

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MANOA  
OFFICE OF THE PROVOST  
**UNIVERSITY OF HAWAI'I PRESS**

FUNCTIONAL STATEMENT

**UNIVERSITY OF HAWAI'I PRESS – Org Code: MAUHPR**

Responsible both for charting the long-range development of the University of Hawai'i Press (UHP) and for supervising day-to-day operations. The director is responsible for general editorial policies, budgeting, staffing, and allied administrative requirements of the program.

Editorial Board: The director operates with the advice of the UHP Editorial Board. No book can bear the imprint of the UHP without the Board's approval.

**BUSINESS OFFICE – Org Code: MAASUP**

Accounting, order fulfillment, and warehousing. Warehouses are located in Hawaii and in York, Pennsylvania. This activity also prepares budgets, projections, analyses, and compiles operating ratio and break-even reports.

**EDITORIAL – Org Code: MAEDUP**

Responsible for and concerned with the content of a book. The editors screen incoming manuscripts for suitability to the Press' programs. They revise manuscripts and develop books from raw sources. They read original manuscripts for illogical organization, grammar, diction, rhetoric, and accuracy. They work with the author on ways of correcting deficiencies. Once the book is in production, the editors supervise the proofing and continue to work with the authors concerning printing matters. In addition, this unit handles copyrights.

**DESIGN & PRODUCTION – Org Code: MADPUP**

Concerned with the physical form of the book. The production personnel organize and supervise the processes by which the designer's plan and the edited manuscript are converted into the actual book. They operate a computerized typesetting facility. They oversee the manuscript through the various manufacturing stages until a finished product is produced. They also are responsible for coordinating the manufacture of the book with promotional programs and distributional requirements. All manufacturing is contracted for with commercial firms.

**MARKETING – Org Code: MAMKUP**

The sales activity of this unit is involved in the distribution of books throughout the world by means of wholesalers, retailers, and other distribution outlets. The sales effort is concerned with coordinating the work of commission sales agents, and supervising the discount schedule, the standing orders, and returns policy. The promotion activity utilizes direct mail, online mediums, space advertisement, review media, and exhibits.

**JOURNALS – Org Code: MAJRUP**

Responsible for editing, production, subscription, and reprint fulfillment for a collection of journals that are published either on a quarterly, semiannual or annual basis.