



Hong Kong University Press

Author Guide

Please review this guide as you prepare your final manuscript for submission. It is divided into two parts: the first part guides you on how to prepare the final files. The second part is our style guide.

The standard authority on publication style is the *Chicago Manual of Style* (CMOS), 17th edition. If you still have questions after reading this guide, you should consult CMOS as your primary reference source.

Manuscript Preparation Guidelines

General Points

1. Please submit your manuscript in electronic form.
2. The manuscript is considered final at the point of submission. No substantive changes will be accepted after this point. We expect that you will have checked all the elements for consistency before submission.
3. We will start the copyediting process after we have received all files of your manuscript—including illustrations and tables—in a useable form.
4. Authors are responsible for securing permission to use any material they did not create unless the use is considered fair use (fair dealing). No permission is needed to use anything in public domain. Material used as epigraphs or on the book's cover may have a few additional considerations to determine if that use falls under the academic exception to copyright. Although we cannot offer legal advice, your acquisitions editor will be happy to share with you our understanding of the law on this issue. If you have any specific concerns, we strongly advise you to consult an attorney who specializes in copyright law.

Formatting

1. We accept text files in Microsoft Word. Manuscripts should be double-spaced and in 11-point Calibri font. Leave one-inch margins on all four sides of the page and use left justification. Turn off automatic hyphenation.
2. Chapter titles and headings should be plain and undesigned. Aim for a consistent style and length. If only one chapter has a subtitle, consider removing it or rewriting the chapter title. Do not use all capital letters.
3. Make heading levels clear by specifying each heading with an angle-bracketed callout, e.g., <A-HEAD>, <B-HEAD>, or <C-HEAD> (see the **Organization and Structure** section).
4. Remove all editorial comments and accept all “tracked changes.”
5. Use Word's ruler tool to indent paragraphs in the main text or to create hanging indents in a bibliography. Never use spaces or tabs. Do not use hard returns at the end of lines; let the text flow on its own within a paragraph. Do not add extra line spaces between paragraphs. Any visible spaces between paragraphs are interpreted as section breaks.

6. Set quotations longer than 100 words as block quotations. Use Word's ruler tool to set the indentation. Do not use hard returns, spaces, or tabs to manipulate how the block quotation looks in the manuscript.
7. Create notes using Microsoft Word's notes function and ensure that the note callouts in the text are linked to their corresponding notes. The advantage of using this function is that if notes are added or removed during the editing process, Word will renumber the notes automatically. Footnotes are our standard format. If you prefer another arrangement, please notify your acquisitions editor before submission. Use Arabic, not roman numerals, for the superscript note callouts.
8. All pages in each file must be numbered. Page numbers should start anew with each file; there is no need to use roman numerals for the front matter.
9. Each figure, table, photograph, chart, graph, and map must be saved in its own file. *Do not embed illustrations and tables into the chapter files.*
10. Submit one file that contains a running list of all the captions for the illustrations and tables in your manuscript. Where applicable, a credit line stating the source may appear at the end of a caption. For a general overview of captions and credit lines, see CMOS, sections 3.21–3.37.

How to Organize and Name Manuscript Files

All manuscripts must include a title page, a table of contents, and the full text. *Do not send the entire manuscript in a single file.* Please organize and name your files in the manner described here.

- Front matter: place your book's front matter in one file and label it with 00_FM
(the front matter could include the following items)
Title page
Dedication
Contents
List of Illustrations*
List of Tables*
Foreword
Preface
Acknowledgments

* The list of illustrations and the list of tables will be very similar to the file containing all the captions, but the captions are shortened to one line (or two at most) in the front matter. See CMOS section 1.39 and Chapter 3 for more information.
- Introduction: 00_Intro
- Chapters: 01 Chapter 1, 02 Chapter 2, 03 Chapter 3, etc.
- Chapters in multi-authored books: 01 Chapter 1_Chao, 02 Chapter 2_Smith, etc.
- Back matter: follows on with the next sequential number where the chapters left off. If the last chapter's file is named 10 Chapter 10, the first element of the back matter will be labeled 11. Examples:

11 Appendix

12 Glossary

13 Bibliography

14 Captions

- Tables: Table 1.1 (i.e., first table in Chapter 1), Table 1.2 (second table in Chapter 1), Table 2.1 (first table in Chapter 2), etc.
- Figures: Figure 1.1 (first figure in Chapter 1), Figure 2.1 (first figure in Chapter 2), etc.

