



## Filipino American National Historical Society Journal

E-ISSN: 2994-5658  
Frequency: Annual

The *Filipino American National Historical Society (FANHS) Journal* is an interdisciplinary, peer-reviewed journal published by FANHS. It will be published annually (one volume every year). The goal of the journal is to promote the mission of FANHS by publishing, disseminating, and promoting research related to Filipino American history. The journal publishes research by community-based and academic historians as well as personal histories. It expands its genres and dialogues through new journal sections such as “Collaborating with Our Ancestors,” with intergenerational conversations

between authors of today and classic pieces.

## Submission Guidelines

The *FANHS Journal* welcomes community-driven, creative, and academic writings on Filipino American history and culture. During even years, writings related to the Filipino American experience in different forms are welcome for submission. During odd years, select persons who present during the biennial Filipino American National Historical Conference will be invited to contribute their work to a special conference proceeding edition of the journal. All articles published in the journal are peer reviewed by community and academic scholars.

Submissions can be original works not previously published and not under consideration or scheduled for publication by another publisher, or original works that have been previously published for which we have reprint permissions from the original publisher. Length of manuscripts are dependent upon the type of submission requested and/or submitted. Please see the Section Guidelines later in this document.

Follow these instructions below and consult the UH Press Journals Department Publishing Guidelines for more detail at [www.uhpress.hawaii.edu/journals/author-guidelines](http://www.uhpress.hawaii.edu/journals/author-guidelines).

## Section Guidelines

We welcome diverse types of contributions to sections of the *FANHS Journal* listed below. Page length (or word count) will vary depending on type of contribution, excluding pages for abstract, images, references, and footnotes.

**Artwork**

Visual artwork used for the cover or design throughout the *FANHS Journal*.

1 page or less

250 words

**Collaborating with our Ancestors**

*Tributes and Conversations between Past and Present*

In memoriam pieces that honor Filipino Americans who contributed to the shaping of Filipino American history and intergenerational conversations between authors of today and classic pieces.

1-10 pages

250 - 2500 words

**Talk stories**

*Conversational stories and oral histories*

Written conversation or transcription of an oral history/interview of a single person or multiple people. Edited transcription of question and answer interview (the full transcription and recording of the interview can be archived with FANHS National). See [example](#).

10-15 pages

2500-3750 words

**Community Research**

*Personal or community research in context*

Personal histories, short anecdotes, or community stories situated in larger historical and social contexts. See example: “Pilapil, V. (1992). Dogtown, USA: An Igorot legacy in the midwest. *FANHS Journal*, 2, 45-29. Accessible [here](#).

5-15 pages

1250-3750 words

**Academic Article**

*Original scholarship of research or theory*

Article sharing original research or theory, connected to larger research conversations.

15-25 pages

3750-6250 words

**Reviews**

*Critical assessment of books, films and resources*

Reviews and shares publications, books, films, resources related to Filipino American history (full listings can be shared on FANHS website).

2-5 pages

500-1250 words

### **FANHS in Action**

*Contributions that Move Community Forward*

Pieces that highlight enacting the mission or goals of FANHS, resources and strategies for connecting and activism.

2-5 pages

500-1250 words

## **Process**

For those who have not published in a journal before, please read this section, then read the manuscript preparation guidelines.

*FANHS Journal* editors and editorial board members are committed to supporting people who are interested in publishing a piece regardless of whether or not this is your first time publishing, or your 80<sup>th</sup> time publishing.

Authors will need to be familiar with Microsoft Word and Adobe Acrobat in order to submit and edit your articles. If you are not familiar with either of these applications, the editors will work with you to submit and edit your articles.

### **Article Submission**

The process begins with article submission. Author(s) submits the written portion of their article and images separately. All images, unless they are owned by the author(s), must be accompanied with a permission/release form. Authors should also submit a short 50-word bio to accompany the article. FANHS members should include their chapter affiliation in their bios.

### **Peer Review**

Once we receive the article, our editors and editorial board review the submission and assign peer reviewers based on the content. This review is to consider the story and scholarship you are sharing with *FANHS Journal* readers. The reviewers are tasked with ensuring that historical facts are accurate and that the flow of the narrative makes sense. They also consider questions that your piece may bring up and if there are questions you may need to address. The peer reviewers will make their recommendations regarding your article to the journal editors.

### **First Review and Revision**

Once it is peer-reviewed, the article will be returned to the author(s) for revision. The authors will work with the journal editor(s) on those revisions if necessary. Once revisions are complete, the author(s) resubmit their article to the editors.

### **Copyediting at UH Press + Second Author Review and Revision**

The editors then hand it off to UH Press for review. The press copyedits the work – grammar, syntax, clarity, etc. They also check to make sure everything follows the style guidelines. This takes about 1 month and is then returned to the editors as Word files.

