

**Notes on
Preparation of Manuscripts
for
Publication**

The Chinese University of Hong Kong Press: Copyrighted Materials



The Chinese University of Hong Kong Press

Contents

- I. Manuscript Preparation 1
- II. Sections and Subsections 2
- III. Figure and Table Numbering 3
- IV. Quotation and Quotation Marks 3
- V. Romanization System 4
- VI. Abbreviations 4
- VII. Italics 5
- VIII. Spelling 5
- IX. Dates 6
- X. Numbers 7
- XI. Bibliography, List of Sources, etc. 7
- XII. References and Notes 10
- XIII. Illustrations 13
- XIV. Electronic Manuscript 13
- XIV. Symbols for Correcting Proofs 15
- XV. Example of Marked Proof 16

In order to have your manuscript processed quickly and efficiently for publication by The Chinese University of Hong Kong Press, it is important that all the points in the following guidelines be carefully observed. Corrections in later stages will cause serious delay and extra expense.

I. Manuscript Preparation

Prepare your final manuscript on computer, with one chapter in one or more electronic file(s) and send to the Press one copy each of the electronic files and their printouts. PLEASE KEEP FOR YOURSELF ONE COPY EACH OF ALL THE DISCS YOU SEND, to avoid any accidental damage to or loss of the discs.

For the printout:

1. Use one side of the paper only (preferably A4 size paper).
2. Use single line spacing with ample margins on both sides (e.g. 3.17 cm/1.25 inches) in the printout.
3. Give only a single space after the period between two sentences, just like other punctuation marks.
4. Number pages serially throughout the manuscript, and enter the appropriate page numbers in the table of contents.
5. Additional matters, such as charts, illustrations, etc., if prepared separately in electronic files, should be printed out on full-sized sheets, numbered with A, B, C, etc., after the page number they follow, e.g. 237, 238A, 238B, 239. The place where they are to be inserted in the main text should also be indicated in both the

printout and electronic files of the main text. The electronic files of the additional matters should also be sent.

6. The printout should be identical with the electronic files.

Attached a list of electronic files sent and under each filename indicate the corresponding disc number and the chapter (or the chapter and page numbers of the printout if the chapter is too long to be saved in one file) or the illustrative materials (e.g. tables, figures, etc.) it contains.

If the author is not a native speaker of the English language and the manuscript is in English, it is advised that the final manuscript should be read by a native English speaker before sending to the Press. If necessary, the Press can make such arrangement for the author, but the expense thus incurred will be borne by the author himself.

II. Sections and Subsections

If the chapters are subdivided into sections and subsections, their relative levels should be made absolutely clear, so that we may decide what distinguishing type to use for each. It is best to mark clearly and consistently on the printout all section headings and subsection headings, e.g. “A” for 1st level section, “B” for 2nd level, “C” for 3rd level, and so on. Please put all section headings and subsection headings in bold typeface but do NOT underline them or use all capitals for them.

III. Figure and Table Numbering

1. In numbering figures, tables, maps etc. in the text, use:

Fig. 1 NOT figure 1 or Figure 1

(but Figure 1 at the beginning of a sentence)

Table 1 NOT table 1

Map 1 NOT map 1

2. When they are quoted in the text or enclosed in parentheses, use:
(Fig. 1), (Table 1), (Map 1).

IV. Quotation and Quotation Marks

1. Use double quotation marks for a simple quotation.
2. Use single quotation marks for a quotation within a quotation.
3. A comma or period (full stop) should be placed outside the quotation marks if the quoted words are phrases:
 - “ _____ ”, “ _____ ”.
4. A comma or period (full stop) should be placed inside the quotation marks if the quoted words are phrases:
 - “ _____ , ” “ _____ . ”
5. A semi-colon or a colon should be placed outside quotation marks unless it is part of the quoted passage:
 - “ _____ ”; “ _____ ”:
6. An exclamation mark or a question mark should be placed inside the quotation marks or parentheses ONLY when it is part of the quoted or parenthetical matter; otherwise it should be placed outside:

- The woman cried, “Those men are beating that child!”
 - Her husband replied calmly “It is no concern of mine!”
 - The ambassador asked, “Then why, sir, are these maneuvers occurring so close to our border?”
 - Why did he say “your bargain is too dear” ?
 - When Crichton was introduced to the agent (had he met him before?), he turned to his host and winked.
 - If that was the case, why did she delay answering the governor until the morning of his departure (18 March)?
7. Block quotations should be indented half an inch from the left margin. No quotation marks are necessary at the beginning and end of the quotation.

