

Pacific Islands Monograph Series *Style Guidelines*

Abbreviations and Acronyms Omit periods. Spell out titles like Captain, Father, Reverend. Spell out names of countries as nouns; adjectives may be abbreviated, eg US, PNG; MA, PhD. Always use acronyms sparingly and spell out on first use.

Capitalization Use lowercase for personal titles except when they precede the name of the holder: Resident Commissioner Woodford, the resident commissioner; Foreign Minister Tanabe, the Japanese foreign minister; President Tabai, the president; former President Clinton

Capitalize Islanders when referring to people of the Pacific Islands

Names of institutions, agreements, and the like are capitalized when the full title is used:
the Japanese Foreign Ministry, the Foreign Ministry, the ministry
the Trust Territory of the Pacific Islands, the Trust Territory
the Western Pacific High Commission, the high commission
the Compact of Free Association, the compact

Capitalize all parts of proper names: Northern Mariana Islands, Pacific Islands, the Korean Peninsula, Marakei Atoll, the Bismarck Archipelago, the Combined Fleet

Use lowercase for general or nonspecific terms:
the western Pacific, some low-lying Pacific islands; but Pacific Islands region

Citations In text, use parenthetical author-year system (Hereniko 1994, 19–21). Note punctuation. For each item cited, provide full publication details in reference list. Whenever possible, combine several citations in a paragraph to make one at the end.

Cross References to other parts of the work are usually unnecessary because there will be an index. Refer to illustrations parenthetically in text:
(figure 3) (map 4) (photo 22) (table 5) (appendix 1)

Dates and Time 17 March 1994; subsequently, on the twentieth . . .
1980s, the eighties (*not* 80s or '80s) AD 1500 3000 BC 4:30 PM
1960–1970 1980–81 (fiscal or non-calendar year) seven o'clock

Electronic Manuscript Consult **UH Press Guidelines** for submitting the electronic manuscript (see <http://uhpress.wordpress.com/policies/author-guidelines/>).

Illustrations and Photographs Submit a separate, double-spaced document listing all map, figure, and photo captions. Digital images must be submitted as separate, high-resolution TIFF, EPS, or JPEG files. Maximum final print size 4.75 x 7 inches. Do not embed images in Word documents. Consult **UH Press Guidelines** for submitting art and illustrations (see <http://uhpress.wordpress.com/policies/author-guidelines/>). Indicate approximate placement in text with a callout at the end of the related paragraph, on a new line, for example:

<figure 1 about here>

Italics Use italics for non-English words, including Pacific Island languages and Pidgin. Words that appear in *Webster's* (for example: *de facto*, *vis-à-vis*, *raison d'être*) are not italicized, nor are proper names, for example: Société Française des Nouvelles-Hébrides, Deutsch Handels- und Plantagen-Gesellschaft, Soqosoqo ni Vakuvulewa ni Taukei.

Manuscript Preparation Allow 1-inch margins on all sides. *Double-space everything, including references and endnotes.* Use just one font and type size throughout (preferably Times New Roman, 12 pt). Do NOT justify the right margin or use underlining. Number all pages.

Maps Make sure draft maps contain all important place-names mentioned in text, with current, consistent spelling. For style consistency, the center's cartographer will prepare final versions of maps. Submit maps as separate graphics files, not embedded in text, and indicate approximate placement in text with a callout, for example:

<map 1 about here>

Measurements Use metric, unless conversion would violate the historical context. Give US or metric equivalents in parentheses. Use arabic numerals, but spell out units of measurement in text: 10 hectares (25 acres); 35 kilometers (22 miles); 32 kilometers; 60 degrees north. See also **Numbers**.

Money For units other than US dollars, provide US equivalents if practicable.

800 marks (approximately US\$200)	25–30 yen (about US\$12–15)
A\$400 (US\$300) £250 (US\$500)	F\$7 million S\$1,000

Notes Keep to a minimum. Use parenthetical author-year reference citations in text. Incorporate amplifying notes in text wherever possible, or drop. Format as *endnotes*, double spaced, beginning notes for each chapter with 1 on a new page, headed “Notes to Chapter X.” All notes will be printed together at the back of book. Do *not* use footnotes.

Numbers Spell out numerals under 101 (*except* where comparisons are being made with larger numbers), isolated large round numbers, and inexact sums of money. Where many numbers occur in the same paragraph, all are arabic. Use comma with four or more digits.

a thirty-five-year-old man	about five million years	fifteen hundred canoes
10 percent	1,234 square meters	29,345 hectares
chapter 2	map 3	part 4

Permissions The author is responsible for obtaining permission to reproduce lengthy quoted material or illustrations. Copies of permission letters will be required prior to publication.