The editors review the article and make minor revisions (punctuation, capitalization, etc.). Then the article is sent back to the authors a second time to address any queries that were raised in the copyediting process. Author(s) makes the appropriate revisions and then send it back to the editors. This process takes 2-3 weeks.

The articles are then sent back to UH Press for a final read through and preliminary layout of the article. This is when the second round of edits are processed and the images sent to accompany the article are placed where they should be in the article. This takes about 4 weeks.

### **Final Proofs**

The article comes back the editors of the *FANHS Journal* one last time as PDF *proofs*. The editors share the proofs with the authors. Authors make sure that the images and captioning are correct, etc. They are also able to make minor edits if necessary. It is a final look before it goes to publication. In this step, only minor changes will be addressed.

### **Publication**

Then on to publication! You will be notified when it is available for access. Authors receive complimentary access to the issue in which they are published.

---

## **Manuscript Preparation**

### **Electronic Submission**

Manuscripts are submitted electronically (DOC or DOCX files) via email. Images are submitted electronically (JPG, PNG, TIFF files) via email. Images should be in the highest-resolution or largest size available.

Article submissions and editorial correspondence should be addressed to:

The Editorial Board, FANHS Journal

E-Mail: [fanhsjournal@gmail.com](mailto:fanhsjournal@gmail.com)

### **Layout**

- Allow 1-inch margins on all sides.
- Double-space everything, including references and notes (if any).
- Use just one font and type size throughout (12 pt Times New Roman preferred).
- Do NOT justify the right margin or use underlining.
- Number all pages. Each submission a summary or abstract, and keywords in addition to text. Research articles must include a bibliography. A few high-quality illustrations (with brief credits) are encouraged for all research.

### **Illustrations and Photographs**

- Digital images should not be embedded in text, but should be submitted as separate, high-resolution TIFF, EPS, or JPEG files.
- Consult the section on images in the UH Press Journals Department Author Publishing Guidelines (see [www.uhpress.hawaii.edu/journals/author-guidelines](http://www.uhpress.hawaii.edu/journals/author-guidelines)).
- Indicate approximate placement in text with a callout at the end of the related paragraph, e.g. “<figure 1 about here>.” Submit a separate, double-spaced document listing all map, figure, and photo captions.

### **Maps**

Make sure maps contain all important placenames mentioned in text, with current, consistent spelling. Submit maps as separate graphics files, not embedded in text, and indicate approximate placement in text with a callout, for example, “<map 1 about here>.”

### **Permissions**

The author is responsible for obtaining permission to reproduce lengthy quoted material or illustrations. Copies of permission letters will be required prior to publication. You may request a sample letter to assist in requesting permission from the owner of the text or illustration to be used in the article from the editors.

---

## **Style Guide**

Editorial style follows the 17th edition of The Chicago Manual of Style (CMOS). For additional information on The Chicago Manual of Style 17th edition, please see [link](#) or write to the Journal Editor e-mail: [fanhsjournal@gmail.com](mailto:fanhsjournal@gmail.com)

Spelling follows Merriam Webster's Collegiate Dictionary (11th edition, 2003).

## Abbreviations and Acronyms

- Abbreviated social titles, e.g., Mr., Mrs., Ms., Dr., should be punctuated with a period.
- Abbreviated academic degrees: e.g.: PhD, MA, MBA, MD do not have to be punctuated with a period. If the academic or professional degree is included, the social title is omitted.
- Other abbreviated titles
  - Religious titles: the term “reverend” may be abbreviated to “Rev.” if the full name follows and “the” does not precede the title. (i.e.: “Rev. Jesse Jackson” versus “the Reverend Jesse Jackson.” This is the same format for the term “honorable” (used for judges, reverends, etc.)
  - Civil titles: (i.e. “Gov.” for “Governor,” or “Prof.” for “Professor”) should only be abbreviated if there is limited space.
- Names of organizations: e.g.: UNESCO, ASPCA, do not need to be punctuated with periods. In the first instance of using the acronym, be sure to include the full name of the organization spelled out.
- Initials in personal names: Initials standing for given names are followed by a period and a space. A period is normally used even if the middle initial does not stand for a name (i.e.: Harry S. Truman) If an entire name is abbreviated, spaces and periods can usually be omitted (i.e.: JFK).
- In references or notes, use US postal abbreviations for states: NY, HI

## Abstract and Keywords

Provide an abstract or short summary of no more than 100 words, typed double-spaced, plus 5–7 keywords. This is placed at the beginning of your submission. Your abstract should include the use of all your keywords and phrases.

