REFERENCE GUIDES
*Chicago Manual of Style*, 16th edition
McCune-Reischauer system for Romanization of Korean words and names

GENERAL FORMAT
The entire manuscript should be typed in 12-point Times New Roman, double-spaced. This includes the abstract (200 words maximum), main text (50 pages maximum), endnotes (no footnotes), bibliography, tables, and captions.

HEADINGS
A-level or first-level subheading, centered, headline-style capitalization.
B-level or second-level subheading, left-justified, headline-style capitalization.
C-level or third-level subheading, left-justified, headline-style capitalization, italicized.

CAPITALIZATION and ITALICS
- Proper nouns for English translations are capitalized as in English, e.g., P’yŏngyang Association for Arts and Culture (P’yŏngyang yesul munhwa hyŏphoe).
- Korean newspapers when used as the author or publisher are not italicized. Example: Nodong sinmun chŏngch’i podobu (Nodong sinmun politics department).
- Use headline-style capitalization for groups/organizations—including translations (in parentheses).
- Use headline-style capitalization for all table titles.
- When you refer to a book in an East Asian language in the body of the text, capitalize only the first letter of the book title, italicize the whole title, and provide an English translation of the title in parentheses. Use headline style to capitalize all words of the translated title, but do not italicize it. For example, “According to the *Sukchong sillok* (Veritable Records of King Sukchong), northerners….
- 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.
- When referring to a book in English in the text, use headline-style capitalization and italicize the title (see *Chicago* for details) (e.g., Han Yŏng’u argues in *A Brief History of Korea* that . . .).
- All foreign words should be italicized unless proper nouns, names, or movements.
  - 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.
DATES AND NUMBERS
For Gregorian dates: February 23, 2005, 23 February 2005 (note the use of a comma following the year).
  o For lunar dates: 2005/2/23.
  o June 2013, not June of 2013
  o Roman numerals are always given in full.
  o All number ranges, including dates and page numbers should be abbreviated in the following ways:
    o 1 through 100 and multiples of 100: use all digits (e.g., 3–10, 71–72, 96–117, 100–104, 1100–1113)
    o 101 through 109, 201 through 209, etc.: use changed part only (e.g., 101–8, 808–33, 1103–4)
    o 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)

OTHER STYLE ISSUES
  • Use the serial comma.
  • Use single spaces after periods and colons, not two.
  • Replace hacek diacritics (e.g., ŭ, ô) with a breve (e.g., ŭ, ô). All Romanization 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.

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
The JKS does allow authors to cite Kindle, Nook, etc. The endnote and bibliography must include the edition, e.g., Kindle, and page “locations.”

Example of an endnote:
G. Thomas Tanselle. Bibliographical Analysis, Kindle edition, location 76.

Example of a bibliographic entry:

BIBLIOGRAPHY
book, single author:

Book, two authors:

Chapter in edited collection:
Yi Kwangnae. “Ilbon ŭi ‘Asiachuŭi’ sok esŏ ŭi Han’guk insik” [Korea in the context of Japan’s “Asianism”]. In Han-Il yangguk ŭi sangho insik [Shared perceptions of Korea and Japan], edited by Han-Il Kwan’gyesa Hakhoe. Sŏul: Kukhak Charyowŏn, 1998.
Journal article:


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.

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.
  - If English translation is given after foreign, put in parentheses. Do not italicize unless official translation of text/newspaper.
  - Use square brackets for translated titles (in bibliography and notes).
  - 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.
  - For English translations of foreign titles (not officially published) use headline-style in main text and sentence-style in bibliography and endnotes.

KOREAN AND ASIAN NAMES
- Separate syllables of a forename or pseudonym (호, 필명, 법명) with a hyphen only when they are preceded by a family name. Indicate sound change preceding and/or following a hyphen.
  - e.g. 이 광수 should be Yi Kwang-su not Yi Kwangsu
  - 안 중근 An Chung-gŭn
- Connect the syllables of a forename or pseudonym (호, 필명, 법명) when they are not preceded by a family name.
  - e.g. 소월 전집 Sowŏl chŏnjip
- Exception 1: The surnames 李 and 异, written in Hangul as 리 or 이, are always romanized as Yi no matter how they are written.

- Exception 2: When a personal name is written in Hangul, and the first part of person’s given name begins with 르, consider this to be evidence that the initial 르 is intended to be pronounced, and romanize the initial 르 as r.

- Exception 3: When the pronunciation of a historically well-known person’s given name, beginning with 놀 or 련, is in conflict with the romanization rule, romanize to represent the pronunciation. If pronunciation is in doubt, refer to this reference work: 한국 민족 문화 대백과 사전. 경기도 성남시 : 한국 정신 문화 연구원, 1991.

- For Asian scholars who write in English, use their preferred personal Romanization as indicated in their published work.