

***KOREAN STUDIES***  
**- AUTHOR GUIDELINES -**

## **Description**

*Korean Studies* is the official journal of the Center for Korean Studies at the University of Hawai‘i. The first issue was published in 1977 and has since been published annually by the University of Hawai‘i (UH) Press. *Korean Studies* is an all-inclusive multidisciplinary journal that welcomes scholarly articles focusing on Korea-related research across all academic disciplines. We publish new research, review articles, and book reviews about various topics within the field of Korean Studies.

All articles are printed in English, and all submissions must be in English following the guidelines described below. All manuscripts should be submitted with text formatted in Times New Roman, 12-point font, single-spaced, with 1” margins, and pages numbered. In the Layout Tab, please click on the Line Numbers and choose Continuous. Line numbers should then appear continuously on the left side of the pages. Korean transliteration should conform to the McCune-Reischauer system, with the exception that the Yale romanization system may be used in linguistics articles. Original Asian characters may be included in parentheses (e.g., Korean, Chinese, Japanese) for words whose meanings may not be clear when translated into English. See previous issues for reference.

## **Submission Types**

*Korean Studies* publishes regular research articles (10,000-word limit), news and viewpoint pieces (2,000-word limit), and book reviews (1,000-word limit). Research articles may present new research findings or review current debates in a specific field. News and viewpoint pieces may take the form of responses to previously published works, either in *Korean Studies* or another venue. However, note that original authors will have the opportunity to review response pieces and respond with formal replies.

Once a manuscript is formally accepted each manuscript will proceed through copy-editing. Once copy-editing is completed every manuscript will be uploaded to the Advance Publication site as a paper formally “In Press” [with associated DOI (Digital Object Identifier)]. It is then downloadable and citable. Formal publication in an issue of the journal, including publication year, volume and page numbers, will occur when the Editor has a sufficient number of papers to complete an issue. Once all papers are accepted for an issue the manuscripts are compiled and the production process is completed, at which time the issue will be published online and in print.

## **Cover Letter**

For regular research articles and news and viewpoint submissions, a cover letter should be included with your manuscript, addressed to the current Editor. The letter should briefly outline the article topic and should include a list of possible reviewers (both recommended and advised against). The

letter should also explicitly state that the submitted work has not been published previously and is not currently under review for publication elsewhere. In other words, all submissions must be considered original pieces of work. Further, the cover letter must state explicitly that there are no ethical concerns with the research described or its submission, and for research involving human subjects, that the necessary Institutional Review Board (IRB) permits were procured and approved. If necessary, copies of the IRB permits may be requested by the Editor-in-Chief.

### Cover Sheet

The cover sheet should include the title of the paper (10 words or less recommended), the authors, and their affiliations. The affiliations should be ordered using “1”, “2”, “3”, et cetera. The Corresponding Author(s) should be identified with an “\*” after their affiliation. Contact information (email address and telephone number) should be provided for the Corresponding Author(s). The total number of pages, figures, tables, and word length should be listed on the cover sheet below the author information.

### Abstract

The abstract should provide a brief overview of the paper and detail the highlights of the primary findings of the research in no more than 250 words. Two lines below the abstract, 5–7 keywords should be listed for the purpose of indexing.

### Body

The manuscript should minimally include an Introduction as well as Background, Discussion, and Conclusion sections. If the manuscript is more analytical, Materials and Methods and Results sections should be included. Authors have some flexibility regarding the actual organization of the body of the manuscript, but sections and subsections should be well defined and easy for readers to follow. For instance, **heading** titles should be bold, while *subheadings* should be italicized.

The body of the manuscript should not include embedded figures and tables within the manuscript. However, authors may indicate desired placement of figures and tables as follows:

[INSERT TABLE 1 HERE]

[INSERT FIGURE 5 HERE]

The tables can be appended to the end of the manuscript or included in a separate Word file. Either way, all tables should be submitted in Word or Excel formats rather than images in order to facilitate editing. Figures should be submitted as individual high-resolution JPEG and/or TIFF files.

### *Citations*

Manuscripts should follow the style guidelines outlined below; those that do not may be returned for revision before review. *Korean Studies* style generally conforms to APA (American Psychological Association) style, most frequently used within the social sciences to cite various sources.

Citations should be inserted in the text as appropriate. Multiple citations should be ordered chronologically and then alphabetically. When a citation lists two authors, include both author names and insert “and” between them. Citations with three or more authors should indicate the first author name followed by “et al.”. Some examples are provided as follows:

- ... previous studies suggest... (e.g., Kim, 1980; Lee, 1990; Park, 2000).
- ... previous studies by Kim (1980), Lee (1990), and Park (2000) suggest...
- ... previous studies suggest (Kim and Lee, 1985; Lee and Park, 1995).
- ... previous studies suggest... (Kim et al., 1987; Lee et al., 1987; Park et al., 2007).

The same applies to sentences beginning with a citation. For example:

- Lee and Park (1995) argued ...
- Kim et al. (1987) argued ...

When multiple authors share the same family name, include the first letters of their given names. For example:

- ... (C.J. Bae, 2015; K.D. Bae, 2016).

When the same author has multiple publications in the same year, they should be cited as follows:

- ... (Kim, 2012a, 2012b, 2012c).

When direct quotes are used, always include the page number(s). For example:

- Kim et al. (2014:51) stated that “[h]istorically, sedentary living in a permanent place has not always had positive effects on health and longevity.”

