

The Hawaiian Journal of History

Guidelines for Contributors

General

1. To be considered for publication in *The Hawaiian Journal of History*, submit both a hard copy and digital copy of your manuscript.

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By email, attach a Word file (.doc or .docx) to HHSOffice@hawaiianhistory.org.

Submit one hard-copy printout, double-spaced throughout, printed on one side only. The printout must exactly match the electronic file being submitted. In the event of a mismatch, the electronic version will be considered the final version of the text.

2. Manuscripts will be accepted at any time, but the deadline for new submissions is December 31 of each year.
3. Articles should not exceed 35 double-spaced typed pages in length, including endnotes.
4. References should be typed as endnotes on separate pages and numbered in consecutive order. Content notes are discouraged, but if essential, include among the endnotes.
5. Quotations longer than three lines should be double-spaced and set off from the text by indentation. Square brackets should be used to indicate material inserted within a quote by the author.
6. Photographs, charts, graphs, and other illustrations should be submitted as jpg or tiff files, 300 dpi or higher resolution. Include identifying captions, with dates, and credit lines. It is the author's responsibility to acquire the necessary permission to publish photographs or other copyrighted material.
7. Authors should include a brief autobiographical paragraph, double-spaced, on a separate sheet, giving current affiliation, recent publications, and research interests. Authors of accepted articles will receive a final pdf of their article and a complimentary copy of the *Journal*.

Text Conventions

1. Numbers: One through ninety-nine should be spelled out. All others should be written as numerals except at the beginning of a sentence.
2. Dates: Use "nineteenth century," rather than 19th century; hyphenate only when used as an adjective.
3. Commas: With dates, use April 6, 1946, or Wednesday, November 13, 1929; do not use a comma for April 1958. Use a comma after each word in a series. When in doubt, consult *The Elements of Style* by William Strunk, Jr., and E.B. White.
4. Spelling: Follow usage in an American dictionary.

5. Italics: Ship names, book titles, newspaper titles, and other periodical titles should be in italics. If a non-English word is unfamiliar to the intended audience, then set it in italics and provide a translation in parenthesis the first time the term or phrase is used.

Hawaiian Language

1. Use correct diacritical marks for Hawaiian words. Consult Mary Pukui and Samuel Elbert's *Hawaiian Dictionary* for correct spellings and use of the 'okina (glottal stop) and kahako (macron). For place names, use *Place Names of Hawai'i* by Pukui, Elbert, and Esther Mookini.
2. The *Journal* no longer italicizes Hawaiian words, which implies Hawaiian is a foreign language in its homeland. However, include an English translation in parentheses the first time a Hawaiian word is used. Do not italicize words that are commonly known, such as poi, aloha, mahalo, hula, lei and other words that have been absorbed into English. Do not add an "s" to pluralize a Hawaiian word, i.e. leis.
3. The words "Hawaiian" and "Native Hawaiian" are used only for those of indigenous Hawaiian descent, wherever they may reside. A non-Hawaiian may be a Hawai'i resident, but not a Hawaiian.

Endnotes and References

1. For questions about citations and endnotes, consult the current *Chicago Manual of Style*.
2. Citations: The first time a work is referred to in the notes, it should be cited in full, including the author's name in normal order, that is, first name first, then the title in full, the facts of publication, and relevant page numbers. Subsequent citations should be by the author's surname, a shortened but unambiguous form of the title, and relevant page numbers. Abbreviations such as vol., chap., no., ser., should not be capitalized. **Ibid., op.cit., and loc.cit. are no longer used.**
3. Abbreviations: Please use the abbreviations listed in the front matter of the *Journal* for sources such as newspapers, government documents, and various institutions where such collections are located.
4. URLs: It is no longer necessary to provide an access date when citing an Internet source unless it is time sensitive.

A few sample citations follow:

- Gavan Daws, *Shoal of Time: A History of the Hawaiian Islands* (New York: Macmillan, 1968) 211–13.
- Daws, *Shoal of Time* 227.
- Ralph S. Kuykendall, *The Hawaiian Kingdom*, vol. 3, 1874–1893, The Kalakaua Dynasty (Honolulu: University of Hawai'i Press, 1967) 82–83.
- William Armstrong, *Around the World with a King* (1903; rpt: Rutland, VT: Charles Tuttle, 1977) 287.
- Robert C. Schmitt, "Some Firsts in Island Leisure," *HJH* 12 (1978): 99.
- Bob Krauss, "The Businessman's Lunch was a Bluecoat Special," *HA* Ap. 2, 1965, A-1 and A4.
- Sybil Bingham, letter to Nancy Ruggles, Aug. 16, 1838, Missionary Letters, HMCS.
- R.C. Wyllie, Honolulu, letter to William Kanui, 14 March 1849, F.O. and Ex, AH.