

# Guidelines for Contributors

*The Review of Korean Studies* welcomes the submission of research articles in any field of Korean studies. The paper should be an unpublished original work and not under consideration for publication elsewhere. The Editorial Board will consider such Korea-related items as book reviews, extended review articles and reports on significant academic events and other relevant issues. Contributors must follow the following guidelines.

## General

### I. Submission Guideline

1. Manuscripts may be submitted at any time during the year. However, if the author wishes to have his/her manuscript published in a certain issue of the journal, the submission should be made at least five months in advance of the proposed publication date.
2. Manuscripts should be submitted by email ([review@aks.ac.kr](mailto:review@aks.ac.kr)) as an attachment in MS Word document (.doc) format and use MS Word Source Manager for citations and references. Using a non-English program to create the document can result in formatting problems, e.g. line-break problems.
3. All manuscripts should be submitted with a cover page including an email address, a mailing address and a short introduction about the author(s)/contributor(s).

### II. Manuscript format

1. The main texts should be written in Times New Roman font, 12 point, and single-spaced in A4 pagination with 1 inch margins.
2. Submissions must follow the author-date system of *The Chicago Manual of Style, 16<sup>th</sup> Edition*.  
(CMS, [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html))
3. The RKS prefers the new romanization system published by the Ministry of Culture, Sports and Tourism in 2000. However, the McCune-Reischauer system may be allowed in exceptional circumstances, with the approval of the journal editors.
4. Footnotes, if any, should appear at the bottom of the page in Times New Roman 10 point font and be inserted using the proper 'Insert Footnote' command in MS Word.
5. A **research article** should normally be no more than 9,000 words in length, including the following contents:
  - an abstract of 150-200 words and four to five keywords,
  - a list of references of no more than five (5) pages,
  - tables and figures, if any.

6. **Sources for Korean Studies** is a section intending to introduce primary sources and documents that provide significant insights into the history and culture of Korea. An overview or meticulous translation of primary sources may be submitted, with:
- Bibliographical information of the source,
  - 150-200 word introduction.
- \* Footnotes and reproductions of the original text may be added, if necessary. (In the event of publication, the author is responsible for acquiring high-resolution images of the text, along with permission to publish them.)
- \* Publication of a manuscript exceeding 9,000 words in length should be consulted in advance with the chief editor and/or the editor.
7. **A book review** should generally be about 1,500 English words in length, and must include the heading and closing in the following format:
- Heading: *Title of the Book*. By Author's Name(s). City of Publication: Publisher Name, Year. pp. \_\_\_, Price, ISBN: ###-#-###-#####-# (hardcover/paperback)
  - Closing: Book reviewer's name, affiliation and postal address at the end.
8. **Style Points**
- Headings  
Limit: Four levels
- Level 1  
**Title Style (e.g. the first letter of each word upper-case, except prepositions), Bold, 14 point**
  - Level 2  
*Title Style, Italics, 14 point*
  - Level 3  
**Modified "down" style (first letter upper-case, or first letter of first two words if the first word is an article), Bold, 12 point**
  - Level 4  
**Number, Modified down style, Bold, 11 point**

## Style and Usage

### I. Romanization

1. The following romanization systems should be used for the East Asian languages unless there are special circumstances where alternative systems are deemed necessary.
  - Korean: The MCT (aka RR) system
    - \* Note that the Yale romanization system may still be used in articles on linguistics.
  - Chinese: Pinyin
  - Japanese: Revised Hepburn system
2. Romanized foreign words, including Korean, should be italicized unless they are

proper nouns or can be found in an English-language dictionary.  
ex) *hwarang*, kimchi, Silla

3. Spacing and Hyphenation:
  - For fluent reading, romanized East Asian words in more than three or four syllables should be divided into smaller semantic units.
  - Romanized postpositions should be treated as a single word.  
ex) *Hyeol ui Nu, Nihon kenkyū to bunka kenkyū, Zhongguo de wenhua*
4. For romanized foreign language titles in the reference list, ordinary citation styles are applied.

