THE JOURNAL OF KOREAN STUDIES

STYLE SHEET

Updated February 2, 2016

REFERENCE GUIDES

Chicago Manual of Style, 16th edition
Merriam-Webster’s Dictionary, 11th edition
McCune-Reischauer system for Romanization of Korean words and names

FORMATTING

The entire manuscript should be typed in 12-point Times New Roman, double-spaced. This includes the abstract, main text, notes, bibliography, tables, captions.

When necessary, use the East Asian language font SimSum or Batang.

A-level or first-level subheading, centered, headline-style capitalization:
This Is Heading 1 or an A-level Subheading

B-level or second-level subheading, left-justified, headline-style capitalization:
This Is Heading 2 or a B-level Subheading

C-level or third-level subheading, left-justified, headline-style capitalization, italicized:
This Is Heading 3 or a C-level Subheading

BIBLIOGRAPHY

- Use word-by-word alphabetization for bibliography (as opposed to letter-by-letter).
- Place the bibliography at the end of text (not in endnotes).

Online sources

All online citation sources should be documented with either a DOI (Digital Object Identifier) or a URL (Uniform Resource Locator). DOIs are preferable to URLs because they are permanent electronic identifiers. (URLs tend to move and shift and may become obsolete.)

If you cannot locate a DOI, you can search for it on http://crossref.org/index.html using their guest query form. If you cannot find the DOI, a URL will work just fine.

Example reference using DOI:

Access dates

Please note that “date accessed” is not necessary for citations that have a DOI. If a URL does not
have a publication date or revision date, then an access date is required.

**Example of online journal article without DOI or publication date:**

**Websites**
Websites should be treated like any other resource. We need as much documentation as possible so that researchers can locate a website (in case it moves). If a website does not have a publication date/revision date, then an access date is required.

**Example of a website citation:**

**Kindle editions**
Many authors are using kindle editions or another book reader. With this in mind the JKS does allow authors to cite Kindle, Nook, etc. The endnote and bibliography must include the edition – for example Kindle and page “locations.”

Examples:


**Books**

*book, single author:*

*book, two authors:*


*chapter in edited collection:*
Yi Kwang-nae. “Ilbon ūi ‘Asiachuŭi’ sok esŭ ūi Han’guk insik” [Korea in the context of Japan’s “Asianism”]. In *Han-Il yangguk ūi sangho insik* [Shared perceptions of Korea and Japan], edited by Han’il Kwan’gyesa Hakhoe. Sŏul: Kukhak Charyowŏn, 1998.
book with a volume number:

**Journals**

journal article:


**ENDNOTE CITATIONS**

Our endnote citation differs slightly from the *Chicago Manual of Style*. All citations should be shortened citations that include the author’s full name (first name last name for English sources; last name first name [no comma] for Korean/Japanese sources), shortened title, and page numbers. For example:

*Korean source – do not shorten the name for foreign sources and add the complete English translated title (this is new as of 8.5.14)*

Kim Chuhŭi, *P’umasi wa Chŏng ŭi In’gan* Kwan’gae [The human relations of P’umasi and Chŏng], 15.

*Korean source bibliography entry:*

*English source shortened endnote citation:*

*English source bibliography entry:*

**Special endnote citations**

Some ancient Chinese/Korean texts are referred to by volume number not page number. In these cases there is no comma between the source and the number. For example:

Tuotuo et al., *Songshi* 489.
Li Tao, *Xu zizhi tongjian changbian* 94.
SCYS 3.
Ma Duanlin, *Wenxuan tongkao* 325.

KRS 122: 20b.

