

# University of Hawai'i Press Guidelines for Submitting the Electronic Manuscript

The following guide is meant to assist you in preparing your electronic manuscript. If you follow these instructions carefully, your book will go through production faster and with fewer problems.

## DISK PREPARATION

### Macintosh

Microsoft Word

### PC

Microsoft Word

WordPerfect

- We prefer that you submit your manuscript on a CD, though floppies are also acceptable. Because of problems with format and file size, we do not accept files submitted as email attachments.
- We can work with the programs shown at the left. If you use anything else, contact your editor.
- Include only the final version of your files: no extraneous or duplicate files.

## FILE PREPARATION

Keep formatting as simple as possible. Do not attempt to design your manuscript.

- Word-processing files should be saved according to divisions within your manuscript—by chapters, by sections, or by any content divisions. DO NOT submit the entire book as one file unless the book has fewer than 50 manuscript pages.
- Choose short, descriptive file names (e.g., chap 01, part 02, glossary, or author's last name for multi-author works).
- Double-space **everything**, including notes, tables, bibliography, extracts, and so on.
- Use Courier or Times to prepare your manuscript. Everything—including extracts, notes, tables, captions, and bibliography—should be in the same font and type size: 12 pt is preferred.
- You may use italics, small caps, boldface, and any special characters accessible in the extended ASCII character set. DO NOT use your macron/breve function (see below under “Diacritics and Special Characters”). DO NOT use the underline command to indicate italics or emphasis.
- Use endnotes (notes at the end of each chapter) rather than footnotes.
- Do not use hyphens to break words at the end of lines. Turn off the automatic hyphenation feature on your word-processing software. You may, of course, use hyphens in hyphenated compound words that appear in the text. Do not insert hard returns at the end of lines, except at the end of paragraphs.
- Use your tab key, NOT your spacebar, for paragraph indents.
- For extracts, change the width of the left margin—do not use tabs.
- Do not use the letter “el” (l) when you mean the number one (1). Do not use the letter “oh” (capital O or lowercase o) when you want a “zero” (0).

## TABLES

Submit separate hard-copy pages of all tables.

Create tables in separate files, not as part of the main text.

- Do not put rules (lines) in the body of your table.
- Submit each table in a separate file identified, for example, as Table 01, Table 02, etc.
- Submit a separate printout of each table, double-spaced throughout.
- Indicate approximate placement of tables at the ends of paragraphs, with a line space above and below the table callout, as follows:

<Table 1 about here>

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- NOTES/BIBLIOGRAPHY • Format your bibliography with hanging indents (the first line of an entry flush left and subsequent lines indented). Use the “hanging indent” feature of your software, not your tab key. For example:

Pukui, Mary Kawena, Samuel H. Elbert, and Esther T. Mookini.  
*Place Names of Hawaii*, revised and enlarged ed., Honolulu:  
 University of Hawai‘i Press, 1981.

DIACRITICS &  
 SPECIAL CHARACTERS

- There are several ways to deal with nonstandard diacritics in your manuscript. The method you use depends on the variety of diacritics needed and how extensively they appear throughout the manuscript.
- Substitution—Few, specific diacritics • If your manuscript contains a few nonstandard diacritics, such as the macron used in Japanese and Hawaiian or the breve used in Korean romanization, you can replace them with substitutes, using standard diacritics that are *not used elsewhere* in the manuscript. For example, replace all macrons with circumflexes: *nô* theater, *mâka puke* (for *nō* and *māka puke*). The same can be done for the Korean breve, which may be shown by an umlaut: Chösun (for Chösun). Submit with your manuscript a list of substitutions (ô = õ, ö = ö, etc.).
- Coding—Modest number of diacritics • If your manuscript includes a modest number of nonstandard diacritics, you can code them so that the typesetter can search and replace. On the following page are examples of codes you might use. Basically, you need to substitute the symbol or letter you want with a short code enclosed in angle brackets < >. Remember to submit a list of the diacritics and their codes (e.g., <mac a> = ā) when you submit the final manuscript.
- Unicode—Extensive diacritics • Some transliterated languages, such as Sanskrit, have many diacritics. If they appear frequently throughout the manuscript, extensive coding might make the manuscript nearly unreadable by the copy editor and production staff. In such instances, you may choose a font that supports Unicode, in which case the typesetter may be able to read your characters without codes. If you want to use a Unicode font to create diacritics, you must first submit a sample from your manuscript to your editor for testing, along with your font. Your book may have to be printed in this typeface.
- Custom program—Extensive diacritics • If you wish to use a special program to obtain your diacritics, provide the name of the program and version to your editor **before** proceeding with manuscript preparation. Also submit a sample from your manuscript for testing and include on your disk any special fonts used.
- **Remember to submit manuscript samples as requested above, along with your Unicode or other customized fonts. Should you fail to submit the requested samples early on, you may be required to revise your manuscript extensively later. This may result in extra work for you and a delay in the publication of your book.**