## II. Translation

1. Translated excerpts from classical texts or non-English sources should be annotated with clarification of its original/published language and translator. Likewise, “Author's own” translations of quoted texts should be noted as such.
2. The author is expected to provide an English translation of key terms in the work, rather than a translator without expertise in the subject.
3. Excerpts or quoted texts from published translation will not be edited. However RKS editors may query or modify translations of key terms or texts provided by the author.
4. Where necessary, short supplementary information such as dates, an item in its original characters, or the romanized form of a non-English item, may be included. Chinese characters usually follow the romanized word immediately without parentheses.  
ex) the Royal Secretariat (Seungjeongwon 承政院), Hyeonghokcheon (Mars),  
Ahn Jeong-bok 安鼎福 (1712-1791)
5. Names of foreign publishers, and titles of sources published in a foreign language should primarily appear in romanized form without translation. However, if necessary, a translation may be added in brackets ([ ]).

## III. Names and Terms

1. Personal Names (East Asian): In general, the family name/surname comes first followed by the given name(s). The names of Korean authors writing in English or ethnic Koreans outside Korea may be transcribed according to the preference of those individuals. In any case, however, names in the reference list should follow *CMS* format.
  - However, common usage and personal preference shall be recognized over standard romanizations.  
ex) Syngman Rhee, Chiang Kai-shek
  - Korean personal names, if transcribed in standard romanization, do not need a hyphen between syllables of the given name unless necessary to prevent

confusion. For example, Lee ‘Seongyun’ may be read both as Lee ‘Seong-yun’ and Lee ‘Seon-gyun.’

2. Place Names (foreign):
  - Designation for division of areas should be either translated or hyphenated after the given area name.  
ex) Henan Province, Songsan-ri
  - Designation for geographical/structure names are not hyphenated and appear without the equivalent English term.  
ex) Han-gang River (X) → Han River (O)  
Baekdusan Mountain (X) → Baekdusan (O)
  - Institutional names are considered proper nouns. Their names should appear following the preference of the individual institutions.  
ex) Pai Chai University, Kyujanggak Institute of Korean Studies
3. The descriptive designation of a period is usually lowercase, except for proper names or traditionally capitalized terms.  
ex) imperial Japan, Joseon dynasty, Bronze Age

#### **IV. Quotation**

1. Block Quotations:
  - A block quotation should start with double line spacing and an indentation from the left margin. From the second paragraph of the block quotation, additional paragraph indentation is needed.
  - Texts in block quotation should be written in Times New Roman 10 pts, and not be entirely italicized.
2. Quotation within Quotation:  
Double quotation marks should be used for quotations within a block quotation, and single quotation marks for quotations within a run-in quotation.

#### **V. Others**

1. There is one space after sentence punctuation and not two.
2. The end parenthesis, closing quotation mark, and footnote numbers come after the sentence punctuation.  
ex) “There are many people in the store.”
3. For parentheses within parentheses, use brackets ([ ]).

### **Documentation**

#### **I. Basic Citation Format**

1. In-text citation
  - i. Parenthetical references contain the author’s last name, publication year, and page numbers.

- ii. For a citation of multiple sources, divide each source with semicolon(s).

(Aoki and Takeda 2008; Segura and Rodrigues 2006, 380)

- iii. The author-date reference comes before punctuation in the main body of the text, but follows punctuation of block quotes. In the latter case it is not followed by punctuation.

- iv. Initials are not used unless the authors have the same last name and the same year of publication. If they have the same initials, then part of the title is used.

ex) (C. Doershuk 2010) (K. Doershuk 2010)

## 2. Reference List

- i. List references by alphabetical order of the authors' surnames.

- ii. If multiple reference materials by a particular author are listed, the titles should appear in chronological order in the reference list. For publications by the same author in the same year, they should be listed in alphabetical order by title, with a lowercase letter after the year of publication.

Choe, So Young. **1995a**. "Examining Ancient..."  
———. **1995b**. "Trends in..."

- iii. A source in a foreign language should appear in its original/romanized titles, with translation provided in brackets if available or needed.