Keywords or phrases are used to find your article using search engines such as Google and Google Scholar, as well as library databases. Keywords or phrases should be as specific as possible to your topic. For example, an article about women’s health should use “Filipino women’s health” as a key phrase, versus using either “women” or “health.”

Keywords or phrases should be listed in paragraph form, each separated by a comma. Authors should provide 3 or 4 key phrases and 5-8 keywords per article.

## **Bibliography**

Each piece can be accompanied by a bibliography. A bibliography can include works that were not directly cited in the work but were consulted for the writing of the article.

(Links to examples at the end)

- Bibliographic entries should be listed single spaced, with a space between each new entry.
- Elements of the bibliography (names, titles, volume number, etc.) are separated by periods.
- Titles of cited works (books, etc.) are italicized.
- Titles of cited works (journal articles, etc.) in larger works are set in quotation marks.

- “Editor,” “Translator,” “Volume,” and “Edition” can be abbreviated. (EXAMPLE)
- “Edited by” and “Translated by” should be spelled out.
- Bibliographies must include every work cited EXCEPT personal communications; items not cited should not be listed.
- Individual references should be single spaced.
- There should be a double space between each individual reference.
- References should be alphabetized by the last name of the first author of each work.
- Invert the name of first author only (e.g. Quezon, Manuel).
- Works by the same author are arranged chronologically, beginning with earliest. Multiple works by the same author jointly with others are arranged alphabetically by the last name of the first author, then second or later authors, regardless of number of authors. List ALL joint authors; same for editors and joint editors.
  - Works edited by the same person follow works authored.
  - Order works published in the same year by the same author(s) alphabetically by title and distinguished with letters a, b, etc.
- If the author is unknown, do not use Anonymous; use the name of the organization, or title of work instead.
- Any personal communication identified in a piece should be cited in a footnote. These do not have to be listed in the bibliography. Personal communications could be an email, a phone call, a DM from social media, a letter, etc. Name of person sending the communication, nature of communication, date received.
  - E.g.: Sam Blake, Interview questions for oral history, October 31, 2012.

#### Bibliography Format Examples

Editorial style follows the 17th edition of The Chicago Manual of Style (CMOS). Please see below for examples of some of the more frequently used bibliographic and citation formats. For additional information, please consult the Chicago Manual of Style 17th edition.

**Book:** Author(s) (last name, first name for the first author; subsequent authors shall be listed first name, last name), title and subtitle (if any) of the book in italics, series (if any), place of publication, name of publisher, year of publication, . Example:

- Boas, Franz. *Race, Language and Culture*. New York: Free Press, 1940.

**Chapter of a book:** Contributing author’s name (last name, first name). Title of their contribution in quotation marks. The word “in” and the title of the book in italics, name of the editors, page numbers of the contribution. Location of publisher, colon, name of publisher, year of publication.

- Pierce, Linda M. “Not just my closet: Exposing familial, cultural, and imperial skeletons.” In *Pinay power: Theorizing the Filipina/American Experience*, edited by Melinda De Jesus, 31-44. New York: Routledge, 2005.

**Encyclopedia Entry:** Author(s) (last name first). Title of article in quotation marks. In *Name of Encyclopedia or Dictionary*, Edition if given and is not first

edition, edited by Editor's First Name Last Name. Place of publication: Publisher, Year; page numbers. If an electronic source, include <https://doi.org/DOI> Number or Name of Database

- Colima, Roland. "Queer Archives." In *Encyclopedia of Queer Studies in Education*, edited by K.K. Strunk and S.A. Shelton, Amsterdam: Brill, 2021: 490-493.

**Journal article:** Author(s) (last name, first name). Title of article in quotation marks. Title of journal in italics, volume number, issue number (preceded by "no), year of publication in parentheses: inclusive page numbers.

- Chanter, Alaine. "Postcolonial Politics and Colonial Media Representations in New Caledonia." *Pacific Studies* 25, no. 3 (2002): 17–36.
- Maude, Honor C, and Henry E Maude. "Adoption in the Gilbert Islands." *Journal of the Polynesian Society* 40 (1931):225– 235.

**Newspaper article:** Author(s) (last name first). Headline or column heading (with quotation marks), title of newspaper in italics, place of publication, date of publication listed as month, day, year. If one is using the online edition of a newspaper, the URL should be added at the end of the citation.

- Bonifacio, Adrian. "Never forget: A new generation of activists is confronting the Marcos Dynasty." *Mahalaya* (San Francisco, CA), September 2022.

**Magazine article:** Author(s) (last name first). Title of article (with quotation marks). Title of magazine in italics, month or date of publication, inclusive page numbers (first page only, if pages are not continuous). Give place of publication if confusion with another publication of similar title is likely.

- Wood, Graeme. "Absolute Power." *The Atlantic*, April 2022, 34.

