<u>Submission Guidelines for the *Seoul Journal of Korean Studies* (SJKS)</u>
SJKS welcomes submissions from scholars of all disciplines doing work specifically pertaining to Korea. Materials that have been accepted for publication or are being considered for publication elsewhere should not be submitted. All submissions must be sent to the following email address: (seoul.journal@gmail.com).

<u>Format</u>: All submissions must be .doc files sent as email attachments.

<u>Contents</u>: Submissions must contain a title page, an abstract page, and the article proper. The title page must contain the title of the article, the author's name, affiliation, status, and full contact details (e-mail, address, and telephone). Authors should notify the editors as soon as possible should any of this information change. The abstract should contain a half-page summary of the article, along with five keywords to index the article. The first page of the article proper should have the title only.

<u>Length</u>: Submissions can be no more than 50 double-spaced pages, Times New Roman 12 pt. font, including a bibliography and excluding title page and abstract.

<u>Footnotes/Endnotes</u>: Submissions must use footnotes and bibliographies following the most current edition of the *Chicago Manual of Style* (Chicago and London: Univ. of Chicago Press).

For book footnotes: Hong Kil Dong, *My Korean Life* (Seoul: Seoul National University Press, 2001), 65-69.

For article footnotes: Hong Kil Dong, "Not Simply Korea's Robin Hood," *Journal of Korean Legends* 21 (2001): 356-362.

For more examples, please consult: http://www.chicagomanualofstyle.org/tools_citationguide.html

<u>Pagination</u>: All pages of the article proper must be numbered.

<u>Romanization</u>: Submissions may follow either the McCune-Reischauer system or the Revised Romanization System developed by the Ministry of Culture and Tourism (2000) for Korean, maintaining strict consistency of one or the other, Hepburn for Japanese, and Pinyin for Chinese.

<u>Han'gŭl/Chinese Characters</u>: The use of han'gŭl and Chinese characters within the text is allowed and encouraged.

<u>Tables/Figures</u>: The use of tables and figures within the text is permissible. All labeling and citations must follow the guidelines given in the *Chicago Manual of Style*.

<u>Editing</u>: All submitted articles must arrive in publishable English. SJKS will not be responsible for translations or major editing. Once accepted, articles will undergo standard copy editing by the Journal's editing staff. Corrections will be submitted to the authors for final approval.

<u>Evaluation Procedures</u>: Submissions that pass the first round of editorial review will proceed through a two person double-blind peer review. Submissions are graded into four categories: publishable, publishable with further revision, re-submittable after further revision, rejected.