

***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 are 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

**Disks and Electronic Manuscript** must exactly match hard copy. Disks must contain no other files, and must be labeled. Consult **UH Press Guidelines** for submitting electronic manuscript, art and graphics, digital photographs, and nonstandard diacritics, available online at [www.uhpress.hawaii.edu/electronicmsguide.pdf](http://www.uhpress.hawaii.edu/electronicmsguide.pdf).

**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 pages 5–6 for details. 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.

**Manuscript Preparation** Use a letter-quality printer and one side only of 8.5 by 11 inch or A4 nonerasable paper, allowing 1-inch margins on all sides. *Double-space everything, including references and notes (if any)*. Use just one font (Times, Times New Roman, or Courier preferred) and type size throughout. 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      S\$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 on disk or as an e-mail attachment, and mail or fax one print copy; electronic version must exactly match print copy. 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](mailto:uhtcp@hawaii.edu). See also **Cover Sheet, Manuscript Preparation**.

**Additional Information** Consult *The Chicago Manual of Style* (15th ed, Chicago: University of Chicago Press, 2003) or write to Managing Editor, *The Contemporary Pacific*, University of Hawai'i, Center for Pacific Islands Studies, Honolulu, Hawai'i 96822; e-mail: [rensel@hawaii.edu](mailto: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 08/09