## Example Codes for Nonstandard Diacritics

If your manuscript includes nonstandard diacritics that are modest in number but too various for substitution with a few standard diacritics (see “substitution” on previous page, you may then code using the symbol or letter you want (e.g., ā or ē) with a short code enclosed in angle brackets < > (e.g., <mac a>), as shown below. This list is not exhaustive; you may need to create additional codes following these guidelines.

Letter	Code	Typed in manuscript	Appearance in book
ā	<mac a>	Gandh<mac a>ra	Gandhāra
ā	<mac a>	<i>k&lt;mac a&gt;pala</i>	<i>kāpala</i>
Ā	<mac A>	<mac A>nanda	Ānanda
ē	<mac e>	R<mac a>j<mac e>ndra	Rājendra
ī	<mac i>	Jampudv<mac i>pa	Jampudvīpa
Ī	<mac I>	C<mac I>N<mac I>	CĪNĪ
ō	<mac o>	Sh<mac o>shin	Shōshin
ō	<mac o>	‘<mac o>lelo	‘ōlelo
ū	<mac u>	Pal<mac u>r	Palūr
ū	<mac u>	<i>s&lt;mac u&gt;tra</i>	<i>sūtra</i>
ö	<brv o>	Kogury<brv o>	Koguryö
Û	<brv u>	<i>k’&lt;brv u&gt;njip</i>	<i>k’Ûnjip</i>
ṁ	<ovdt m>	bra<ovdt m>an	braṁan
ṅ	<ovdt n>	Mah<ovdt n>bodhi	Mahṅbodhi
ḍ	<undt d>	Candr<mac a>pi<undt d>a	Candrāpiḍa
ḥ	<undt h>	Mitra<undt h>	Mitrah
ḷ	<undt l>	Ayy<mac a>vo<undt l>e	Ayyāvoḷe
ṃ	<undt m>	cetiya<undt m>	cetiyaṃ
ṇ	<undt n>	Ku<sub s><mac a><undt n>a	Kuṣāṇa
ṛ	<undt r>	R<mac a>jag<undt r>ha	Rājagṛha
ṣ	<undt s>	Har<undt s>a	Harṣa
Ṣ	<undt S>	<undt S><mac a>his	Ṣāhis
ṭ	<undt t>	Pa<undt t>ola	Paṭola
ś	<act s>	A<act s>oka	Aśoka
Ś	<act S>	<act S>ri	Śri
ž	<hck z>	Bru<hck z>a	Bruža

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### SUBMITTING THE ELECTRONIC MANUSCRIPT

The printout must exactly match the disk being submitted.

A disk label should include:

- ✓ disk ID (with author name)
- ✓ software program and version (e.g., Microsoft Word 6.0)
- ✓ type of disk (PC or Mac)

- Be sure to have any special fonts tested before choosing your final typeface.
- Number the hard-copy pages sequentially, starting with the title page.
- Keep one copy of the disk files for your reference and submit two copies to the Press, plus a printed list of the files on each disk.
- Submit one hard-copy printout, double-spaced throughout, printed on one side only. The printout must exactly match the disk being submitted; it must represent your final version of the electronic text.
- DO NOT mark by hand anything on your printout that is not also inserted in the disk file.

### TEXT CHECKLIST

Follow this checklist when submitting your project.

- One copy of the printout, double-spaced throughout, with pages numbered sequentially, starting with the title page.
- Tables in separate files, with printouts placed at the beginning of the manuscript.
- Captions in a separate file and with a printout.
- Printouts of all figures.
- Callouts in manuscript for all tables and figures.
- Two copies of each disk properly labeled, plus a file directory.
- No duplicate, old, or extraneous files on disk.