Illustrations and Tables

1. Figures, maps, charts, graphs, photographs, and tables should be included only if they make an essential contribution to the discussion. We encourage you to discuss your illustration plan with your acquisitions editor before acquiring or creating any figures, and send your artwork for review in acceptable formats as early as possible, preferably before your final manuscript is due.
2. Do not submit art from the internet unless they are acquired from a professional art archive.
3. All illustrations and tables must be of sufficient resolution, free of typos, and print-ready.
4. Insert a placement callout (e.g., <insert Table 5.1 about here>, <insert Figure 3.8 about here>) on a separate line between paragraphs where you would ideally like to have each non-text element placed in the final book. For easy reference, highlighting the callouts can be helpful. The final placement will be determined by many factors during the typesetting process, but we will keep the item close to where you indicate, and you will have a chance to approve the placement when you review the first page proof.
5. Create tables by using the table function in Word. Never use tabs or spaces to align items. Use Calibri font. Keep the formatting as simple as possible by avoiding bold and underlining 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

Place the source for creating the table and credit information below the table. This should be labeled “source” and precedes all other notes to the table.

See a sample table on page 4 of this guide.

6. If you prefer to create tables in Excel, please copy and paste the table in a new Word document. Then submit the Word file to us.
7. Note that most books are in portrait (vertically oriented) rather than landscape (horizontally oriented) format, making wide tables difficult to reproduce.

Table 1.1: Resolution requirements for illustrations

Illustrations	Resolution
Photographs	300 dpi or higher
Maps and charts	1200 dpi or higher
Original prints ¹	1200 dpi or higher

Source: HKUP Author Guide.

¹Please scan the image at the resolution indicated and submit the resulting digital file.

Resolution Requirements for Illustrations

1. Illustrations should be supplied as digital files that are of high quality for printing.
2. Photographs should be scanned at a minimum of 300 ppi.
3. 1200 dpi should be considered the minimum resolution for line illustrations.
4. Accepted file types for illustrations are: jpg, tiff, pdf, eps, psd, xls, png, and ppt.

Additional Notes for Editors of Multi-authored Volumes

1. Volume editors should establish a style sheet and send it, along with a copy of this guide, to all the contributors in advance of submission. It is the volume editors' responsibility to collate all material and submit a final manuscript formatted according to HKUP's requirements.
2. Make sure that your contributors use the same form of citation. If you provide an integrated bibliography or a reference list at the end of the book, check that the entries in it agree with those cited by the contributors.
3. Examine all illustrations and tables for accuracy, clarity, and consistency. Confirm that reprint permission of published material has been secured and send us full details with the final manuscript.
4. Ensure that all chapter titles and your contributors' names are presented consistently.
5. Compile a list of contributors. The list should include brief biographical information of each contributor, with the contributor's full name and professional affiliation.

