

Style Guide for Preparing Manuscripts for Publication



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In order to have a manuscript processed quickly and efficiently for publication, it is important that all the points stated in this booklet be carefully observed. Remember that corrections in later stages will cause delay and extra expense.

Contents

I.	Copy	1
II.	Sections and Subsections.....	1
III.	Figure and Table Numbering.....	1
IV.	Quotation and Quotation Marks	2
V.	Romanization System.....	2
VI.	Abbreviations	2
VII.	Italics	2
VIII.	Spelling.....	3
IX.	Date	3
X.	Bibliography, List of Sources, etc.	4
XI.	Notes.....	5
XII.	Electronic Manuscript	6
	Special points to note for authors of general books.....	7

I. Copy

1. Use one side of the paper only. (Use A4 size paper if possible.)
2. Leave ample margins (e.g. 3 cm or 1.25 inch) on each page.
3. Number pages serially throughout, and enter the appropriate numbers in the List of Contents.
4. Corrections to the typescript should be made in blue or black ink and between lines.
5. Please supply one(1) copy of your manuscript together with the appropriate electronic file(s). Please refer to Section XIII on page 7 for details of file formats, etc.

II. Sections and Subsections

1. Please mark very carefully and consistently all section headings and subsection headings on each and every page of your manuscript.
2. Do not underline or use all caps for headings in the manuscript.
3. Capitalize the first letter of the heading and initials of all words other than articles (a, an, the), prepositions (and, with, etc.) and conjunctions (at, of, with, etc.).
4. If you also submit the electronic file to us, please add **@H1** = to the beginning of the line that starts a main heading, add **@H2** = for 2nd level heading, add **@H3** = for 3rd level heading, etc. for example:

@H1 = This is a Mainheading

@H2 = This is a 2nd Level Heading

@H3 = This is a 3rd Level Heading

etc. . . .

III. Figure and Table Numbering

1. All figures and tables should be given a title. For example:

Figure 5.12

Number of persons employed by the manufacturing sector in 1998

Table 18.4

Public expenditure by function

Notice that the table number and the title shall each begin on a new line by itself.

2. In numbering figures, tables, maps etc. in the text,

use: Figure 8 NOT figure 8

Table 1 NOT table 1

Map 5 NOT map 5

When they are enclosed in parentheses,

use: (Fig. 8) (Table 1) (Map 5)

IV. Enumerations

For long enumerations, it is advised to begin each item on a new line. For example:

1. _____
2. _____
3. _____
 - a.. _____
 - b. _____
 - c. _____
 - i. _____
 - ii. _____
 - iii. _____
4. _____

V. Quotation and Quotation Marks

1. Use double quotation marks for a simple quotation.
2. For a quotation within a quotation, use single quotation marks.
3. Block quotations should be indented 2.5 cm (an inch) from the left margin. No quotation marks are necessary at the beginning and end of the quotation.

VI. Abbreviations

Abbreviations should follow some standard system and be consistent. You are requested to include a complete **List of Abbreviations** used in your manuscript.

VII. Italics

Use *italic* for:

1. Titles of books, periodicals, journals and plays.
Please note that poem titles should be in normal type (roman), with double quotation marks, unless the poem is of book dimensions.
2. Short foreign phrases and foreign words that have not been naturalized.
The following are regarded as naturalized, and should therefore be in normal type:

cf.	cit.	ed.	e.g.	et al.
ibid.	idem	i.e.	loc. cit.	op. cit.
q.v.	sc.	s.v.	vice versa	viz.

The following should be in italic:

<i>ad hoc</i>	<i>ante</i>	<i>infra</i>	<i>c. (= circa)</i>
<i>passim</i>	<i>post</i>	<i>supra</i>	<i>laissez-faire</i>

3. Words meant to be emphatic. However, it is best to be sparing with this practice.

VIII. Spelling

“English/British” spelling is preferred though “American” spelling is also acceptable. Please indicate which one is adopted. In either case, the spellings should be consistent throughout.

Where alternative exists

e.g.	-ize	or	-ise
	judgement	or	judgment
	medieval	or	mediaeval

We would normally follow our own rules (the first in each case) unless you instruct us to follow your typescript.

In quotations the spelling of the original should be kept.