# Guidelines for Submitting Artwork

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- When providing your editor with an illustration count, count each part of a multi-part figure separately.
- GENERAL**
- Please read this section carefully to ensure your art will be properly prepared. If you have any questions or concerns, contact your editor.
  - Make every effort to obtain original artwork. Photos, line drawings, slides, and transparencies are all acceptable. Photocopies or pages from a book or magazine are not recommended.
  - If you have more than 10 pieces of art, please fill out and submit an Art Inventory Form (see p. 7) with your manuscript.
  - Number art by chapter, starting a new number sequence with each chapter, e.g., Fig 1.3 = the third illustration in the first chapter. Label all art except maps as “Figures.” Maps and color plates may be in a separate sequence, e.g., Map 1.2 (the second map in the first chapter), Plt 2.
  - If you plan to submit scans, see the section on Scanning Art (p. 6). It is very important that the scans be the correct size and resolution.
  - Digital art downloaded from a Web page is usually only 72 dpi; the resolution is too low for print publication.

- CAPTIONS/CALLOUTS**
- Provide a list of all the captions in a separate Word file named captions.doc. A printout of this list (double-spaced with captions numbered sequentially) must accompany the manuscript.
  - If the illustrations are to be scattered throughout the text, indicate the approximate placement of in-text figures with a figure callout at the ends of paragraphs, with a line space above and below the figure callout, as follows:

<Figure 1 about here>

- LINE ART & HALFTONES**
- We cannot remove unwanted writing or other marks on photos. Transferred impressions created when writing on paper on top of a photo will often be picked up by the scanner.
- *Line art* is black on white with no gradations of gray.
  - *Halftone*, or greyscale, art includes photographs, paintings, maps, and other art that contain shades of grey.
  - Do not write or place tape on the image area of photos. Write the figure number on a label or Post-it note and attach it to the photo back with non-permanent tape. Be sure the ink is completely dry before stacking photos. If there might be a question of what is “up,” add a label or Post-it with an arrow pointing to the top edge.
  - Provide photocopies of all illustrations, clearly labeled with a figure number on the front of each photocopy.
  - If an illustration should be cropped, indicate this with crop marks on the photocopy. Also use photocopies to show how multipart images should be arranged.
  - For each piece of art, submit suggestions for reproduction size (e.g., same size, 1/3 printed page, 1/2 page). You may use the Art Inventory form on p. 7.

- COMPUTER ART**
- Do not create art in, or import it into, a word-processing or a spread-sheet program.
- We can use your computer-generated art ONLY if it is submitted in an approved graphics format.
  - TIFF or EPS are the preferred file formats.
  - Use one of these approved programs for creating digital art—Photoshop, Freehand, or Illustrator. DO NOT create graphics in a word-processing program like Word or WordPerfect, or in a spreadsheet program like Excel.

- Do not use bitmapped programs like PICT, PAINT, or Corel Draw.
- Avoid using screen tints for shading, as they do not reproduce well.
- Use figure numbers for file names, e.g., Fig 1.1.tif. Do not create long names, e.g., carolplayingcards.tif.
- Submit a printout of each piece of digital art, clearly labeled with its figure number.

**SCANNING ART**

If you plan to submit any illustrations as scanned images, be prepared to submit some samples in advance for testing.

Prepare your scans for the trim size of your book.

- Follow these scanning guidelines—
  - Scan photos and other halftone (grayscale) images at 300 dpi.
  - Scan line art at 1200 dpi.
  - As a rule of thumb, the width of your scan should be 1" less than the trim-size width. For a 6" x 9" book, art should be about 5" wide. For a 7" x 10" book, art should be about 6" wide.
  - Scans should be in TIFF format; hi-res jpegs are acceptable only for digital camera images.
  - Photos scanned from a book or magazine must be properly descreened to eliminate moiré patterns. If a printout of your scan shows a moiré (rosettes) or a crosshatch pattern, you must turn on and/or adjust the descreening setting and rescan the image.
- Do not combine image scans for multi-part figures. Only one image per file is acceptable.
- Each scan must be accompanied by a printout at the scan's full size, showing the complete image. The printout should be clearly labeled on the front with its figure number.

**DIGITAL CAMERA ART**

- Use the highest quality (minimum compression) setting on your camera. This may be "fine," "high quality," or "uncompressed." Choose the TIFF setting if this is available on your camera; otherwise, JPEG is acceptable. Do not make any alterations to your images unless requested by your editor.