Style Guide

General Points

1. HKUP uses *Merriam-Webster's Collegiate Dictionary* as its primary authority on spelling and hyphenation, and the *Chicago Manual of Style* (CMOS), 17th edition, on style and format. For manuscripts prepared in British English, we use *New Hart's Rules: The Oxford Style Guide* (second edition) and the *Oxford English Dictionary* (www.oed.com). Please consult these resources for any issue not covered in this style guide.
2. If a manuscript includes Chinese, traditional Chinese characters will be used unless indicated otherwise.
3. If your preference on some significant stylistic usage differs from the standards outlined in this guide, please notify your acquisitions editor before you submit your final manuscript.
4. HKUP emphasizes the use of bias-free language in our publications. To avoid unintentional implications, we encourage authors to use language that is clear, objective, and stereotype-free. The *Chicago Manual of Style* (sections 5.251–5.260) and the American Psychological Association (APA) Style Guide (<https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>), for instance, have detailed recommendations about inclusive language use in writing. Other sources such as HKU's "Use of Inclusive Language in Academic Work: A Guideline for Undergraduate and Taught Postgraduate Students" (<https://tl.hku.hk/2018/07/use-of-inclusive-language-in-academic-work-a-guideline-for-undergraduate-and-taught-postgraduate-students/>) are helpful too. Please consult them or other relevant references for more information.

Organization and Structure

1. Good organization can make a huge difference in how well your book is received. Many effective books have a very simple structure. Most books require no more than three levels of headings:

PART

<CHAPTER-HEAD> (chapter title)

<A-HEAD> (the first-level heading after the chapter title)

<B-HEAD> (the second-level heading)

<C-HEAD> (the third-level heading)

2. If the book contains parts, it must contain more than one part.
3. Similarly, if there is only one B-head under a specific A-head, it should be removed. Alternatively, add other B-heads to help parse the argument for the reader.
4. The divisions are consecutive; C-heads cannot appear under an A-head without an intermediary B-head. If there is a similar heading in every chapter (e.g., Conclusion), make sure that it is at the same level in each chapter.

Cross-references

1. Avoid using cross-references such as "see above," "see below," or "on the next page" since they may become inaccurate after typesetting. It is clearer to direct the reader to a chapter, specific heading, or note instead. In legal text, "infra/supra" needs to include a direct reference to the note, e.g., "See supra, note 38."

2. Do not refer to a chapter as an “article,” “essay,” or “paper.” Use, for instance, “Chapter 1” instead.

Punctuation

1. Quotation marks

For a manuscript prepared in American English:

- Use double quotation marks for quoted matter and direct speech.
- Use single quotation marks for quotes within quotes.
- Commas and periods precede closing quotation marks, whether double or single.
- Colons and semicolons follow closing quotation marks.
- Question marks and exclamation marks follow closing quotation marks unless they belong within the quoted material.

For a manuscript prepared in British English:

- Use single quotation marks for quoted matter and direct speech.
- Use double quotation marks for quotes within quotes.
- Only those punctuation points that appear in the quoted material should be enclosed within the quotation marks, but note that periods are placed inside any quotation that begins with a capital letter and forms a complete sentence.

Block quotations and epigraphs do not require quotation marks. An em dash (—) should be placed before the quoted author’s name of an epigraph.

Quotation marks indicating special terminology or ironic usage should be used sparingly.

2. Serial commas

We recommend using a comma after the penultimate item in a list of three or more items, before “and” or “or” (e.g., Beijing, Guangzhou, and Chengdu).

3. Ellipses

When ellipses are used to indicate omissions within quoted matter, insert three non-breaking spaced points (. . .). Terminal punctuation, if any, should precede the points. Do not enclose ellipses in brackets or parentheses.

A non-breaking space can be inserted either with the keyboard (Ctrl + Shift + Space bar) or from the menu (Insert—Symbol—More Symbols—Special Characters).

Ellipses are normally not used before the first word of a quotation, even if the beginning of the original sentence has been omitted. Neither are they used after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence in the quotation is deliberately incomplete.

4. Hyphens and dashes

Hyphens and dashes come in three different lengths and are used for different purposes:

- hyphen “-” (for joining separate words into single words)
- en dash “—” (for connecting numbers, e.g., 103–99)

- em dash “—” (for parenthetical comments; no space on either side)

Use the following shortcut keys to insert the em dash:

- (in any Windows program) pressing and holding the alt key while you type 0151 on the keypad
- (in Word) pressing Ctrl + Alt + the - on the keypad.