**BOOK REVIEWS**

Start each book review with the following information about the book:
- Title of book (put translated title brackets [ ] similar to a bibliography entry); use what’s on the title page, not the cover.
- Author; if a foreign publication (Asian), then use last name followed by first name with
ITALICS/BRA CKETS/CAPITALIZATION

- All foreign words should be italicized unless proper nouns, names, or movements.
  - Exception: No italics for movements—Korean/English translation
  - Exception: If the word is well known to readership or has been used several times in
    book, it may not need to be italicized. This is determined on a case-by-case basis.
- The word *movement* is not capitalized, e.g., Independence movement.
- If English translation is given after foreign put in parentheses. Do not italicize unless
  official translation of text/newspaper.
- Foreign translations should be placed in parentheses.
- Korean newspapers when used as the author or publisher are not italicized. Example:
  *Nodong sinmun* chŏngch’I podobu [Nodong sinmun politics department].

TRANSLATIONS

- Provide English translation only when it first appears in article.
- Quoted translations:
  - When word is in quotes and there is a translation, the translation follows the quotes.
    - Example: everyday “life-world” (*lebenswelt*)
    - If the translation is at the end of a sentence the period comes after the closing
      parenthesis, e.g., “touch matter, arouse sense” (*觸物興感*).
- Titles in citation/titles/words in text:
  - use parentheses for translated words in text.
  - use square brackets for translated titles (in citation).
  - Brackets [ ] in a translation means that the author is adding his or her words to the
    text. Parentheses ( ) mean that something has been taken out—by the translator.

KOREAN AND ASIAN NAMES

- Korean names do not use a hyphen between two syllables (Kim Sonju not Kim Son-ju)
  unless that person has published in English and has a hyphen in their English name, then
we keep their English spelling when referring to the English source. However, we remove the hyphen when referring to the Korean source.

Also, well-known names like Park Chung Hee are spelled a certain way in English (and do not always correspond to the Romanization style or our house style), so if we cite a source by a well-known author who publishes in both English and Korean, we go with the McCune-Reischauer spelling when referring to Korean sources.

- For East Asian names, place last name (surname) first followed by given name without a comma “,” in between (e.g., in the text, “according to Yi Kibaek”; in the bibliography then entry would be, “Yi Kibaek” without comma).
- For Asian scholars who write in English, use first name followed by last name (e.g., in text, use Sun Joo Kim, not Kim Sun Joo; in the bibliography the entry would be, “Kim, Sun Joo”—with comma).
- When Korean (Chinese/Japanese) terms are used, use equivalent English terms followed by transliterated Korean in italic in brackets. Do not italicize name of offices and official titles. Capitalize the name of offices, but not official titles (e.g., Every district had one public school [hyanggyo]. He was the minister of the Ministry of Taxation [Hojo Ch’amp’an]. The book’s publication was sponsored by Provincial Governor Yun Sidong.).

**CAPITALIZATION**

- Proper nouns for English translations are capitalized as in English, e.g., P’yŏngyang yesul munhwa hyŏphoe (P’yŏngyang Association for Arts and Culture).
- Use headline-style capitalization for groups/organizations—including translations (in parenthesis).
- Use headline-style capitalization for all tables.
- Use headline-style capitalization for book titles in English.
- For English translations of foreign titles (not officially published) use headline-style in main text and sentence-style in bibliography and endnotes.
- When you refer to a book in an East Asian language, capitalize only the first letter of the book title, italicize the whole title, and provide an English translation of the title in brackets. In the text, use headline style to capitalize all words of the translated title, but do not italicize it (e.g., According to the Sukchong sillok [Veritable Records of King Sukchong], northerners . . . / According to the Book of Means (Chungyong), Confucian scholars . . .).
- Foreign titles should be typed in sentence-style format. Capitalize the first word, all proper nouns, names, but not all words in translation. This includes titles of books, magazines (see above).
- In the bibliography and endnotes, titles of translated works should be put in brackets [ ] and typed in sentence-style format.
- When referring to a book in English, use headline-style capitalization and italicize the title (see Chicago for details) (e.g., Han Yŏngu argues in A Brief History of Korea that . . .).
- NOTE: In the text, parentheses are used when discussing the title (IN TEXT). In endnotes and bibliography where publishing information is often put in parentheses, use brackets [].
- When you refer to a chapter title and the title of a song, follow these examples:
“Ch’unhyangga” (Song of Ch’unhyang) or “Song of Ch’unhyang” (Ch’unhyangga).