IX. Date

1. In the text, names of the months should be spelt out: e.g.
use February NOT Feb.
2. We prefer 26 January 1996
to 26th January 1996,
to 26 January, 1996, or
to January 26, 1996.
3. In footnotes or similar matter, names of months may be abbreviated:
Jan., Feb., Mar., Apr., (May, June, July,) Aug., Sept., Oct., Nov., Dec.
4. B.C. should follow the date (e.g. 150 B.C., 289–256 B.C.), A.D. precede it (e.g. A.D. 78, A.D. 1768–1790).
5. Spell out references to particular centuries and decades:
nineteenth century
twentieth-century China
during the seventies and eighties
6. Use 1990s NOT 1990’s.
7. In run of text, we prefer 1990–1996.
In tabular and other tight matters, 1990–96 may be used.
8. B.C. date periods should be given in full even in tabular and tight matters.
e.g. 350–345 B.C.

X. Bibliography, List of Sources, etc.

Any reasonable system of references can be followed if it is clear and consistent, but the following is recommended:

1. Printed Books:

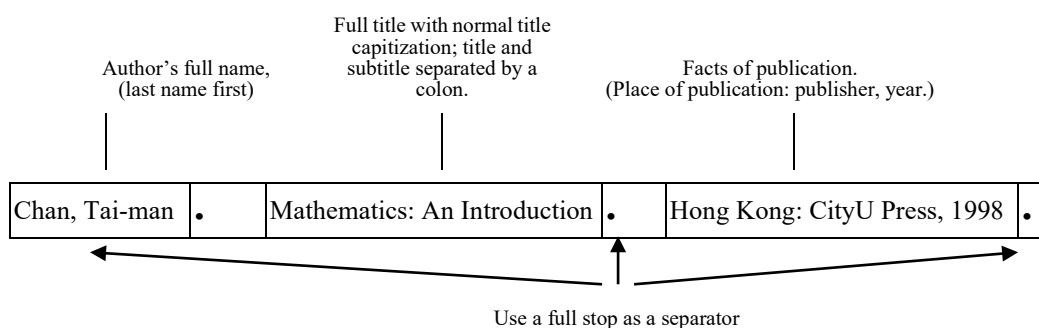
Each entry should give the following items and in that order:

- the surname and initials of the author or editor,
- title of the book (underlined for italic),
- the number of volumes (if there is more than one volume),
- the place, the publisher and date of publication.

Any other supplementary information may be added in reasonable places as shown in examples given in this section.

Note: Use Ed. or ed. for editor or edited; use edn for edition.

The features of a typical bibliographical entry are shown below:



Some examples:

- Wong, Yue-chim Richard. *On Privatizing Public Housing*. Hong Kong: City University of Hong Kong Press, 1998.
- University of Chicago Press. *The Chicago Manual of Style*, 14th ed. Chicago: University of Chicago Press, 1993.
- Li, Shaomin and David Tse, eds. *China's Industrial Markets Yearbook 1997* (Hong Kong: City University of Hong Kong Press, 1997).
- Lau, D. C., trans. *Mencius*, 2 vols. Hong Kong: The Chinese University Press, 1984.

2. Articles in Books:

Author. "Title of Article." In *Title of Book*, edited by Name of Editor, pp. xx–xx. Place: Publisher, year of publication.

3. Articles in Journals and Periodicals:

Author. "Title of Article." *Name of Journal*, volume.number (year), pp. xx–xx.

4. Unpublished theses/manuscripts:

Titles should be in normal types (roman) and enclosed in double quotation marks.

Author. "Title." Ph.D. dissertation, University of ABC, year.

Author. "Title." Paper presented at XYZ Conference held in Place, date.

5. Reprint, etc.:

Author. *Title*. 1902. Reprint. Place: Publisher, 1996.

Author. *Title*. 2nd edition. Place: Publisher, 1995.

XI. Notes

The following system is recommended for citing references in notes:

1. The reference is a printed book:

- Wong, Yue-chim Richard. *On Privatizing Public Housing*. (Hong Kong: City University of Hong Kong Press, 1998), pp. 123–126.
- University of Chicago Press, *The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Press, 1993), pp. 658–682.
- Shaomin Li and David Tse, *China's Industrial Markets Yearbook 1997* (Hong Kong: City University of Hong Kong Press, 1997), pp. 35–38.
- D. C. Lau (trans.), *Mencius* (Hong Kong: The Chinese University Press, 1984), Vol. 1, p. 12.