An en dash is inserted by:

- (in any Windows program) pressing and holding the alt key while you type 0150 on the keypad
- (in Word) pressing Ctrl + the - on the keypad.

In British usage, en dashes, with space before and after, are used in place of em dashes in parenthetical comments; see CMOS 6.83.

5. Slashes

A slash requires no space when signifying alternatives (e.g., “and/or”) but does require a space on each side when it is used to separate lines of poetry in running text.

Where one or more of the elements separated by slashes is an open compound, a space on each side of the slash can make the text more legible (e.g., World War II / Second World War).

6. Using periods (full stops) with abbreviations and acronyms

Use periods with abbreviations that end in a lowercase letter (e.g., p. [page], vol., i.e., a.m., p.m., Mrs., Dr., et al., etc.).

Use periods for initials standing for given names (e.g., A. W. Smith). The name initials should be spaced. Do not use periods for a full name replaced by initials (e.g., JFK).

Do not use periods with abbreviations that appear in full capitals, whether two letters or more and even if lowercase letters appear within the abbreviation (e.g., PhD).

Note that metric units are considered symbols—not abbreviations—and therefore end with no periods.

Acronyms are set with no period or space between letters (e.g., NATO, UN) and should be spelled out at the first mention.

7. Italics

Use italics for:

- book titles
- newspapers, journals, and periodicals
- plays, movies, and TV programs
- ships, aircraft, spacecraft, and satellites
- works of art
- biological naming of plant and animal species
- letters that stand for variables in mathematical text, such as *a*, *b*, *c*, *x*, *y*, *z*

- words or phrases in a foreign language that are likely to be unfamiliar to readers (note that foreign words now in common use are not in italics)
- for emphasis

All punctuation marks should be presented in the same font (roman or italics) as the surrounding text, except for punctuation that belongs to a title (usually in italics). For more information, see CMOS 6.2.

Do not use italics or underlining for URLs and email addresses. This might require changing Word's default style for URLs and email addresses.

Spelling, Hyphenation, and Word Division

Consult the dictionary. See also CMOS 7.81–7.89. The hyphenation guide in CMOS 7.89 offers useful guidelines on spelling compounds.

Capitalization

1. Proper nouns

Capitalization will not be used for terms that originate from proper nouns now considered common nouns (e.g., roman numerals, manila envelope).

Capitalize a common noun when it is part of a proper noun; do not capitalize it when it is used alone in place of the full name (e.g., Victoria Park, the park).

Note that government and administration are always in lower case (e.g., the Hong Kong government; the Truman administration).

Exception: Central People's Government.

2. Titles

Civil, military, religious, and professional titles are capitalized when they precede personal names and are used as part of the name (e.g., Professor Wang Dawen, the professor).

Use lower case for senior company officials, high-ranking officials, and dignitaries, unless the titles precede personal names (e.g., the president of the United States, President Obama).

Do not capitalize *former*, *ex-*, or *-elect* when used with titles (e.g., President-elect Brown).

3. Place names

Capitalize the names of places but not their short forms (e.g., Pacific Ocean, the ocean).

Note that the word *mainland* is in lower case when used as an adjective (e.g., mainland China, mainland companies, mainland officials).

Capitalize *north*, *south*, *east*, *west*, and derivative words when they designate definite places, or when they form part of a proper name (e.g., the South Pole). Do not capitalize these words when they indicate direction or general location (e.g., in the south of France).

Capitalize *northern*, *southern*, *eastern*, and *western* when these words pertain to the cultural and social activities of people (e.g., Western civilization).

Do not capitalize *sun*, *moon*, and *earth* unless they are used in connection with the names of other planets.

4. Time periods

Do not capitalize seasons, decades (e.g., the seventies, or the preferred form, the 1970s; never use 1970's), or centuries.

