

Pacific Studies CHECKLIST FOR PREPARING MANUSCRIPTS AND DISKS

Please spend a few minutes now doing "housekeeping" on your disk and the matching hard-copy printout. Careful preparation saves time and money, increases accuracy, and prevents scheduling delays. E-mail or consult current issues for additional guidance on format.

General Instructions

- ___ Use 8 1/2" x 11" or A4 paper. Leaving at least a 1" margin on all sides.
- ___ Double-space **EVERYTHING**, including long quotations, notes, references, tables, etc.
- ___ Indent all paragraphs five spaces **using tab key only**. No extra space between paragraphs.
- ___ Use left justification, ragged right margin. No end-of-line hyphenation
- ___ Use a standard typeface, 10 to 12 pt. Preferred fonts are Times New Roman or Times. Use the **same typeface and size throughout**, including for all subheadings, notes, etc. Changing font sizes and styles yields a disk full of byte-eating codes exclusive to your software that we must strip out and replace with our typesetting codes.
- ___ DO NOT TYPE ANYTHING IN ALL CAPS; use initial caps and lowercase letters only
- ___ Words to be italicized should be printed in either *italic (preferred)* or underline mode (NOT **bold**)
- ___ Do not use the letter "el" (l) if you mean the number "one" (1). Do not use the letter "oh" (O or o) when you want a "zero" (0).

Opening Page/Abstract (Number as Page 1)

- ___ Include article title, author's name, and institution (if not currently affiliated, you may wish to add graduate institution or city/state/country of current residence)
- ___ Provide an abstract of no more than 150 words.
- ___ No note numbers are allowed in display type. The place for acknowledgments, if any, is an unnumbered general note at the head of the endnotes section.

Text (Page 2 and so forth)

- ___ Short quotations of only a phrase or a sentence or two are run into the text using quotation marks, not set off as extracts.
- ___ Use double quotation marks, not single, with punctuation inside: "This is a quote."
- ___ Subheadings help keep readers on track and break up masses of type. Add a line space before and after each subheading and use the following format to clearly indicate which are main heads and which are secondary:

1st-Level Subheadings Are Boldface and Centered

2d-Level Subheadings Are Italic with a Tab Indent

- ___ Numbers **in text** (except in statistical articles): Generally spell out one hundred and below, use arabic numerals for 101 and above. BUT use arabic numerals for page and volume numbers, dates, percentages, figures with decimals, money: (Beaglehole 1961, 2:401), 12 September 1875, 10 percent (not 10%), 1,250 (not 1250), 0.13; A\$250, CFPF 20,000.

In-text citations

- ___ Sources may be cited in endnotes or in the text using the "Harvard style" of parenthetical author/date citations keyed to a separate, alphabetical reference list at the end of the manuscript. For details and examples, please consult back issues or *The Chicago Manual of Style*, 14th or 15th ed. (Chicago: University of Chicago Press, 1993, 2003).
- ___ Generally, in-text author/date citations give author/editor(s), publication year, and page number(s) for quotations or if you are not referring readers to an entire article or book, e.g., "(Smith 1995:12-13)" or "(Smith and Jones 1993:25-36)." Multivolume works require a volume number as well: "(Beaglehole 1961, 2:401)."
- ___ If sources are given solely in endnotes, please use shortened forms on second and subsequent references.

Notes (Continue consecutive page numbering)

- ___ Group together in a separate section, typed **double-spaced**, as endnotes, not footnotes.
- ___ Note numbers in text are superscript, but in endnote section following the text the note numbers should be full-sized followed by a period, with a line space between each note.
- ___ Number consecutively throughout text. Notes to tables or figures are not included in the endnotes section, however (see Tables section below).
- ___ Check that note numbers in the text match those in the endnote section.

Reference List (Continue consecutive page numbering)

- ___ Must be **double-spaced**, in *Pacific Studies* format. (A sample reference list is available by e-mail.)

- ___ Arrange all entries in a single list, alphabetized by author/editor: multiple entries by the same author/editor are arranged in chronological order, earliest year of publication first.
- ___ Include:
 - ___ City of publication: Name of publisher spelled out (not abbreviated).
 - ___ Inclusive page numbers for journal articles and chapters in books.
- ___ Verify all entries against original sources, especially accents and spelling in languages other than English.
- ___ "In press" citations: List as "Smith n.d." or, if publication date has been set, as "Smith 2005." Add "in press" or "forthcoming" to publication data: "Ann Arbor: University of Michigan Press, in press"

Tables

- ___ Must be numbered consecutively throughout.
- ___ Type each on a separate page and place at end of manuscript.
- ___ Refer to each in text, if only by a parenthetical "(see Table 1)."
- ___ Indicate approximate placement of each table in the text at the end of a paragraph as follows, with a line space above and below the table marker:

<Table 1 about here>
- ___ Do not use ALL CAPS or vertical rules. Review titles, column heads, and stubs for conciseness, clarity, and consistency.
- ___ Table notes must be typed at the bottom of the table they annotate, NOT intermixed with or numbered consecutively with endnotes to text. Arrange table notes in the following order: Source note, general note (pertaining to entire table), specific note(s) (designated by a, b, c, etc.), probability note(s).
- ___ Explain all non-obvious abbreviations and other special treatments in a note: "... = not applicable, NA = not available"; "Census years shown in **bold**"; "Figures in parentheses are percentages of row totals."
- ___ Use 1,000 instead of 1000; 0.13 not .13 for figures that could total more than 1.0.
- ___ Double-check all arithmetic. If a total is shown, verify that columns sum up, down, and across to the amount given; if not, append a table note explaining any discrepancy. Make sure your rounding is consistent and that all figures are expressed to the same number of decimal places.

Illustrations: Figures/Maps/Photos (black and white reproduction only)

- ___ Must be numbered consecutively throughout.
- ___ Submit high-quality original camera-ready artwork or photographs. TIFF scan files may be acceptable (inquire 1st) but must be accompanied by a hard-copy printout and the name and version of the software used.
- ___ Indicate approximate placement of each figure at the end of a paragraph as follows, with a line space above and below the figure marker:

<Figure 1 about here>
- ___ Enclose photocopy of written permission to reproduce from copyright holders for all protected material. *Pacific Studies* cannot undertake securing permission for you. (A sample permission letter is available by e-mail.)
- ___ Submit figure captions to appear underneath each:
 - ___ Typed, double-spaced, in a single file on a separate sheet, inserted following end of reference section.
 - ___ Numbered to correspond with order of appearance.
 - ___ Including acknowledgement of source as appropriate.

Submitting the Manuscript

- ___ Attach manuscript in Microsoft Word to email file and send to phillip.mcarthur@bvuh.edu.