Hong Kong University Press

Guidelines for Manuscript Preparation

Hong Kong University Press prefers manuscripts submitted in Microsoft Word. The files should be formatted with 1.5-line spacing. Please email manuscript files to your acquisitions editor.

We cannot start the copyediting process until we have received all usable electronic files of your manuscript, including photographs, maps, tables, and figures. Please make sure that you have included all elements of your manuscript before submission.

Do not send additional corrections after submission. Essential changes can be made when you review the edited manuscript. If major revisions are required, please consult with your acquisitions editor first.

Authors are responsible for securing written permissions from the original sources to use illustration(s) as the book cover, and if necessary, for images used inside the book as well. Permissions are also required if parts of the text have been published previously. Seeking permissions sometimes takes weeks and months, so start requesting as soon as possible. Please contact your acquisitions editor for more information.

Style and Usage

We use *Merriam-Webster’s Collegiate Dictionary* as a guide for spelling and hyphenation and the *Chicago Manual of Style* (CMOS), 17th edition, for style and format.

If a manuscript includes Chinese, traditional Chinese character is our preference.

If a usage different from these standards is preferred, please notify your acquisitions editor.

For more information, please refer to our Style Guide.

Formatting

Please keep formatting simple and consistent. Use the same font throughout the manuscript.

Each page should be numbered.

Save each chapter as a separate file. All additional parts of the manuscript, including the front matter (title page, table of contents, preface, acknowledgments, lists of illustrations/tables/figures/abbreviations), introduction (if not part of the main text), appendices, glossary, and works cited/references/bibliography should also be submitted as individual files and clearly labeled. Name the files as follows so that they appear in the correct order: 00a Title, 00b Contents, 00c Illustrations, 00d Preface, 01 Chapter 1, 02 Chapter 2, 03 Chapter 3, 04 Works Cited/References/Bibliography, 05 Contributors, etc.

Make sure that all comments, annotations, and field codes have been removed, and all “tracked changes” have been accepted as final before submission.

- Sections and Headings

Consider carefully the structure of the book, that is, its division into parts and chapters.
Within chapters, the relative importance of sections should be clear.

If there are more than one level of subheads in a chapter, distinguish them by inserting `<A-HEAD>` (that is, A-level heads), `<B-HEAD>`, or `<C-HEAD>` at the beginning of each subhead. It is also fine to differentiate subheads visually (e.g., using center and bold formatting), but please be consistent.

- Spacing and Indentation

Do not use the space bar or the tab key for:

- inserting indents,
- aligning text,
- formatting block quotations,
- creating hanging indents for your bibliography/references/works cited.

Use Word’s indentation feature instead.

If an additional space break is required between paragraphs, insert a callout (e.g., `<space>`) on a separate line.

**Source Citations**

- Notes and bibliography/author-date references

Authors are encouraged to follow CMOS’s referencing and bibliographic standards.

The CMOS recommends two systems: (a) notes and bibliography; and (b) author-date references. The notes-and-bibliography system is preferred by many authors in literature, history, and the arts. The author-date system is preferred for publications in the sciences and social sciences but may be adapted for works in other disciplines, with the addition of notes.

For a general overview of the two systems and examples, see Chapters 14 and 15 of CMOS.

The Chicago-Style Citation Quick Guide is available online: http://www.chicagomanualofstyle.org/tools_citationguide.html

Note, however, that HKUP accepts any alternative system of referencing (e.g., APA, MLA; for legal text: Hong Kong Law Journal [HKLJ] or Oxford University Standard for the Citation of Legal Authorities [OSCOLA], 4th edition) so long as it is clear and consistent.

- Formatting notes

Use Word’s built-in note-making feature. Do not reset any of the options. The built-in note feature allows the notes to be moved and revised with ease as the feature connects the text of a specific note with a specific place in the text.

A note number should be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation (whether it is run-in to the text or set as a block
quotation). The note number follows any punctuation mark except for the dash, which it
precedes.

Do not renumber notes by typing over the automatically generated numbers.

Notes to tables should be numbered separately. Make sure that the note numbering starts
 anew with each table.

In most cases, footnotes will be used. If there is a specific reason for placing the notes in the
back matter or at the end of the chapter, please notify your acquisitions editor.

Do not attach notes to chapter opening material (chapter number, chapter title, or author
name). Consider using an unnumbered footnote on the first page of the chapter.

**Illustrations and Tables**

Figures, tables, maps, and photographs should be included only if they make an essential
contribution to the discussion. They must be supplied in their original format and in separate
files. Do not embed them in the text. Refer to each in numerical order in the text (e.g., Figure
1.1, Figure 1.2, Table, 2.1, Table 3.1).

Construct all tables by using the table editor in Word. Do not use tabs and spaces. Tables
should be prepared using a roman font; avoid using italics and bold for emphasis. Use only
horizontal lines in tables; do not use vertical lines, boxes, or other lines unless they indicate
the structure of the data. All tables should have the following three horizontal lines:

• one under the title, above the column headings
• one between the column headings and the body of the table
• one at the bottom of the table

Include an unnumbered note labeled “sources” (or “source” if only one source is cited) to list
the sources that were used in creating the table. If such a note is used, it should precede all
other notes to the table.

All digital photographs and scanned materials must be supplied at a minimum resolution of
300 dpi. Digital files must not be smaller than 1 inch (2.54 cm) on the shortest side.

For legibility, maps and charts that contain text should be supplied at a minimum resolution of
600 dpi. Charts may also be supplied in Microsoft Excel or PowerPoint. Accepted file
extensions for illustrations are: jpg, tif, pdf, eps, psd, xls, or ppt.

If original prints or color transparencies are supplied, do not write directly on the back of the
print and do not use paper clips. Always use a sticker. Photographs taken from a printed page
are not suitable for reprinting. Please arrange scanning.

The approximate placement of the illustrations and tables should be indicated clearly in the
manuscript by using callouts (e.g., `<insert Table 5.1 around here>`). Place them on a separate
line close to the location preferred. For easy reference, highlighting the callouts (as in the
example above) can be helpful.
Provide a caption for each illustration and table.

Prepare a list of illustrations and/or tables if you would like to include one in the front matter of the final book. Make sure that the list corresponds in style to the captions provided. In the list of illustrations and/or tables, long captions should be shortened to one line (or two at most). See CMOS 1.39 and Chapter 3 for more information.

Keep labeling in illustrations to a minimum and make sure that the labels correspond in style (e.g., symbols and abbreviations) to the text and captions.

A credit line stating the source of an illustration or table is appropriate and sometimes required. It usually appears at the end of a caption.

For a general overview of captions and credit lines, see CMOS 3.21–3.37.

[2017.09]