2. The reference is an article in a book:

Author. "Title of Article," In *Title of Book*, edited by Name of Editor, (Place: Publisher, year of publication), pp. xx–xx.

3. The reference is an article in a journal or a periodical:

Author. "Title of Article," *Name of Journal*, volume.number (year), pp. xx–xx.

4. Unpublished thesis/manuscript:

Author, "Title" (Ph.D. dissertation, University of ABC, year).

Author, "Title" (paper presented at XYZ Conference held in Place, date).

5. Reprint, etc.:

Author, *Title* (1905; reprint, Place: Publisher, 1965).

Author, *Title* (2nd ed.; Place: Publisher, 1985).

Please note:

Publication information (Place: Publisher, Year) need to be included when the reference is first cited. It should be dropped in further references to the same source. When a reference has been cited before, it is best to repeat the title instead of using "op. cit." etc.

If a title is long, you may use "short title" for further reference to the same source.

XII. Electronic Manuscript

(Windows 95/98, 2000/XP, or later, Apple Macintosh)

Please send the hardcopy (1 copy) as well as the electronic file (on diskette(s) or email as appropriate) of the manuscripts to us for online editing by our editors and for outputting the final file to film on very high quality imagesetter for printing.

When preparing your electronic manuscript please bear the following in mind:

1. **DO NOT** use double-line spacing.
(Use double-line spacing only for the hard copy.)
2. **DO NOT** insert two empty spaces after a full-stop at the end of a sentence.
Insert a single empty space only.
3. **DO NOT** align your text on the right margin.
(Do not justify your text.)
4. **DO NOT** centre your text.
5. **DO NOT** use soft hyphens, i.e. do not break words. The only hyphens that should occur in your typescript should be in hyphenated compound words.
(Turn off the hyphenation feature of your word processor.)
6. **DO NOT** use headers or footers.
7. **DO NOT** use footnotes. Notes should be grouped together in one or more separate files.
8. **DO NOT** embed graphics (photos, illustrations, etc.) in your word processing file such as an Microsoft WORD document. Once embedded into a word processing document, the graphics will deteriorate drastically in printing quality. Please supply the original files as well as hard copies for your graphics.

What to incorporate:

On the other hand, it would be very helpful to us if you can use the following convention in your electronic file.

1. Use two hyphens for a dash, with no space before, between, or after the hyphens.
2. Keep all formatting to a minimum. Most formatting done by you must be removed by us before page layout can begin on our side.
3. Supply data file as well as hard copies for your charts, tables, etc.
4. Please supply the original files as well as hard copies for your graphics and photos.
Do not embed graphics or photos in your word processing file such as an Microsoft WORD document. Once embedded into a word processing document, the graphics or photos will deteriorate drastically in printing quality.
5. Image files shall be in EPS or TIFF formats with 300 dpi resolution.
High resolution JPEG files can also be used.
Avoid GIF or low resolution JPEG files. They give poor results when printed.

5. Please write down clearly:
 - a. The platform you used: e.g. Windows95/98/2000, Apple Mac System 7, 8, 9, etc.
 - b. The word processing program: e.g. Word for Windows 95/97/2000, WordPerfect for Windows; Lotus WordPro, etc.
 - c. The graphics program you used for illustration or charts, e.g. CorelDraw, Adobe Illustrator, etc. In general, we prefer EPS, TIFF (both in 300 dpi resolution), high resolution JPEG, AI or CDR files.
Avoid GIF or low resolution JPEG files as they give poor results when printed.
 - d. The file name(s) of the files, e.g. chapter1.doc, chapter2.doc, etc.

Special points to note for authors of General Books

1. Keep notes and other annotations to a minimum, bearing in mind that the readers include teachers, administrators and the general reading public.
2. If you use notes, use them very sparingly. Do not use footnotes. Use endnotes instead.
3. For books comprising a number of articles, please supply about 20 to 50 keywords for compiling index to the articles of the volume.