**DATES AND NUMBERS**

- Use American-style dates: February 23, 2005, 23 February 2005 (note the use of a comma following the year).
- For lunar dates: 2005/2/23.
- June 2013, not June of 2013
- Roman numerals are always given in full.
- All number ranges, including dates and page numbers should be abbreviated in the following ways:
  - 1 through 100 and multiples of 100: use all digits (e.g., 3–10, 71–72, 96–117, 100–104, 1100–1113)
  - 101 through 109, 201 through 209, etc.: use changed part only (e.g., 101–8, 808–33, 1103–4)
  - 110 through 199, 210 through 299, etc.: use two digits unless more are needed to include all changed parts (321–28, 498–532, 1087–89, 1496–500, 11564–615, 12991–3001)

**GENERAL INFORMATION**

- Use the serial comma.
- Use single spaces after periods and colons, not two.
- Replace hacek diacritics (e.g., ŭ, ŕ—it looks like a caret) with a breve (e.g., ŭ, ŕ—it’s rounded). All Romanization in Korean uses the breve and not the hacek.
- When *so-called* is used, the text that follows should not be in quotation marks.
- Adverbs ending in “-ly” are not followed by a hyphen (e.g., “publicly-sanctioned” should be “publicly sanctioned”).
- Punctuation following the end of italicized words/titles should be roman.

**ABBREVIATIONS/SPELLINGS/CAPITALIZATIONS**

We prefer you follow the spellings found in *Merriam-Webster’s Dictionary*, 11th edition. If you encounter two or more spelling options, you should use the preferred spelling: If the second option is preceded by an “or” (e.g., *amid* or *amidst*), then either spelling is acceptable, but if the second option is preceded by “also” (e.g., *among* also *amongst*), then the first entry is the preferred spelling.

*AD (anno domini)*
Allied forces
anticolonial—one word
anticommunism (no hyphen lowercase)
anticommunist (lowercase no hyphen)
anti-leftist
antiwar (one word)
anti-Westernization
National Assembly Building
New Left (capitalized)
New Right (capitalized)
nonaligned (one word)
nonmilitary
outward/toward (not outwards or towards)
oversized
Pan-Asian
Park Chung Hee (no hyphen)
PhD
policymaker (one word)
policymaking (one word)
postcolonial
post-coloniality
post-democratization
post-ideological
post–Korean War (*en dash when used as an adjective)
post-Liberation
postcolonial
post-coloniality
post-nationalist
post-Liberation
post-Socialist
postwar
POWs
precolonial (one word)
premodern
prewar
prisoners of war
pro-communist
pro-democracy
re-(hyphen rarely used. Check Merriam Webster’s list and entries)
real-life
resident-general (capitalized when used as title, lowercased otherwise)
socialism
Socialist (uppercase) when referring to a member of the Socialist party, or movement advocating
sociocultural (no hyphen)
socioeconomic (no hyphen)
sociopolitical (no hyphen)
sociocultural (no hyphen)
sociopsychological (no hyphen)
Sunshine Policy (capitalized)
Syngman Rhee (Yi Sŭngman)
the Cold War
the States (capitalized when referring to the United States)
Third World See First World
toward/outward (no “s”)
Three Kingdoms period
United States Air Force
United States, US (noun: spell out; adjective: abbreviate without periods)
war matèriel  (spelling used to mean military stuff . . . . tanks, arms, etc)
wartime (one word, no hyphen)
Western, the West, Westernized (when referring to the United States/Europe).
wŏn (breve ô; contrary to online dictionaries)
yangban (no italics well-known)

THE JOURNAL OF KOREAN STUDIES
VS.
JOURNAL OF KOREAN STUDIES

The JKS has been around for more than forty years. We have two separate series: The original series published in 1969 and 1971 (volumes 1 and 2, respectively, and without the “The”). The second series started in 1979 (and also has volumes 1 and 2) and has “The” in the title: