University of Hawai'i Press
Manuscript Preparation and Submission Guidelines

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

For a general guide to style, refer to *The Chicago Manual of Style,* 15th or 16th edition. UH Press also has a General House Style Sheet provided by your editor.

SOFTWARE
- We work with Microsoft Word. Submit all files as Word documents.

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.
- Choose short, descriptive file names (e.g., chap 01, part 02, glossary, or author's last name for multiauthor works).

FORMATTING
- Keep formatting as simple as possible. DO NOT attempt to design your manuscript.
- Double-space EVERYTHING**,** including epigraphs, notes, tables, bibliography, extracts, and so on.
- Each paragraph should begin with a tab indent. Use your tab key (or the indent marker on the horizontal ruler), NOT your spacebar, to create first-line indents or paragraphs. DO NOT set your paragraph openings flush left or insert extra spacing between paragraphs.
- Justify by the left margin only (not the right margin).
- 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.
- 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 or a line of verse.
- 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).
- Number the manuscript pages sequentially, starting with the title page.
- DO NOT use running headers.

- Use standard headline capitalization (i.e., do not use all caps) to indicate chapter titles and subheads.
- Clearly differentiate subhead levels visually (e.g., by using boldface, but DO NOT use italics).

DIACRITICS AND SPECIAL CHARACTERS

- The acceptable font to use is the latest 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 and is the most compatible with our typesetting software. DO NOT substitute or code any characters.

ILLUSTRATIONS

- Refer to the Illustrations Guidelines.

TABLES

- Obtain necessary permissions.
- Submit each table in a separate Word file identified, for example, as table 1, table 2, etc. or by chapter, table 1.1, table 1.2.
- Include source information and notes as applicable.
- 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>

- Create a list of table titles and save it in a separate Microsoft Word file.
- Submit a separate hard-copy printout of each table, numbered correctly and double-spaced throughout. Page numbers are not needed.

DOCUMENTATION

- Follow a humanities style of source citation with notes and bibliography or the author-date system with text citations and a reference list. Consistency in citation style is of primary importance.
- Refer to *The Chicago Manual of Style* or the UH Press General 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 your software, not your tab key.
- Use endnotes (notes at the end of each chapter) rather than footnotes. Notes for each chapter must begin with note 1. Number notes consecutively using Arabic numbers; do not use roman numerals or symbols.
- Use Word's endnote feature to insert notes so that all notes will be linked.

SUBMISSION

- Keep one copy of the electronic files for your reference and submit two CDs, DVDs, or flash drives to the Press with the complete manuscript contents, plus a printed list of the files on each disk. The disk ID should have the author's name, software and version. We do not accept files submitted as e-mail attachments. All illustrations, along with complete captions, credits, the Illustrations and Rights Inventory, and copies of permissions should be submitted with the final manuscript as specified in the Illustrations Guidelines.

- Include only the final version of your Word files: no extraneous or duplicate files (e.g., we do not need a PDF version).
- Submit one hard-copy printout, double-spaced throughout, printed on one side only. The printout must exactly match the electronic file being submitted; it must represent your final version of the electronic text. In the event of a mismatch, the electronic version will be considered the final version of the text.
- DO NOT mark by hand anything on your printout that is not also inserted in the electronic file.
- Include the completed Book Description form and Marketing Questionnaire with your files.

CHECKLIST   Follow this checklist when submitting your project.

Formatting	Completed	n/a
Double space everything		
Use only one font and type size throughout		
Number all pages sequentially, starting with the title page		
Embed notes and place them at the end of each chapter		
Call out the location of all illustrations, tables, and maps		

Submission	Completed	n/a
1 hard-copy, single-sided printout, double-spaced throughout, with page numbers		
Printouts of illustrations		
Printout of illustration captions		
Printouts of tables		
Printout of table titles		
Printouts of maps		
Printout of map captions		
2 copies of each disk properly labeled with manuscript and accompanying documents		
Chapters or sections saved as separate Word files (labeled by chapter number or descriptive title)		
All illustrations in separate files (labeled by figure number) and saved in a single folder		
Illustration captions in a separate Word file		
Illustrations and Rights Inventory		
All tables in separate Word files (labeled by table number)		
Table titles in a separate Word file		
All maps in separate files (labeled by map number)		
Map captions in a separate Word file		
Copies of all necessary permissions as PDFs (labeled by figure number and source)		
Book Description form		
Marketing Questionnaire		
File directory		