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
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:
Newspaper or magazine articles without authors can be cited thus:
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  Submit manuscript as a Word document. Do not include extraneous preformatted “styles”; use “Normal” style throughout, and indent paragraphs manually using the tab key.

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 the section on images in the UH Press Journals Department Author Publishing Guidelines (see https://uhpjournals.wordpress.com/about/author-publishing-guidelines-university-of-hawaii-press-journals/). 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  Submit at US letter document (not A4). 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>.”

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
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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 quotations shorter than one hundred words; place punctuation (except semicolon) inside closing double quotation marks. See also Citations and References.

Quotations Lengthy quotations of more than one hundred words, or quotations of two or more paragraphs, will be set as indented, block quotes. Place shorter quotations in double quotation marks and run in with text. Spelling and punctuation in quotations must be copied exactly from the original. Include page numbers in citations accompanying quotations: (Davidson 1970, 21). Type quotations in the same font size and format as the rest of the document.

References Reference lists must include every work cited; items not cited should not be listed. 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.

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 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 at the Center for Pacific Islands Studies, University of Hawai‘i at Mānoa, 1890 East-West Road, Moore Hall 209, Honolulu, Hawai‘i 96822; 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 214, Honolulu, Hawai‘i 96822; e-mail: candices@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

Journal article: Author (s), year of publication, title of article (no quotation marks), title of journal, volume number, issue number, and inclusive page numbers. Example:
Chanter, Alaine
Macpherson, Cluny, and La’avasa Macpherson

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

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 1/21