Ariga, Mitsutoyo, ed. 1955. *Ariga san no Jiseki to Omoide* 有賀さんの事蹟と思い出 [The Achievements and Memories of Mr. Ariga]. Tokyo: Dō Hensankai.  
(Ariga 1955, 202-04)

If only the translated title is given, the original language should be clarified.

The Government-General of Joseon. 1937. "The 5-year Plan for the Supply and Demand for Coal in Korea" [in Japanese]. December.  
(The Government-General of Joseon 1937)

## II. Author-Date System: Examples

### 1. BOOKS

- i. Single Author or Editor:

Saito, Leland. 2009. *The Politics of Exclusion: The Failure of Race-Neutral Policies in Urban America*. Stanford: Stanford University Press.  
(Saito 2009, 81)

- ii. Multiple Authors:

- Only the first-listed name is inverted in the reference list.
- For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al.

**Choi, Sook Kyung**, Bae Yong Lee, Young Sook Shin, and Yeon Sun Ahn. 1993. "A Portrait of Women in Korean History III: 1919-1945." *Women's Studies Review* 10: 11-139.  
(Choi et al. 1993)

iii. A Chapter in an Edited Book:

Szanton, David. 2002. "Introduction: The Origin, Nature and Challenges of the Area Studies in the United States." In *The Politics of Knowledge: Area Studies and Disciplines*, edited by David Szanton, 2-22. Berkeley: University of California Press.  
(Szanton 2002)

iv. Translated Books:

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.  
(García Márquez 1988, 242–55)

v. Multivolume Works:

- Citation of entire volumes:

Hara, Akira and Shiro Yamazaki. 1996. *Seisanryokkakujū keikakushiryō daiichi maki* 生産力拡充計画資料. 9 vols. Tokyo: Gendai Shiryō Shuppan.  
(Hara and Yamazaki 1996, 1:89)

- Citation of a specific volume in a collection:

Cumings, Bruce. 1990. *The Roaring of the Cataract, 1947-1950*. Vol. 2 of *The Origins of the Korean War*. Princeton: Princeton University Press.  
(Cumings 1990, 103)

## 2. PERIODICALS

i. Journal Articles:

Hellbeck, Jochen. 2009. "AHR Roundtable—Galaxy of Black Stars: The Power of Soviet Biographies." *American Historical Review* 114 (3): 615-24.  
(Hellbeck 2009, 616)

ii. Magazines:

Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.  
(Stolberg and Pear 2010)

## 3. DISSERTATIONS

Choi, Mihwa. 2008. "Contesting Imaginaries in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.  
(Choi 2008)

#### 4. OLD MANUSCRIPTS/ARCHIVAL MATERIAL

- Although there is no specific form of citation for unpublished material, citation of those usually consists of:

Author's Name. Date. Title. Series Title. Collection Name. Name of the Depository, City of the Depository's Locaton.

- Titles for informally published or unpublished material are not italicized.

#### 5. ONLINE SOURCES

- Since online sources are subject to change, either dates from the following should be provided in the reference list entry: a date that the site was last modified (if available) or an access date.

Daum Encyclopedia, s.v. "*Toji gaehyeok*" [Land Reform]. Accessed July, 2011.  
<http://100.daum.net/encyclopedia/view.do?docid=b04n0539a>.

### III. Special Cases

#### 1. UNKNOWN AUTHOR/PSEUDONYM

- If the author is unknown, the reference list entry begins with the title, followed by the year.

#### 2. UNKNOWN DATE

- Use "n.d." (no date) in place of the year.

Seong Hae-eung 成海應. (n.d.) 1988. *Yeon'gyeongjae jeonjip* 研經齋全集. Vols. 273-79 of *Hanguk munjip chonggan*, edited by Minjok Munhwa Chujinhoe. Seoul: Minjok Munhwa Chujinhoe.  
(Seong, n.d.)

#### 3. REPUBLICATION

- If known, the original date of creation or publication can be included first, in parenthesis or brackets, followed by republication date.

