



University of Hawai'i Press

Final Manuscript

Preparation and Submission Guidelines

The files you submit will be considered *final*, meaning that no significant changes will be allowed after submission. Copyediting and proofreading will focus mainly on cleaning up consistency and typographical errors, not editing content. (At UHP's discretion, you may be responsible for paying the extra costs we incur if you request major changes after this point.)

Manuscript length is an important factor in producing your book. If your final manuscript is more than 5,000 words over the length allowed by your contract, please alert your editor and receive their permission to proceed.

Please follow these instructions carefully; your book will go through editing and production more efficiently and with fewer problems.

FILE ORGANIZATION

- Each section of the manuscript should be saved as a separate file. Do not submit the entire manuscript in one file.
 - The title page, dedication, epigraph, and contents can be combined into one file called "front matter."
 - If your manuscript is divided into parts, include part title pages. The part title page should appear as its own page, preceding the first chapter in that part (in the same Word file).
- Number the text files so they appear in order; name each file with a descriptive title.
 - e.g., 01 Front matter, 02 Introduction
 - For multiauthor works include the contributor's last name.
 - e.g., 03 Chapter 1 - Smith

FORMATTING

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

Software

- All text files should be prepared as Microsoft Word documents (DOC or DOCX).

Font

- Use only the Times New Roman (TNR) typeface.
 - If you don't have the font, ask your editor to provide it.
 - You may use italics and/or boldface, provided they are in TNR. Do not use the underline command for anything.
- All text, including notes, should be in 12 pt. type size.

Paragraph

- Double-space everything, including epigraphs, notes, tables, extracts, and bibliography/references.
- Each paragraph should begin with a 0.5 inch tab indent, with the exception of those that follow headings (these should begin flush left).
 - Use your tab key (or the indent marker on the horizontal ruler), not your spacebar, to create first-line indents of paragraphs.
- End each paragraph with a hard return, but do not insert any extra hard returns between paragraphs.
- Justify by the left margin only (not the right margin, which should be ragged).
- 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.
- For extracts, change the width of the left margin only (indent 0.5 inches)—do not use tabs. Do not insert extra hard returns before or after extracts.

Subheads

Clearly differentiate subhead levels visually. Insert a line space before the subhead but not after.

- For the 1st level of subhead, use **boldface** (flush left).
- For the 2nd level of subhead, use roman type.
- For the 3rd level of subhead, use **boldface** (run-in at the beginning of the paragraph followed by a period).
- Do not use *italics* or underlining to indicate subheads.
- Do not begin any chapter with a subhead.

Table of Contents (TOC)

- Create a TOC file. Include section/chapter numbers and titles (make sure the chapter titles match the chapter files exactly). Do not include subheads or page numbers.
- For edited volumes, include contributor names, but not their affiliations.

Other

- Use standard headline capitalization in chapter titles.
- Make sure your name (and your contributors' names, if applicable) is spelled consistently in each occurrence in the manuscript.
- Number the manuscript pages sequentially, from the title page to the end of the manuscript. Insert page numbers at the top right of the page.
- Do not use running heads or feet (other than a page number).

DIACRITICS AND FOREIGN ORTHOGRAPHY

- Times New Roman (TNR) font contains all the diacritics you may need and is the most compatible with our typesetting software.
 - Do not substitute or code any characters. Contact your editor if you have any unusual diacritic needs.
- For non-English character fonts, note that we require OpenType or TrueType and Unicode compliant typefaces because these are what have been cleared with our printers and will work for digital editions as well.

- Generally, we suggest Batang for Korean, PMingLiU for Chinese, and MS Mincho for Japanese (avoid Sanskrit 99 and SimSun). *Remember that there is no such thing as italic or bold Asian character fonts.*
- Submit a list of all non-English orthography typefaces (font names)
 - Also, alert us if any particular typefaces must be retained when the manuscript is typeset (we need to check if these will cause problems in the digital editions, especially). Designers and compositors are typically free to choose typefaces when designing a book, but if a particular typeface is necessary for the manuscript or parts of it (e.g., the glossary), please let us know.

DOCUMENTATION

- Follow either a humanities style of source citation, with notes and bibliography, or the author-date system, with text citations and a reference list. Do not combine the styles. *Consistency in citation style is of primary importance.*
 - Refer to *The Chicago Manual of Style* and the “UHP House Style Sheet” for examples.
- Format your bibliography or reference list with hanging indents (the first line of an entry flush left and subsequent lines indented). Use the “hanging indent” feature of MS Word, not your tab key.
- In the bibliography or reference list, do not insert extra hard returns between entries.

Notes

- Use Word’s endnote feature to insert notes so that all notes will be linked. Use endnotes (notes at the end of each chapter) rather than footnotes.
 - Notes for each chapter must begin with note 1. Number notes consecutively within each chapter, using Arabic numerals; do not use roman numerals or symbols.
 - Do not attach a note to chapter titles or subheads.

TABLES

- Tables are not considered art. Submit each table in a separate Word file identified by chapter (table 1.1, table 1.2).
- Include source information and notes as applicable in each table. (Notes should be linked; use lowercase letters, not numbers.)
 - Obtain permissions, if necessary (see “Rights and Permissions Guidelines”).
- Indicate approximate placement of tables in the text at the ends of paragraphs, with a line space above and below the table callout, as follows:

<Table 1.1>

Exact table placement will be determined in composition, so do not refer to the table with directionals such as “above” or “below” in the text.

- Page numbers are not needed in the table files.

ART

- Prepare your art according to the “Art Preparation Guidelines.”
- Fill out the “Art Inventory.”

RIGHTS AND PERMISSIONS

- Follow the “Rights and Permissions Guidelines” to ensure that the Press will be able to use the material you submit (for both text quotations and images).
 - Acquiring appropriate permissions can be a time-consuming process. All permissions must be secured *before* you submit the final manuscript.
- Include digital copies of all permission forms/letters. Label each file to identify which image or text excerpt it belongs to.
 - For permissions written in a non-English language, include a summary of the rights granted.
- Fill out “Art Inventory” and/or “Text Inventory” spreadsheets.
 - Note in the inventories if there are any stipulations or restrictions to the rights granted. If there are no notes, we will assume that we have unrestricted rights.

SUBMISSION

- Double check that your submission is complete using the “Submission Checklist” (do not submit files piecemeal).
- Keep digital copies of all final files for your reference, as a precaution.
- Mail to your editor:
(University of Hawai‘i Press | 2840 Kolowalu Street | Honolulu, HI 96822 | USA)
 1. One flash drive, CD, or DVD (labeled with your name) to the Press with the complete manuscript contents and all forms.
 - Include only the final version of your files: no extraneous or duplicate files (e.g., we do not need a PDF version).
 2. One hard-copy, single-sided printout of the manuscript, illustrations, and forms.
 - The printout must match exactly the electronic files being submitted—do not mark by hand anything on your printout. (In the event of a mismatch, the electronic version will be considered the final version of the text.)
 - The illustration printouts should be grouped together, separate from the manuscript. Make sure each image is labeled with the figure (or plate) number.

After your editor receives your final manuscript, your text and art files will undergo a technical check to prepare them for copyediting and production. Your editor will be in touch in the coming months with details of your book’s publication plan.