



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

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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**

- We prefer that you submit your manuscript on a CD. We do not accept files submitted as email attachments.
- We work with Microsoft Word.
- Include only the final version of your files: no extraneous or duplicate files.

## **FILE PREPARATION**

- Word document files should be saved according to divisions within your manuscript—by chapters, by sections, or by any content divisions, and in the order it appears in the book. **DO NOT** submit the entire book as one file unless the book has fewer than 50 manuscript pages.
- Keep formatting as simple as possible. Do not attempt to design your manuscript.
- 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 Times New Roman (for Windows, VISTA or higher and Mac 10.5 or higher) to prepare your manuscript. If you don't have the fonts, your editor can provide them.
- Everything—including extracts, notes, tables, captions, and bibliography—should be in the same type size: 12 pt. is preferred. You may use italics and/or boldface provided they are in Times New Roman. **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 in Word. You may 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 each table in a separate file identified, for example, as Table 01, Table 02, etc.
- Submit a separate hard-copy 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>

## 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:

### NOTES:

8. In addition to “Stagnation” and Zhu Xiang’s “Lotus-picking Song,” other poems Shen mentions in this context include Wen’s “The Old Cherry Vendor” (Mai yingtao laotouzi), “Mr. Wen Yiduo’s Desk” (Wen Yiduo xi ansheng de shuzhuo), Liu Mengwei’s “Railway Ballad” (Guidao xing), and a number of unspecified poems by Xu Zhimo.

### BIBLIOGRAPHY:

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

## DIACRITICS AND SPECIAL CHARACTERS

- The acceptable font to use is the newer version of Times New Roman. If your version of Windows is Vista or higher and for Mac is 10.5 or higher, the font is installed. If you do not have this font, contact your editor and it will be supplied to you. This font contains all the diacritics you may need. Do not substitute or code any characters.

## SUBMITTING THE ELECTRONIC MANUSCRIPT

- Number the manuscript 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. The disk ID should have the author’s name, software and version.
- 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.
- Two copies of each disk properly labeled, plus a file directory.
- 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 manuscripts for all tables and figures.
- No duplicate, old, or extraneous files on disk.