Capitalize the names of cultural periods (e.g., the Enlightenment). However, contemporary references are not usually capitalized (e.g., the age of digital recursion).

Other time periods, including geological and political ones, are not capitalized except for proper nouns (e.g., the Qing dynasty).

5. Headings and titles

Capitalize the first letter of all major words. Conjunctions, articles, and prepositions are not capitalized unless they begin or end the heading.

Capitalize the first word following a colon in headings.

Capitalize all the elements of a hyphenated word except articles, prepositions, and conjunctions (e.g., Self-Confidence, Up-to-Date). If the first element is a prefix or combining form that could not stand alone as a word (e.g., anti-, pre-), do not capitalize the second element unless it is a proper noun or proper adjective.

6. In-text references

References to chapters, tables, maps, images, and figures in running text are capitalized (e.g., see also Chapter 2, as shown in Table 4.1).

Do not capitalize references such as line, note, page, paragraph, and verse. When referring to the parts of a book, such as preface, foreword, and conclusion, use lower case.

7. After a colon in a sentence

When a colon is used within a sentence in running text, the first word following the colon should be in lower case unless it is a proper noun. Note, however, that capitalization should be used when a colon introduces a direct question, two or more sentences, and direct speech.

Numbers and Units

1. Common rules for literature, history, and the arts

- Spell out numbers from one to one hundred. Use figures from 101 onwards.
- Express percentages in numerals; the word *percent* is generally used in running text (or *per cent* in British English), but use the % symbol in tables.
- Use commas in four-digit numbers, e.g., 3,800. But do not use commas in page numbers and years.

2. Common rules for the sciences and social sciences

- Spell out only single-digit numbers. Use numerals for all others.
- Express percentages in numerals with the % symbol in running text and tables; no space is required between number and symbol.
- Use commas in four-digit numbers, e.g., 3,800. But do not use commas in addresses, page numbers, and years.
- Unit symbols are acceptable.

3. When a number begins a sentence, spell out the number. Or rewrite the sentence.

4. For quick comprehension, use numerals in the millions or higher (e.g., 23 million).
5. Express related numbers in the same way (e.g., the three students read 9 newspapers, 12 books, and 6 magazines in five days).
6. Use a period as the decimal marker. For decimal numbers less than one, add a zero before the decimal point (e.g., 0.62, not .62). *Exception:* For probability values, where the quantity never equals 1.00, no zero is used (e.g., $p < .06$).
7. Ordinal numbers are usually spelled out in nontechnical text unless the use of numerals aids clarity.
8. Simple fractions are spelled out (e.g., “he has completed two-thirds of the manuscript”). When a fraction is spelled out, connect the numerator and the denominator with a hyphen (e.g., two-thirds).
9. When a number is included in a compound adjective, use a hyphen (e.g., twentieth-century literature).
10. Numbers in a sequence

Inclusive numbers in source citations will be set in CMOS style (e.g., 108–9, 566–85). But do not condense year ranges (e.g., 2011–2013). Years of birth and death should always be full. Numbers will not be shortened in display matter (e.g., chapter titles and headings).

When listing page numbers (or section numbers) in a continuous sequence, connect them with an en dash, not a hyphen (e.g., pp. 71–72, 1496–1504).

In running text, link two numbers by using *to*; do not use the en dash or hyphen (e.g., “there are 300 to 400 people present,” not “there are 300–400 people present”).

The en dash or hyphen must not be used when the sequence is introduced by the word *from* or *between* (e.g., “from 25 to 40,” not “from 25–40”; “between 20 and 60,” not “between 20–60”).

If a symbol (such as % and \$) is used in a range of numbers, the symbol should be repeated with each number. If the full word is used, it is given only with the last number (e.g., \$10–\$15, ten to fifteen dollars).