V. Romanization System

Use Hanyu Pinyin in romanizing Chinese characters. Exceptions are reserved for quotations and for names (proper nouns) which are better known in other forms of romanization (such as Wade-Giles, Cantonese, etc.), e.g. Sun Yat-sen, Hong Kong.

VI. Abbreviations

Abbreviations should follow some standard system and be consistent. You are requested to supply a complete list of abbreviations used in your manuscript.

VII. Italics

The italic typeface makes the italicized word conspicuous. It should, therefore, be used with restraint. It should best be reserved for the following:

1. Titles of books, periodicals, journals and plays.
2. If your word processing software in your computer cannot italicize words, underline the words to be in italics.
3. Please note that poem titles should be in normal type (roman), within double quotation marks, unless the poem is very long and of book dimensions.
4. 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., et seq., ibid., idem, i.e., loc. cit., op. cit.” q.v. , sc. , s.v. , vice versa, viz. ,

and the following should be in italics:

- *ad hoc, ante, c. (= circa), infra, passim, post, supra*

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

VIII. Spelling

1. 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. Follow the *Oxford English Dictionary* for British spelling.

2. In quotations the spelling of the original should be kept.

IX. Dates

1: In the text, names of the months should be spelt out in full: e.g. use February NOT Feb.

3. We prefer 15 January 1989
 to 15th January 1989,
 15 January, 1989, or
 January 15, 1989.

3. In footnotes or similar matters, names of months may be abbreviated: Jan., Feb., Mar., Apr., (May, June, July,) Aug., Sept., Oct., Nov., Dec.

4. B.C. should follow the year (e.g. 340 B.C., 264-235 B.C.), but A.D., if used, precede it (e.g. A.D. 15, A.D. 767-782).

5. Use 1980s NOT 1980's.

6. Spell out references to particular centuries and decades:

- eighteenth century
- twentieth-century China
- during the sixties and seventies.

7. For A.D. date periods, use e.g. 1977-89 NOT 1977-1989, but 1899-1903.

8. B.C. date periods should be given in full even in tabular and tight matters, e.g. 450-452 B.C.

X. Numbers

1. In pure descriptive matter, numbers should be spelt out in words:
e.g. “These rules were observed in the eighteenth century.”
2. Spell numbers under 10 in words, and use figures for numbers 10 or above, e.g. “There was a crowd of 3,500 in the stadium.”
 - Note: 9 to 10 NOT nine to 10.
3. For statistical matter, use figures.
4. Inclusive numbers (continued numbers) in the text should be given in full, as follows:
3-10; 71-72; 100-104; 600-613; 1,002-1,003; 1,536-1,538.

XI. Bibliography, List of Sources, etc.

Any reasonable system of references, such as those of APA, can be followed as long as it is clear and followed consistently throughout, otherwise the following is recommended:

1. Printed Books

Each entry should give the following items in that order:

- (i) authorship: the surname followed by initials (or name) of the author(s) or editor(s),
- (ii) the full title of the book (in italics, with the key words in the title capitalized)
- (iii) facts of publication: the place of publication, the publisher, and date of publication.

A period should be placed after each of the three main items. A colon should be placed between the place of publication and the publisher. Any other supplementary information may be added (see examples below). Use “et al.” if there are more than three authors. Examples:

- Brown, John. *Copyright Infringement: A Survey*. Chicago: Midway Press, 1969.
- Woodthrush, John R. *Songs My Father Taught Me*. New Haven: Birdwatchers Press, 1985.
- Lau, Siu-kai and Kuan, Hsin-chi. *The Ethos of the Hong Kong Chinese*. Hong Kong: The Chinese University Press, 1988.
- Brett, P.D., Johnson, S.W., Jr., Samuels, Charles L., et al. *Mastering String Quartets*. San Francisco: Amati Press, 1986.
- Wiley, Bell I., ed. *Slaves No More: Letters from Liberia, 1833-1869*. Lexington: University Press of Kentucky, 1980.
- Kamtany, Nake M. and Day, Richard H., eds. *Economic Issues of the Eighties*. Baltimore: John Hopkins University Press, 1980
- Lau, D.C., trans. *Mencius*, 2 vols. Hong Kong: The Chinese University Press, 1984.
- Hawkes, David. *Classical, Modern and Humane: Essays in Chinese Literature*, edited by John Minford and Siu-kit Wong. Hong Kong: The Chinese University Press, 1989.
- Burke, Edmund. *The Correspondence of Edmund Burke*, edited by Thomas W. Copeland, Vol. 3: July 1774-June 1778, edited

by George H. Guttridge. Cambridge: Cambridge University Press; Chicago: University of Chicago Press, 1961.

