

The Journal of Korean Studies Style Sheet

REFERENCE GUIDES

Chicago Manual of Style, 16th edition

Merriam-Webster's Dictionary, 11th edition

McCune-Reischauer system for Romanization of Korean words and names

Modified Hepburn system for Romanization of Japanese words and names

Pinyin system for Romanization of Chinese words and names

GENERAL FORMAT

The entire manuscript should be typed in 12-point Times New Roman and double-spaced.

It should include:

- title page (title, authors' names and affiliations, and a complete address for the corresponding author including telephone and e-mail address, and an abstract (200 words maximum))
- main text (7,000 words minimum – 10,000 words maximum) no more than 40 pages
- endnotes (no footnotes) and bibliography

HEADINGS

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

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. 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 prepositions. This includes titles of books and 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 Yōng’u argues in *A Brief History of Korea* that . . .).
- All foreign words should be italicized unless they are 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, *not* 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.
- Spell out the numbers from zero to one hundred. e.g. Thirty-two children from eleven families were packed into eight vintage Beetles.
- 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)

OTHER STYLE ISSUES

- Use the serial comma.
- Use single spaces after periods and colons, not two.
- All Romanization uses the breve (e.g., ŭ, ǒ) and not hacek nor caron (e.g., û, ů, ô, ô).
- 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

- A good source for bibliography formatting can be found at http://www.chicagomanualofstyle.org/tools_citationguide.html or *The Chicago Manual of Style*, 16th edition, chapters 14–15.
- Place the endnotes before bibliography at the end of text.
- Do not separate primary and secondary sources.
- Do not include newspaper articles in the bibliography, if they were cited in running text.

book, single author:

Huffman, James L. *A Yankee in Meiji Japan: The Crusading Journalist*, Edward H. House.

Lanham, MD: Rowman & Littlefield, 2003.

Book, two authors:

Hassig, Ralph, and Kongdan Oh. *The Hidden People of North Korea: Everyday Life in the Hermit Kingdom*. Lanham, MD: Rowman & Littlefield, 2009.

Yun Chaegŭn, and Pak Sangch'ŏn. *Pukhan ūi hyŏndae munhak* [Contemporary North Korean literature]. Sŏul: Koryŏwŏn, 1990.

Chapter in edited collection:

Yi Kwangnae. "Ilbon ūi 'Asiachuŭi' sok esŏ 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.

Journal article:

Altman, Albert A. "Korea's First Newspaper: The Japanese *Chōsen shinpō*." *Journal of Asian Studies* 43, no. 4 (August 1984): 685–96.

Choi, Kang-Shik, Jin-Ho Jeong, and Jin-Hwa Jung. "The Rising Supply of College Graduates and Declining Returns for the Youth Cohort: The Case of Korea." *Global Economic Review* 34, no. 2 (2005): 167–80.

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:

Choi, JungBong. "National Cinema: An Anachronistic Delirium?" *The Journal of Korean Studies* 16, no. 2 (Fall 2011): 173–91. doi:10.1353/jks.2011.0012.

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:

Stober, Tracy L. "Online Sources, Editing, and the Shifting Electronic Universe." *The Journal of Online Sources* 1, no. 2: 44–89. Accessed April 20, 2012.
<http://www.thiswebsitemaynotexistinafewyears.org/index.html>.

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:

The Journal of Korean Studies. The Center for Korean Research, Weatherhead East Asian Institute, Columbia University. “*The Journal of Korean Studies* Submission Procedures.” Accessed August 12, 2016.
<http://jks.weai.columbia.edu/submission-guidelines/>.

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:

Tanselle, G. Thomas. *Bibliographical Analysis: A Historical Introduction*. Kindle edition. Cambridge, UK: Cambridge University Press, 2009.

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

TRANSLITERATION OF ASIAN NAMES

- Follow the ALA-LC romanization system for Asian names. Follow the pinyin system for

Chinese, the Modified Hepburn system for Japanese, and McCune-Reischauer for Korean names.

- For Korean names, do not use a hyphen in the first name. For example, Daesoo Shin, not Dae-soo Shin
- For endnotes and bibliography, there is no comma between family and first name for Korean/Chinese/Japanese authors writing in those languages; however, if an author is writing in English, use a comma as per Western style.