



# WRRC Publications Multimedia Group

## Manuscript Preparation Guidelines

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These guidelines are meant to assist you in preparing your electronic manuscript to minimize the possibility of errors or delays in your projects.

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### GENERAL

- Keep formatting as simple as possible. Do not attempt to design the manuscript. As long as the information is clearly presented, don't be concerned with the design for final publication.
  - Manuscripts should be submitted to the editor as a hard-copy (at least double-spaced with numbered pages) with an electronic file (CD, memory stick, or transmitted via email).
  - Acceptable software includes Microsoft Office (includes Word, Excel, and PowerPoint); Adobe Acrobat, Illustrator, and Photoshop; and Macromedia Freehand.
  - Unless otherwise specified, the document margins should be as follows:  
Top and Bottom = 1" (minimum), Left and Right = 1-1/4" (minimum).
  - No hard-returns unless it's to start a new paragraph. Please do not justify text.
  - Use the tab key where applicable—do not use the spacebar for paragraph indents or to "position" text/tables/figures.
  - Only one space after a period.
  - If at all possible, please do not use the automatic bullet and numbering format.
  - Asterisks do not need to be superscripted.
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### TEXT

- Font: Georgia (preferred), Courier, or Times (or Times New Roman)
  - Type size: 12 pt
  - Paragraphs: Indent 1/4" (set your ruler or use the tab key)
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### HEADINGS

- Font: Lucida Sans Unicode Bold (preferred) or Arial Bold
  - Type size: 12 pt
  - Format: Flush left, caps/lowercase, one line space above and below
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### SUBHEADINGS

- Font: Lucida Sans Unicode (preferred) or Arial
  - Type size: 12 pt
  - Format: Flush left, caps/lowercase, one line space above and below
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### EQUATIONS

- Software: If possible, use Equation Editor or Microsoft Equation
  - Format: Flush left, one line space above and below
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## REFERENCES

- Unless otherwise specified, use the following examples (based on *The Chicago Manual of Style*, 15th edition):

### **Book**

Lau, L.S., and J.F. Mink. 2006. *Hydrology of the Hawaiian Islands*. Honolulu: University of Hawai'i Press.

### **Journal**

Liu, C.C.K., L.S. Lau, and J.F. Mink. 1983. Groundwater model for a thick freshwater lens. *Ground Water* 21 (3): 293–300.

### **Report**

Swartz, R.C., J.H. Bailey-Brock, W.J. Cooke, and E.A. Kay. 2006. *Benthic faunal sampling adjacent to Barbers Point ocean outfall, O'ahu, Hawai'i, February 2006*. Proj. Rep. PR-2006-09. Honolulu: University of Hawai'i at Mānoa Water Resources Research Center.

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## TABLES

- Font: Georgia (preferred), Courier, or Times (or Times New Roman)
  - Type size: 12 pt (may be reduced later to fit image area)
  - Format: Use the Table Format (cells) whenever possible, text should be flush left (do not center) within cells. Do not add additional line space above/below/anywhere.
  - Keep tables at the end of the text or in a separate file—do not insert within text at this time.
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## FIGURES

- Font: Lucida Sans Unicode (preferred) or Arial
  - Type size: 8 pt (minimum) to 10 pt (maximum)
  - Figure caption: Use Georgia (preferred) or Times (12 pt) and include the list of figure captions on a separate sheet.
  - Keep figures at the end of the text or in a separate file—do not insert within text at this time.
  - If at all possible, do not create graphics in Word, Excel, or PowerPoint. The exception would be generating graphs in Excel from the data—but be sure to save the graph as a “new sheet.”
  - Format preference is difficult to specify because it is generally case specific to the type of publication. However, this is a general guideline:
    - PHOTO: TIF or JPG, 300 dpi (minimum resolution), please include electronic file(s).
    - LINE ART: JPG is acceptable if it doesn't require manipulation. However, EPS or TIF is preferred if revisions are expected.
    - SCANNING: 300 dpi (minimum resolution) and please provide the original artwork (if possible).
  - Photocopies of all figures should be submitted with the electronic files—with the figure numbers clearly labeled.
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