Place-names Names in current use in the islands themselves are preferred. Refer to the second edition of *Pacific Island Names*, by Lee S Motteler (Honolulu: Bishop Museum Press, 2006); the latest edition of *Pacific Islands Year Book*, edited by Norman Douglas and Ngaire Douglas (17th

ed, Suva: Fiji Times, 1994); or *The Pacific Islands: An Encyclopedia*, edited by Brij V Lal and Kate Fortune (Honolulu: University of Hawai‘i Press, 2000).

Possessives Follow *Chicago Manual of Style*: Quiros’s, Torres’s, James’s, *but* Moses’
For words in italics, use roman possessives: the *Antelope*’s crew, the *ibedul*’s house

Punctuation Serial comma: islands, atolls, and reefs.

Use parentheses for glosses of non-English words, with punctuation outside, and no intervening punctuation: *yani niko* (the voices of the canoe); disco (*nait klab*)

All quoted material is in double quotation marks, with punctuation, except semicolon, inside closing quotes: He wanted to “protect their assets”; they had to “sign away their homes.”

Quotations Indent lengthy quotations of more than about ten typed lines. (Use a hard indent; do not change margins or size of type; double space, ragged right.) Place shorter quotes in double quotation marks and run in with text.

References Arrange references in a single, double-spaced list, alphabetized by last name of first author of each work. Invert name of first author only. Copy full publication details from title page of each work cited, using layout and punctuation as in examples on following pages. Consult the *Chicago Manual of Style* for additional examples, including electronic sources.

Spelling Follow *Merriam Webster’s Collegiate Dictionary* (11th ed, 2003). Retain variations (eg, British spelling) in quoted material, in titles of works in references, and in proper nouns.

Tables Submit each table as a separate document. Number in order of appearance throughout work, not by chapter. Each table must have a heading, and a source note when data are not the author’s. Include full details of sources in references.

Additional Information Consult the 16th edition of the *Chicago Manual of Style* (Chicago: University of Chicago Press, 2010); contact the managing editor of the Pacific Islands Monograph Series, Center for Pacific Islands Studies, University of Hawai‘i - Mānoa, 1890 East-West Road, Moore Hall 210, Honolulu, Hawai‘i 96822; e-mail rensel@hawaii.edu

References

Works by same author are arranged chronologically, beginning with earliest.

Multiple works by same author jointly with others are arranged alphabetically by last name of first author, then second or later authors, regardless of number of authors. List ALL joint authors; same for editors and joint editors.

Works edited by same person follow works authored.

Order works published in same year by same author(s) alphabetically by title and distinguish with letters *a*, *b*, etc.

If author is unknown, *do not use* Anonymous; use name of organization or title of work instead.

Book: Author/s (full names if possible), year of publication, title and subtitle (if any), series (if any) place of publication, name of publisher. Example:

Boas, Franz

1940 *Race, Language and Culture*. New York: Free Press.

Journal article: Author/s, year of publication, title of article (no quotation marks), title of journal, volume number, inclusive page numbers. Provide issue number only when issues are not sequentially paginated within a volume. Example:

Chanter, Alaine

2002 Postcolonial Politics and Colonial Media Representations in New Caledonia. *Pacific Studies* 25 (3): 17–36.

Maude, Honor C, and Henry E Maude

1931 Adoption in the Gilbert Islands. *Journal of the Polynesian Society* 40:225–235.

Chapter in book: Author/s, year of publication, title of chapter (no quotation marks), title of book, editor(s), inclusive page numbers of chapter, place, publisher.

Davidson, James W

1970 Peter Dillon: The Voyages of the Calder and St. Patrick. In *Pacific Islands Portraits*, edited by James W Davidson and Deryck Scarr, 9–30. Canberra: Australian National University Press.

Newspaper article: Author(s), year of publication, title of article (no quotation marks), title of newspaper, place of publication (if not part of title), frequency of publication.

Magazine article: Author/s, year of publication, title of article (no quotation marks), title of magazine, month or date of publication, inclusive page numbers (first page only, if pages are not continuous). Give place of publication if confusion with another publication of similar title is likely.

If no byline is given, list by newspaper or magazine title, which can be abbreviated for citation purposes, eg, *SMH*, *Sydney Morning Herald*; *PIM*, *Pacific Islands Monthly*.

updated 04/12