāpene Kuki	'Captain Cook'
Kāwana Kerei	'Governor Grey'
Rata Paraone	'Doctor Paraone'
Tākuta Rangiuru	'Doctor Rangiuru'
Tiati Maketānara	'Judge McDonald'
Pīhopa Whakahuihui Vercoe	'Bishop Whakahuihui Vercoe'

7. Where 'ngāi' and 'ngāti' are used to preface something other than a recognised iwi or hapū, they are not capitalised. Nor are the accompanying words that complete the expression:

ngāi tāua	ngāi tātou
ngāi tauīwi	ngāi kirimangu
ngāi turekore mā	ngāi pōpokoriki mā



APPENDIX 1

Common errors made in marking and distinguishing vowel length in words

The following list shows the correct way to spell words that are commonly misspelt.

āe (<i>not</i> ae)	nāna agent emphatic (<i>not</i> nānā)
ehara (<i>not</i> ēhara)	nōna agent emphatic (<i>not</i> nōnā)
engari (<i>not</i> ēngari)	pōti (<i>not</i> pooti)
heoi (<i>not</i> hēoi)	rā anō (<i>not</i> raanoo etc)
Huitanguru (<i>not</i> Huitānguru)	rōpū (<i>not</i> roopu, roopuu etc.)
īngoa (<i>not</i> īngoa)	taonga (<i>not</i> tāonga)
kāo 'no' (<i>not</i> kao)	tāhuhu (<i>not</i> tāhūhū)
kāti 'now then', 'stop it' (<i>not</i> kaati)	tēnā (<i>not</i> tēna)
konei (<i>not</i> kōnei)	tērā (<i>not</i> tēra)
konā 'there' (<i>not</i> kōnā etc)	tutuki 'be achieved' etc (<i>not</i> tūtuki)
korā 'there' (<i>not</i> kōrā etc)	upoko (<i>not</i> ūpoko)
kōti (<i>not</i> kooti)	waimarie (<i>not</i> waimārie)
me (<i>not</i> mē)	wahie (<i>not</i> wāhie)

APPENDIX 2

Verbs with irregular passive forms

The following is a list of those passivised verbs known to either have a **different vowel length in the passive form** from that in the base form of the verb (e.g. hiki > hīkina), or a **change in the vowels or arrangement of the vowels** (rongo > rangona). It does not list verbs with lesser used passive endings (hanga > hangā, haka > hakaina, whao > whaowhina) or those with a *reduplicated* part that are often pared down to the base form in the passive (*titiro* > tirohia, *pupuri* > puritia), *unless* there is also a change in the vowel length or vowels present in the passive form (**kukume** > **kūmea**).

The main purpose of the list is to provide a quick reference for those wishing to check whether an irregular form they encounter or have a hunch about is generally acceptable or not in print. Many of the verbs given below do also have alternative, commonly used standard forms (e.g. **rongo** is an accepted passive form of **rongo**, as is **nohonia** of **noho**). However, where a word is given in *italics*, this indicates that it is the widely accepted passive form of that word (e.g. *tiki* > *tīkina*).

ārahi > arahina	rongo > rangona
hiki > hīkina	rūnā > runā, runaia
hīpoki > hipokina	taki > tākina
huti > hūtia	tapitapi > tāpia
kuti, kukuti, kutikuti > kūtia	tatari > tāria
kume, kukume > kūmea	tatau > tauria
mea > meinga	<i>tiki</i> > <i>tīkina</i>
mimi > mīia	tiko > tīkoina
nanati > nātia	uhi > ūhia
nanatu > nātua	uwhi > ūwhia
noho > nōhia	wawao > waoa
pupuhi, puhipuhi > pūhia	<i>whai</i> > <i>whāia</i>
rapi, rarapi > rāpia	whakanoho > whakanōhia
raranga > rānga	whakarere > whakarērea
<i>riri</i> > <i>rīria</i>	whakariri > whakarīria

APPENDIX 3

Common errors in word division

The following should be written as *two* (or *three*) words:

hau kāinga	'original home'	(<i>not</i> haukāinga)
heke iho	'descend, downwards'	(<i>not</i> hekeiho)
inā hoki	'for, inasmuch as'	(<i>not</i> ināhoki)
inā rā	'for, inasmuch as'	(<i>not</i> inārā)
i te mea	'because'	(<i>not</i> itemea)
i tua atu	'beyond, over and above'	(<i>not</i> i tuaatu, i tuatu)
me te mea (nei)	'as if'	(<i>not</i> metemea)
nā te mea	'because'	(<i>not</i> nātemea)
nē rā?	'isn't that so?'	(<i>not</i> nērā?)
nō te mea	'because'	(<i>not</i> nōtemea)
nā reira	'therefore'	(<i>not</i> nāreira)
nō reira	'therefore'	(<i>not</i> nōreira)
noa atu	'quite'	(<i>not</i> noaatu, noatu)
noa iho	'only'	(<i>not</i> noaiho, noiho)
pae tukutuku	'website'	(<i>not</i> paetukutuku)
papa kāinga	'settlement'	(<i>not</i> papakāinga)
rā anō	(modifier)	(<i>not</i> rānō)
rā ia	(modifier)	(<i>not</i> rāia)
rā pea	(modifier)	(<i>not</i> rāpea)
rawa atu	'very'	(<i>not</i> rawaatu, rawatu)
tuku iho	'handed down'	(<i>not</i> tukuiho)
wā kāinga	'original home'	(<i>not</i> wākāinga)