Choi, Seokjeong 崔錫鼎. (1721) 1995. *Myeonggokjip* 明谷集. In *Hanguk munjip chonggan* 韓國文集叢刊, edited by Minjok Munhwa Chujinhoe. Seoul: Minjok Munhwa Chujinhoe.  
(Choi [1721] 1995, 41)

#### 4. FOOTNOTES or IN-TEXT CITATIONS (without reference list entry)

##### i. Legal/Public Documents

Almost all of such documents are cited in footnotes without listing in the bibliography/reference list, unless the documents are cited in secondary sources or as freestanding works.

(For further details, see *CMS* 14.281-317, 15.54-55)

ii. Newspaper:

- Newspaper and magazine articles may be cited entirely in running text,

“ According to Park Sungjin’s *Yeonhap News* article in on November 13, 2008, . . . ”

but if a reference list entry is needed, the month and day is separated from the year.

Park, Sungjin. 2008. “Seoul jiyek oegugin hakgyo jaehaksaeng 9% ga naegugin.” *Yeonhap News*, November 13.

No translated title is needed for names of foreign newspapers or magazines.

*Joongang Ilbo*

*Le Monde*

iii. Unpublished Interview/Data and Personal Communication

- Use in-text citation or footnotes.

- Reference list unneeded, for in-text citation, the source format should be stated after the name of the person concerned. The person should also be clearly identified in the text.

(Principal of Hanseong Overseas Chinese School, interview)  
(Julie Cantor, pers. comm.)

- In a note form, state:

1. Interviewee’s Name, interviewed by Interviewer’s Name, Month date, Year.  
(and other available info)
2. Interviewee’s Name, interview.

#### IV. Other Use of Footnotes

1. Acknowledgments

- Acknowledgments should appear as an asterisked note at the bottom of the first page of the article preceding numbered footnotes, if any. They are intended to acknowledge a grant from an institution or foundation, facts on translation, to thank referees or colleagues, or to indicate conferences where earlier versions of the manuscript were presented.

\*This work was supported by the Korea Research Foundation Grant funded by the Government of Korea (MEST) KRF-200X-XXX-XXXXXX. Unless otherwise noted, all translations of quoted materials and references are the author’s own.

2. “See” and “cf.”

- When suggesting further reference in footnotes using “see” or “cf.” the source information should appear as: Author’s surname(s) and page number.

For a critical survey of this influence, see Yun 195-204.

## **Post -Submission Procedures and Research Ethics**

### **I. Evaluation Procedures**

1. Research manuscripts will undergo blind review by two experts in the field as recommended by members of the *RKS* editorial board.
2. Evaluation process will usually take up to 8 weeks from the submission date till the notification of the result. Should the review process take longer, the author will be notified.
3. Publication approval of a manuscript will be confirmed by the *RKS* editorial board after sufficient revisions (if necessary) are made by the author(s) following initial *RKS* review. A pre-publication approval can be issued on request thereafter.
4. The editors of the *RKS* reserve the right to make stylistic amendments including grammar, Romanization, and citation format without consulting the author. Final proofs incorporating any such corrections will be sent to the author for final approval.

### **II. Research Ethics**

All fields of scholarly research presume that one's own work is original and others' work is clearly attributed. Prospective contributors to the *RKS* should avoid the following:

1. Plagiarism
  - Inclusion of contents or ideas taken from others' published works (in academic journals, books, or proceedings) without proper attribution.
  - Use of contents that are derived from other's primary materials, whether published or not, or from their intellectual property, without crediting original authorship and/or sources.
2. Redundant/Duplicate Publication
  - Submission of a manuscript that has been accepted for publication in another journal.
  - Submission of a manuscript that is being reviewed for publication by another journal.

Should a submission be judged, after careful deliberation by the editorial board, to be in violation of the above research-ethics clauses, the following measures will be taken.

1. The violation will be brought to the attention of the journal where the manuscript was previously published and/or to the author(s) of the material that was plagiarized.
2. Author(s) who are judged to have violated the aforementioned research-ethics clauses will not be eligible to make an individual or co-authored submission to the

*RKS* for three years from the date of the violation.

3. If a published article is judged by the Editorial Board to be in breach of these research-ethics clauses, the publication shall be officially nullified retrospectively, and the following issue of the journal will contain a notice to this effect.

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