**Web sources:** Author(s). "Title of Web Page." Name of Website. Publishing organization, publication or revision date if available. Access date if no other date is available. URL.

- Center for Disease Control and Prevention. "Protect Yourself with Vaccination". Accessed February 4, 2019. <https://www.cdc.gov/features/adultvaccinations/>.

## Capitalization

- Use lowercase for personal titles except where they precede the name of the holder. For example: President Biden, former President Obama, the president.
- Capitalize all parts of proper names: Filipino, Filipino American, Philippine Islands, Yakima Valley.
- Names of institutions, entities, and documents are capitalized when the full title is used. For example: the Filipino American National Historical Society, Filipino Community Center, etc.



## Citations

- Quotes and other cited forms of information should be identified and referenced as a footnote using CMOS format.
- Footnotes will appear at the bottom of the page. The first line of the footnote is indented; the remainder of the citation is flush left. Footnotes are single spaced. There is a space between each footnote.
- Footnote numbers are superscripted in the body of the text. They should be placed at the end of the clause or sentence to which they refer. They should be placed after all punctuation, except for the dash.
- Footnotes should use the short form format - last name of author, title of work (shortened to primary title), page number of specific quote.
  - Book: Nadal, *Filipino American Psychology*, 38.
  - Journal: Same as above. Short form of the title of the article, not the journal.
    - Chanter, "Postcolonial Politics," 32.
  - Newspaper: Last name of author, short form of the title of article or column in quotations. If there is no author identified, begin citation with the name of the article (shortened if possible), and date published.
    - Bonifacio, "*Never forget*", September 2022.
  - Website content: Last name of author (if identified), short form of title in quotations. If an author is not identified, list the name of the website or just the title of the piece in quotations.
    - Center for Disease Control and Prevention. "Protect Yourself with Vaccination". <https://www.cdc.gov/features/adultvaccinations/>.
- Interviews (i.e. Oral histories) are to be cited in full in the footnotes. Format: Name of Interviewee, first and last name and (brief identifying information); nature of the interview; location (if possible) and date of the interview.
  - Manolo Aguinaldo (student leader of Kasamahan at UNF), in-person discussion with the author, Bethesda, MD, August 14, 2002.
- Personal communications are to be fully cited in footnotes; they do not have to be listed in the reference bibliography of the article. This could be an email, a phone call, a DM from social media, a letter, etc. Name of person sending the communication, nature of communication, date received.
  - Sam Blake, Interview questions for oral history, October 31, 2012.
- The use of *Ibid* in footnotes is discouraged as of the 17th edition of CMOS.
- Full titles and other publication details (place and frequency of publication) are given in the reference list. See also References.

## Dates and Time

Please see below for the acceptable date and time formats

May 14, 1970  
Subsequently, on the fifteenth  
1960–1970, 1960s, the sixties (not '60s),  
1980–81 (fiscal or non-calendar year)

3500 BC AD  
1350 4:30 PM  
seven o'clock

### **Money**

Always specify the currency. For units other than American dollars, provide US equivalents if practicable. Note that the type of currency precedes the symbol:

A\$400 (US\$300)  
£250 (US\$500)  
F\$7 million  
SI \$1,000  
\$12–15 million

### **Non-English Words**

Unless advised otherwise, the journal will use italics for non-English words in their first instance in the article. After that, non-English words are not italicized. Short Definitions or Anglicized versions of non-English words, appear in parentheses rather than in quotation marks: Kapwa (shared self); boondocks (bundok).

### **Numbers**

Spell out numerals under 101 (except when comparing with larger numbers), isolated large round numbers, and inexact sums of money. Where many numbers occur in a paragraph, all are Arabic. Use a comma with four or more digits. See below for examples

10 percent  
4,123  
about four thousand years  
two hundred canoes  
7°N (latitude)  
nearly six million dollars

### **Placenames**

Names in current use are preferred for specific places/areas referred to. If a place has a nickname or alternate name used in the community, please indicate so. (e.g. Historic Filipinotown. Or HiFi)

### **Punctuation**

- Use serial comma: Watsonville, Yakima Valley, and Stockton
- Use double quotation marks around quotations shorter than one hundred words.
- Place punctuation (except semicolon) inside closing double quotation marks.

### **Quotations**

- Spelling and punctuation in quotations must be copied exactly from the original.
- Quotes should be identified with a superscript citation number and corresponding reference in the footnotes
- Type quotations in the same font size and format as the rest of the document.

## **Tables**

Information articulated through tables should follow [these guidelines](#) for formatting.

---

## **Publication Agreement**

UH Press requires a signed publication agreement from each contributor. If the signed publication agreement is not received by press time, the item will be dropped.

*Updated 11/23*