The following should be written as one word:

ehara	(various meanings)	(<i>not</i> e hara)
heoi, heoti	'well, however'	(<i>not</i> he oi, he oti)
hoatu, hoake	'go'	(<i>not</i> ho atu, ho ake)
homai, hoatu	'give'	(<i>not</i> ho mai, ho atu)
hōmai, hōatu	'give'	(<i>not</i> hō mai, hō atu)
kāpā	'it is not as if'	(<i>not</i> kā pā)
kāpātau	'if, but if'	(<i>not</i> kā pā tau)
mehemea	'if'	(<i>not</i> me he mea)
otīia	'however'	(<i>not</i> oti ia)
otirā	'however'	(<i>not</i> oti rā)

APPENDIX 4

Names of the days and months in Māori

1) Māori names for the days of the week:

	Names created by Te Taura Whiri i te Reo Māori	Phonetic borrowings from English
<i>Monday</i>	Rāhina	Mane
<i>Tuesday</i>	Rātū	Tūrei
<i>Wednesday</i>	*Rāapa	Wenerei
<i>Thursday</i>	Rāpare	Tāite
<i>Friday</i>	Rāmere	Paraire

*This is written as Rāapa rather than Raapa to ensure that the sense of the first word of the compound (rā 'day'), is not lost, and follows the 'best fit for the group' principle.

	Established names	
<i>Saturday</i>	Rāhoroi	Hatarei / Hātarei
<i>Sunday</i>	Rātapu	

2) Māori names for the months

The following are the commonly used Māori names for the months. Synonyms of the names taken from the maramataka Māori (Māori calendar) are available in *He Pātaka Kupu*, listed under the headwords for those given below.

English name	Maramataka Māori	Ingoa whakawhiti
<i>January</i>	Kohitātea	Hānuere
<i>February</i>	Huitanguru	Pēpuere
<i>March</i>	Poutūterangi	Māehe
<i>April</i>	Paengawhāwhā	Āperira
<i>May</i>	Haratua	Mei
<i>June</i>	Pipiri	Hune
<i>July</i>	Hōngongoi	Hūrae
<i>August</i>	Hereturikōkā	Ākuhata
<i>September</i>	Mahuru	Hepetema
<i>October</i>	Whiringa-ā-nuku	Oketopa
<i>November</i>	Whiringa-ā-rangi	Noema
<i>December</i>	Hakihea	Tīhema

APPENDIX 5

Punctuation and typographical terms

This is a selection of the more common terms used to describe print material, and their Māori equivalents.

bold	miramira	miramira
brackets	taiaapa	() { } []
capitalisation, upper case	pūmatua	A, B, C, ...
comma	piko	,
colon	kopirua	:
exclamation mark	tohu hā	!
full stop	kopi	.
hyphen	tohuhono	-
indent	neke	
indent, left	neke mauī	
indent, right	neke matau	
italics	tītaha	tītaha
lower case	pūriki	a, b, c, ...
macron	tohutō	ā (symbol above the 'a')
margin	taitapa	
paragraph	kōwae	
question mark	tohu pātai	?
semi-colon	kopipiko	;
sentence	rerenga (kōrero)	
speech marks	tohukī	' "
speech marks, single	tohukī-tahi	'
speech marks, double	tohukī-rua	"
underline, to underline	tāraro	<u>tāraro</u>

ADDENDUM

Additional points added in 2012

1. Division of words featuring the combining form **hia-** to indicate a need or desire for something

If the word that accompanies **hia-** has three or fewer letters, it is written thus:

hiakai hiawai hiainu hiamoe

If it consists of four or more letters, it is written as a separate word:

hia mimi hia tiko hia ruaki hia mōhio

2. The apostrophe to indicate a glottal stop

The apostrophe is the symbol used to mark the glottal that is a part of certain Māori dialects and other Polynesian languages. For example:

w'are (for whare) 'eke (for heke)
Hawai'i

3. Place names with 'O' or 'Ō' as their initial word

In line with common practice, where a place name has either an 'Ō' or an 'O' as its initial word, the word is written with a macron:

Ōtaki Ōtautahi Ōpōtiki Ōhinemutu

4. Where proper names of geographical features and iwi groupings are followed directly by the noun the name refers to, the first letter of the noun is generally not capitalised:

Taranaki maunga Waikato awa
Taupō moana Te Arawa waka
Te Aro pā Tainui rohe

5. The use of the apostrophe followed by 's' (i.e. 's) with Māori names

5.1 To indicate possession or belonging

In English language texts, Te Taura Whiri i te Reo Māori recommends that the use of 's with Māori proper names be avoided, especially where it is used to indicate belonging or association with places, tribes, entities etc. In most cases, if not all, there are a number of suitable alternative ways to express the idea. For example:

Kaikōura's mayor > the mayor **of** Kaikōura

Ruapehu's most recent eruption – the most recent eruption **of** Ruapehu

Te Tai Tokerau's preferred word for 'uaua' > the word **preferred by** Te Tai Tokerau for 'uaua'

Ngāti Raukawa's word for toheroa > the word **used by** Ngāti Raukawa for toheroa

Te Taura Whiri's orthographic conventions > the orthographic conventions **set by** Te Taura Whiri

Te Rauparaha's famous haka > the famous haka **composed by** Te Rauparaha

5.2 As a contraction of 'is' and 'has'

It is also recommended that attaching 's to Māori nouns and proper names, where this is a contraction of either **is** or **has**, be avoided. Rather, **is** or **has** should be written fully after such words. For example:

Ngāti Toa's opening our new wharenuī > Ngāti Toa **is** opening our new wharenuī

Rotorua's hosting the event in 2015 > Rotorua **is** hosting the event in 2015

Hine's three in September. > Hine **is/turns** three in September.

Our kōhanga's closed down for the year > Our kōhanga **has** closed down for the year

Koro's just baked a cake > Koro **has** just baked a cake