

2 June 2021

9(2)(a)

Dear 9(2)(a)

I refer to your request received on 7 May 2021, which has been considered under the Official Information Act 1982 (OIA), for the following information:

- *Style guides for the use of the following words: 'New Zealand', 'Aotearoa', and 'Aotearoa New Zealand'.*
- *Naming conventions for use of the following words: 'New Zealand', 'Aotearoa', and 'Aotearoa New Zealand'.*

Regarding the first part of your request, Manatū Taonga, the Ministry for Culture and Heritage's current Style Guide includes the following guidance:

*Some documents may refer to this country as 'Aotearoa New Zealand'. Do not use 'Aotearoa/New Zealand' or 'New Zealand Aotearoa'.*

With regard to the second part of your request, the Ministry does not have any specific or formalised naming conventions for the use of 'New Zealand', 'Aotearoa', and 'Aotearoa New Zealand'. Manatū Taonga uses New Zealand by default as the name for this country in most of our written products. In some cases, where considered appropriate, authors use 'Aotearoa' or 'Aotearoa New Zealand' in Ministry briefings and reports, or in published content, such as articles on Te Ara Encyclopedia of New Zealand and NZHistory. Te Ara, which the Ministry administers, contains two articles regarding naming conventions in New Zealand, which may be of interest to you:

- <https://teara.govt.nz/en/place-names>
- <https://teara.govt.nz/en/tapa-whenua-naming-places>

If you wish to discuss this decision with us, please feel free to contact [uia@mch.govt.nz](mailto:uia@mch.govt.nz).

Yours sincerely

Sarah Hardy  
**Pou Mataaho o Te Iho**  
**Deputy Chief Executive**  
**Organisational Performance**