### *Endnotes*

Endnotes may be used to clarify certain points in the body of the text. Although there is no set limit on the number of endnotes that can appear in a manuscript, journal policy strongly recommends using endnotes minimally. Ultimately, if the information is sufficiently important, it should appear in the body of the text rather than as an endnote. Manuscripts submitted with footnotes or what may be considered too many endnotes will be returned to authors for revision before they are sent out for review.

## Acknowledgments

People who contributed to the study in any way should be acknowledged in a note at the end of the body of the text, as well as any funding sources that require acknowledgment.

## References Cited

Every reference cited in the manuscript must appear in this section. References not cited in the manuscript should be deleted from this section.

References should be listed alphabetically and then chronologically when the same author is listed more than once. When the original publication is in a language other than English, a note should appear at the end of the reference, for instance: “(in Korean)” or “(in Korean with English abstract)”.

The reference format is specifically designed for various algorithms (e.g., SCOPUS, Google Scholar, etc.) to capture the citation data from these articles. In theory, this should help raise the visibility of the article that cites the various papers and books listed.

Examples of specific formats are as follows:

### *Single-author journal articles:*

Seong, C.T., 2015. Diversity of lithic assemblages and evolution of Late Palaeolithic culture in Korea. *Asian Perspectives* 54(1), 91–112.

### *Multi-author journal articles:*

Jin, J.J.H., Shipman, P., 2010. Documenting natural wear on antlers: A first step in identifying use-wear on purported antler tools. *Quaternary International* 211, 91–102.

### *References with more than five coauthors (list the first five followed by “et al.”), for example:*

Kim, M.J., Ki, H.C., Kim, S.D., Chai, J.Y., Seo, M. et al., 2014. Parasitic infection patterns correlated with urban-rural recycling of night soil in Korea and other East Asian countries: The archaeological and historical evidence. *Korean Studies* 38, 51–74.

### *Authors with multiple publications in the same year (list as “a”, “b”, etc. in the body of the text to match the references listed in the paper), for example:*

Norton, C.J., Gao, X., 2008a. Zhoukoudian Upper Cave revisited. *Current Anthropology* 49, 732–745.

Norton, C.J., Gao, X., 2008b. Hominin-carnivore interactions during the Chinese Early

Paleolithic: Taphonomic perspectives from Xujiayao. *Journal of Human Evolution* 55, 164–178.

*Stand-alone books:*

Barnes, E., 2005. *Diseases and Human Evolution*. Albuquerque: University of New Mexico Press.

*Dissertations and theses:*

Kim, J.S., 2002. *The Late Neolithic–Early Bronze Transition and Cessation of Island Exploitation in Central-Western Korea: The Spread of Territoriality into a Mobile Hunter-Gatherer Context*. Ph.D. Dissertation, Arizona State University, Tempe.

*Book chapters:*

Wolpoff, M.H., Wu, X., Thorne, A.G., 1984. Modern *Homo sapiens* origins: A general theory of hominid evolution involving the fossil evidence from East Asia. In: Smith, F.H., Spencer, F. (eds.), *The Origins of Modern Humans: A World Survey of the Fossil Evidence*. New York: Alan R. Liss, pp. 411-484.

*How to Cite a Newspaper in Print*

Structure:

Last, F. M. (Year, Month Date Published). Article title. Newspaper Title, pp. Page(s).

Examples:

Bowman, L. (1990, March 7). Bills target Lake Erie mussels. *The Pittsburgh Press*, p. A4.

Meier, B. (2013, January 1). Energy Drinks Promise Edge, but Experts Say Proof Is Scant. *New York Times*, p. 1.

*How to Cite a Newspaper Online*

Format:

Last, F. M. (Year, Month Date Published). Article title. Newspaper Title, pp. Page(s). Retrieved from URL.

Examples:

Bowman, L. (1990, March 7). Bills target Lake Erie mussels. *The Pittsburgh Press*, p. A4. Retrieved from <http://www.pittsburghpress.com>

Meier, B. (2013, January 1). Energy drinks promise edge, but experts say proof is scant. *New York Times*, p. 1.

Retrieved from <http://www.nytimes.com>

**Figures**

Figures should be submitted separately as high resolution JPEG or TIFF images. Figures submitted in color will be full-color in the online version of the article. However, all figures will print in black and white unless authors opt to cover the cost of color printing. Authors interested in the latter option are invited to contact the Editor-in-Chief for a cost estimate.

*Korean Studies* prints images approximately 4.25" wide with a maximum height of 7.25". All images should be submitted at 300 dpi at full size. All layout questions, concerns, or preferences should be expressed upon acceptance, and UH Press will accommodate authors to the best of its ability. For example, multi-part images submitted as separate image files should be clearly labeled as such, e.g., Fig. 1a, Fig. 1b, and desired layout examples should be provided in PDF format when appropriate.

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Captions for figures should be presented in the final page(s) of the manuscript and after the tables.

### Tables

Tables should be submitted in a Word document, either embedded at the end of the manuscript itself or in a separate file. Tables may also be submitted as Excel files. An example of the specific format is provided below:

Norton, C.J., Gao, X., 2008a. Zhoukoudian Upper Cave revisited. *Current Anthropology* 49, 732–745. (Table 5)

Table 5. NISP and percentage data for cervid mortality profiles (based on the right mandibles).

Age	ZKD UC 1933 (N=38)	ZKD UC 1934 (N=48)
Young	15 (39.47%)	27 (56.25%)
Prime	20 (52.63%)	20 (41.67%)
Old	3 (7.89%)	1 (2.08%)

Any questions regarding manuscript submission may be directed to the Editor.