- Ch'ien, Mu 錢穆. *Chu Tzu Hsin-hsueh-an* 朱子新學案 (A New Study of Chu Hsi) , 5 vols. Taipei: San-min shu-chu 三民書局, 1971.

2. *Articles in Books*

Follow the pattern: Author. ⁴Article Title^J. In: *Title of Book*, edited by Editor. Place: Publisher, Year of publication, xx-xx.

- Henrich, Dieter. "Philosophy and the Conflict between Tendencies of Life[^]". In: *Harmony and Strife: Contemporary Perspectives, East and West*, edited by Shu-hsien Liu and Robert E. Allinson. Hong Kong: The Chinese University Press, 1988, pp. 211-230.

3. *Articles in Journals and Periodicals*

Follow the pattern: Author. "Title of Article" , Name of Journal , volume.number.issue number (year), 2E- xx-xx.

- Smith, Allen. "On Yi as a Universal Principle of Specific Application in Confucian Morality"^J *Philosophy East and West*, 22.3 (July 1972), pp. 269-280.
- Shi, Cuntong 施存統. "Dang de Minzhi[^]hua yu Qunzhonghua"
黨的民主化與群眾化 (The Democratization and Massification of the Party) , *Geming Pinglun* 革命評論 (Shanghai) , 12 (1928) ,
p. 15.

For those periodicals which do not have volume numbers, use the year as volume number, e.g.:

- *Beijing Review*, 1986.9, pp. 12-14.

4. *Unpublished theses/Manuscripts*

Author. "Title". Ph.D. dissertation. University Name, Year.

Author. "Title". Paper presented at Conference Name held in Place,
Date.

5. *Reprints, etc.*

Author. *Title*, 1905. Reprint. Place: Publisher, 1965.

Author. *Title*, 2nd edition. Place: Publisher, 1985.

XII. References and Notes

The following system is recommended for citing references in notes if no other standard system is followed:

1. *The reference is a printed book*

- John R. Woodthmsh, *Songs My Father Taught Me* (New Haven: Birdwatchers Press, 1985), p. 25
- Lau Siu-kai and Kuan Hsin-chi, *The Ethos of the Hong Kong Chinese* (Hong Kong: The Chinese University Press, 1988), pp.35-46.
- P. D. Brett, et al., *Mastering String Quartets* (San Francisco: Amati Press, 1986), pp.123-128.

- Bell I. Wiley (ed.), *Slaves No More: Letters from Liberia, 1833-1869* (Lexington: University Press of Kentucky, 1980), p. 7.
- Nike M. Kamrany and Richard H. Day (eds.), *Economic Issues of the Eighties* (Baltimore: John Hopkins University Press, 1980), Chapter 2.
- D. C. Lau (trans.), *Mencius*, Vol. 1 (Hong Kong: The Chinese University Press, 1984), p. 12.
- David Hawkes, *Classical, Modern and Humane: Essays in Chinese Literature* (Hong Kong: The Chinese University Press, 1989), pp. 48-49.
- Thomas W. Copeland (ed.), *The Correspondence of Edmund Burke*, Vol. 3: July 1774-June 1778, edited by George H. Guttridge (Cambridge: Cambridge University Press; Chicago: University of Chicago Press, 1961), pp. 23-25.
- Chsien Mu 錢穆, *Chu Tzu Hsin-hsueh-an 朱子新學案* (A New Study of Chu Hsi), Vol. 1 (Taipei: San-min shu-chu 三民書局, 1971), pp. 13-25.

2. *The reference is an article in a book*

- Dieter Henrich, "Philosophy and the Conflict between Tendencies of Life", in *Harmony and Strife: Contemporary Perspectives, East and West*, edited by Shu-hsien Liu and Robert E. Allinson (Hong Kong: The Chinese University Press, 1988), pp. 21-30.

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

- Shi Cuntong 施存統, “Dang de Minzhuhua yu Qunzhonghuax” 黨的民主化與群眾化 (The Democratization and Massification of the Party), *Geming Pinglun* 革命評論 (Shanghai), 12 (1928), p. 15.
- *Beijing Review*, 1986.9, pp. 12-14.