Time and Dates

1. Use only figures with *a.m.* or *p.m.* The abbreviations *a.m.* and *p.m.* are in lower case with no word space and can be used with or without periods so long as the preferred format is used consistently. Separate hour and minute with a colon (e.g., 6 a.m., 9:20 p.m.).
2. Use either “Month Day, Year” (e.g., August 18, 2017) or “Day Month Year” (e.g., 18 August 2017). One style should be used consistently throughout.
3. Write out centuries (e.g., the nineteenth century, not 19th century).
4. Decide whether the AD/BC notation or the CE/BCE notation should be used. Note that the abbreviation AD is placed before the year (e.g., AD 313). The other three abbreviations are placed after the year (e.g., 313 CE, 221 BCE, 221 BC). Do not use small capitals and periods for these abbreviations.

Romanization for Chinese

1. The Hanyu pinyin system is preferred. Use the “Basic Rules of Chinese Phonetic Alphabet Orthography” (2012) as a general guide for presenting pinyin (e.g., *daxue chubanshe*, not *da xue chu ban she*; *wenhua*, not *wen hua*). If tone marks are used, make sure that their placements

are accurate. Exceptions would include quotations and names that are better known in other systems of romanization. When the subject matter is Chinese history before the 1950s, the Wade-Giles system can be retained (perhaps with the equivalent pinyin and/or Chinese characters added at the first mention provided that they are consistent and clear in the context).

2. In pinyin, a person's given name is spelled as one word (e.g., Deng Xiaoping). Nevertheless, personal preferences for names should be retained if known.
3. Pinyin is treated as foreign language words, and therefore the rules of italicization outlined in this guide apply unless the word is common in English. Putting quotation marks around pinyin would imply an ironic usage, not a foreign word, and should be used cautiously.
4. You may choose to include pinyin romanization, Chinese characters, and an English translation so long as they are appropriate for your book's audience. In the main text, the elements could appear in this order, with the English glosses enclosed in parentheses. In source citations (notes, bibliographies, references, works cited), the English glosses are enclosed in square brackets and capitalized in sentence style regardless of the bibliographic style followed.

Documentation

1. CMOS is our preferred authority on source citation and documentation. The two systems that CMOS recommends are: (a) notes and bibliography, and (b) author-date references. 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 here:

http://www.chicagomanualofstyle.org/tools_citationguide.html.

2. A bibliography or a reference list must be included in the final manuscript, unless you and your acquisitions editor have agreed that one is not necessary.
3. Your documentation must be accurate and complete. Please double check all entries and cross-check them with all in-text citations before submission. We will be unable to add or delete notes after the book has been typeset.
4. The notes-and-bibliography system is preferred by many authors in literature, history, and the arts. In this style, successive entries by the same author(s), translator(s), editor(s), or compiler(s) are listed alphabetically (not chronologically) in the bibliography. An initial article (*the*, *a*, or *an*) is ignored in the alphabetizing. All works by the same author(s) appear together.
5. 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. In this style, successive entries by the same author(s) in the reference list are arranged chronologically by year of publication in ascending order, *not* alphabetized by title.
6. Do not use the 3-em dash for repeated author names.
7. We also accept any alternative system (e.g., APA, MLA; for legal text: Oxford University Standard for the Citation of Legal Authorities [OSCOLA], 4th edition, or Hong Kong Law Journal [HKLJ]) so long as it is clear and consistently used. When you send in your final manuscript, please let your acquisitions editor know your preferred style.
8. Number notes for each chapter separately, e.g., the first note in each chapter is note 1.
9. Note numbers are placed at the end of sentences. 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.

10. Notes to tables should be numbered separately. Make sure that the note numbering starts anew with each table.
11. Do not attach notes to chapter opening material (e.g., chapter number, chapter title, or author name). If necessary, use an unnumbered footnote on the first page of the chapter.
12. HKUP discourages the use of *ibid.*, *op. cit.*, or *loc. cit.* Use the short title for repeated references to a work within a chapter. See CMOS 14.30–14.36 for more information on the short title format.

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