The Contemporary Pacific
Style Guide and Manuscript Preparation

Abbreviations and Acronyms Omit periods: eg, ie, Mr, Dr, PhD, MA, HMS *Dolphin,* UNESCO, SPC, JFK, O H K Spate
Spell out Captain, Father, Reverend, and the like.
Use acronyms sparingly. Spell out noun forms, or use alternative nouns:
Papua New Guinea, PNG Defence Force; United States, US policies; Burns Philp, the company
In references or notes, use US postal abbreviations for states: NY, HI

Abstract and Keywords Provide an abstract of no more than 250 words, typed double-spaced, plus 5–7 keywords. Place at the end of your article, after the references.

Capitalization Use lowercase for personal titles except where they precede the name of the holder: President Tabai, former President Clinton, the president; Prime Minister Lini, the prime minister
Capitalize Islanders when referring to people of the Pacific Islands
Names of institutions, entities, and documents are capitalized when the full title is used:

the Japanese Foreign Ministry, the Foreign Ministry, the ministry
the United States Trust Territory of the Pacific Islands, the Trust Territory, the trusteeship
the Compact of Free Association, the compact

Capitalize all parts of proper names:

Bismarck Archipelago	Solomon Islands	Northern Mariana Islands
Huon Peninsula	Marakei Atoll	the Combined Fleet

Use lowercase general or nonspecific terms:

the western Pacific	some Pacific islands	the West, Westerners

Citations In text, use the parenthetical author-year-page form. Use citations sparingly and, wherever possible, place at end of sentence or paragraph, with period following closing parenthesis (Jones 1923). No punctuation between author and year; comma separates year and page, or multiple years for one author; colon separates volume and page:
(Green 1985, 23) (Black 1978, 1980) (Brown 1987, 2:54–55) (Guy 1993, 17; Fry 1997, 12)
Newspaper or magazine articles without authors can be cited thus:

(*SMH,* 29 Mar 1988) (*PIM,* June 1983, 34) (*Review,* 17 Oct 1997)

Full titles and other publication details (place and frequency of publication) are given in the reference list. See also **References**.

Cover Sheet Include with your submission a cover sheet giving the title of your paper and your name, affiliation, and address, telephone and fax numbers, and e-mail address. Note any expected changes of contact information, with dates. To facilitate the peer-review process, include the title of the paper, but not your name, on the first page of text.

Dates and Time 14 May 1970. Subsequently, on the fifteenth . . .

1960–1970, 1960s, the sixties (not ’60s)		1980–81 (fiscal or non-calendar year)	
3500 BC	AD 1350	4:30 PM	seven o’clock

Electronic Manuscript Consult **UH Press Guidelines** for Submitting the Electronic Manuscript (see http://uhpress.wordpress.com/policies/author-guidelines/), but note that CPIS accepts files by e-mail attachment and printed copy is generally not required.

Illustrations and Photographs Digital images should not be embedded in text, but should be submitted as separate, high-resolution TIFF, EPS, or JPEG files. Maximum final print size 4.75 x 7 inches. 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, eg "<figure 1 about here>." Submit a separate, double-spaced document listing all map, figure, and photo captions. See also **Maps.**

Manuscript Preparation Allow 1-inch margins on all sides. *Double-space everything, including references and notes (if any)*. Use just one font and type size throughout (12 pt Times New Roman preferred). Do NOT justify the right margin or use underlining. Number all pages. Each paper must include a reference list, an abstract, and keywords in addition to text. A few high-quality illustrations (with brief credits) are encouraged.
See also **Cover Sheet, Electronic Manuscript, Submissions.**

Maps Make sure maps contain all important place-names mentioned in text, with current, consistent spelling. 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>." For style consistency, the center's cartographer will prepare final versions of maps.

Measurements Use metric units. US equivalents may be given in parentheses. Spell out units of measure in text: 10 hectares (25 acres); 35 kilometers (22 miles). See also **Numbers**.

Money Always specify the currency. For units other than American dollars, provide US equivalents if practicable. Note that the type of currency precedes the symbol:
A$400 (US$300) £250 (US$500) F$7 million SI$1,000 $12–15 million

Non-English Words Unless advised otherwise, the journal will not use italics for non-English words. But if authors prefer to use italics their wishes will be respected. Glosses, whether in English or another language, appear in parentheses rather than in quotation marks: mai (come); cannibals (liet).

Notes must be kept to a minimum, preferably none. Incorporate in text if possible, or drop. Type as endnotes (not footnotes), double-spaced, following text and preceding reference list.

Numbers Spell out numerals under 101 (except when comparing with larger numbers), isolated large round numbers, and inexact sums of money. Where many numbers occur in a paragraph, all are arabic. Use comma with four or more digits.

10 percent	4,123	7°N (latitude)
about four thousand years	two hundred canoes	nearly six million dollars

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. In case of difficulty, contact the managing editor.

Place-names Names in current use in the Islands themselves are preferred. Refer to the revised edition of *Pacific Island Names: A Map and Name Guide to the New Pacific,* 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).

Publication Agreement UH Press requires a signed publication agreement from each contributor. If the signed publication agreement is not received by press time, the item will be dropped.

Punctuation Use serial comma: Polynesia, Melanesia, and Micronesia
Use double quotation marks around short quotes (under ten lines); place punctuation (except semicolon) inside closing double quotation marks. See also **Citations** and **References**.

Quotations Passages of more than TEN typed lines may be indented as block quotations without quotation marks. Shorter items are run into the text, in double quotation marks. Spelling and punctuation must be copied exactly from the original. Include page numbers in citations accompanying quotations: (Davidson 1970, 21). Type quotations in the same format as the rest of the document: double spaced, same margins and font size.

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, setting out and punctuating as in examples on next page. Consult a recent issue of the journal or the *Chicago Manual of Style* for additional examples, including electronic sources.

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

Submissions Submissions must be original works not previously published and not under consideration or scheduled for publication by another publisher. Submit one electronic copy as an e-mail attachment or on disk; a printed copy may be required if text includes unusual diacritics. For further information about submissions, contact the journal editor, Terence Wesley-Smith, Center for Pacific Islands Studies, University of Hawai‘i at Mānoa, 1890 East-West Road, Moore Hall 211, Honolulu, Hawai‘i 96822; telephone (808) 956-2668; fax (808) 956-7053; e-mail uhtcp@hawaii.edu. See also **Cover Sheet, Manuscript Preparation**.

Additional Information Consult *The Chicago Manual of Style* (16th ed, Chicago: University of Chicago Press, 2010) or write to Managing Editor, *The Contemporary Pacific,* 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