4. *Unpublished thesis/manuscript*

Author, “Title” (Ph.D. dissertation. University Name, Year).

Author, “Title” (paper presented at Conference Name held in Place, Date).

5. *Reprints, 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, repeating the title is preferred to using “op. cit.” etc., especially in a text with a lot of notes.
- If a title is lengthy, you may use its “short title” form for further reference to the same source.

XIII. Illustrations

Please supply us the original copies of the line drawings, photos, painting, maps or other illustrations to be included in your manuscript. Photos may be in prints or slides. An electronic version of each illustration in TIFF, JPEG, or EPS format is welcomed in additional to the original copy. Please state the electronic format used.

XIV. Electronic Manuscript

Please inform us the word processor you use and its version and send us the manuscript in electronic files with one file for each chapter on floppy discs or compact discs. This will save us from typesetting the manuscript and accuracy will be considerably improved.

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

1. DO NOT use double-line spacing.
2. DO NOT insert two empty spaces after a full-stop at the end of a sentence. Insert ONE single empty space only.
3. It is not necessary to justify the right margin of your text.
4. DO NOT centre your text.
5. DO NOT use soft hyphens, i.e. do not break words between lines.

The only hyphens that occur in your : typescript should be in hyphenated compound words. (Turn off the hyphenation feature of your word processor.)

6. DO NOT insert running heads.

7. DO NOT use footnotes. Notes should be grouped together and printed out as end notes and saved in one or more separate files. Please DO NOT use the footnote function of your word-processing software.
8. Use two hyphens for a dash, with no space before, between, or after the hyphens.
9. Keep formatting to a minimum, as most formatting features done by you will be removed by us before our formatting into pages.





















Please send us the relevant discs (3-1/2" 1.44MB floppy discs or compact discs) together with their hard copies. At present we can handle electronic manuscripts created under the following specifications:

- A. Operating system: Microsoft Window (version 95 or later) or Apple Macintosh (version 5).
- B. Text file type: Microsoft Word (version 97 or later for Window or version 5 or later for Macintosh), text (ASCII without a hard carriage return at the end of each line) or RTF.









Please number your discs and mark on them the details of items A and B as indicated above.

XV. Symbols for Correcting Proofs



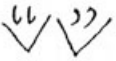







OPERATIONAL SIGNS

	Delete
	Close up; delete space
	Delete and close up
	Insert space
	Make space between words equal; make leading between lines equal
	Insert hair space
	Letterspace
	Begin new paragraph
	Run paragraphs together
	Move type one em from left or right
	Move right
	Move left
	Centre
	Move up
	Move down
	Straighten type; align horizontally
	Align vertically
	Transpose
	Spell out
	Let it stand

TYPOGRAPHICAL SIGNS

	Make capital letter lowercase
	Capitalize lowercase letter
	Set in small capitals
	Set in italic type
	Set in roman type
	Set in boldface type
	Wrong font; set in correct type
	Reset broken letter

PUNCTUATION MARKS

	Insert comma
	Insert apostrophe (or single quotation mark)
	Insert quotation marks
	Insert period
	Insert question mark
	Insert semicolon
	Insert colon
	Insert hyphen
	Insert em dash
	Insert en dash

XVI. Example of Marked Proof

] Confucius ~~ON~~ Wisdom [

A man of wisdom (chih-che 知者) is never in two minds in his judgment about right and wrong. A man who lacks wisdom, however, can easily mistake the specious for the genuine. This can happen with borderline cases where the application of a rule or a definition becomes uncertain, particularly in the sphere of morals. Take a concrete example, when a ruler gives his concubine the same privileges as his consort or his younger son the same privileges as the heir, doubt is sown in the minds of the people. To all outward appearance, the concubine is indistinguishable from the consort or the younger son from the heir. It takes a man of wisdom not to be perplexed by such phenomena. Another attribute of the wise man is that he has knowledge of men. In words, he is a good judge of character. In the Chinese view, the most important factor contributing to the difficulty of predicting the future lies in the unpredictable nature of Man. Thus, the study of human character, through which the only hope of gaining some degree of control over future events lies, was considered a matter of vital importance to the ruler, as the present and future stability of his state often depended on his choice ministers. This kind of study of human character which was to become from the Eastern Han (東漢, 25/220) onwards one of the major preoccupations of Chinese thinkers, was already of great importance in Confucius' day. Thus, when Fan Ch'ih asked about wisdom, the Master said, "Know your fellow men."

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The Chinese University of Hong Kong Press

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