

Korea Yearbook

Instructions for Authors and Editors

MANUSCRIPT

Manuscripts should not exceed 10,000 words (including footnotes and references). Authors should include an English-language abstract (max. 150 words) as well as short biographical and contact information (max. 100 words). All articles submitted for publication must represent original work not previously published and should not be under current review by another publisher.

Use 12-pt Times New Roman throughout the main text (10-pt for abstracts, for indented quotations, for the body of tables including sources, and in any list of references at the end of an article).

STYLE

Spelling Authors may use either UK or US spelling, but should be consistent in the use of the spelling they have chosen.

Names Korean and Chinese proper names should have the family name first, followed by the given names. Japanese names should follow the Western order of given name first followed by family name.

In writing South Korean names, capitalise the initial letter of the family name and of the first of the two elements of the given name. Hyphenate the two elements and write the final element in small letters, e.g. Roh Moo-hyun, Lee Myung-bak, Chun Doo-hwan, Ban Ki-moon. Well-known exceptions to the foregoing rules, such as Syngman Rhee, are accepted. Furthermore, as many South Koreans have chosen a particular transcription of their name, the *Korea Yearbook* respects their choice of orthography.

North Korean names are separated out into the three elements of the name and the first letter of each element is capitalised, e.g. Kim Jong Il, Kim Il Sung, Kim Young Nam.

Personal titles The initial letter is capitalised when the title immediately precedes the name of the person in question, e.g. President Bush, President Lee Myung-bak, Professor Park Hyeong-jun, UN Secretary-General Ban Ki-moon. But when the title is used to describe a job or an office, use small letters throughout, e.g. the prime minister of Japan; the late foreign minister of the DPRK, Paek Nam Sung; the former South Korean prime minister Han Myeong-sook; the president of Hyundai Corporation; former Daewoo chairman Kim Woo-choong.

Acronyms Always use capital letters, e.g. OECD, UNDP. Always spell out the name of the organisation, country, etc, when it first appears in the text and follow it immediately by the acronym in brackets, e.g. Democratic People's Republic of Korea (DPRK). Thereafter use the acronym.

Numbers and figures

- Dates: in the text, these should follow the order day/month/year, e.g. 15 June 2000, the celebrations of 4 July. In tables, use the form 01.01.08.
- Percentages: use 'percent' (one word) in the text, the symbol '%' in tables

with no space between the number and the symbol, e.g. 1.3%.

- Years: in article titles and in table headings, write pairs of years in full, e.g. 2007-2008. In the body of the text and of tables, shorten this to 2007-08, 1988-9, but 1999-2000. Use the full form and no apostrophe when referring to a decade, e.g. the 1980s and 1990s.
- Cardinal numbers: write out in full up to ten. Use numerals from 11 to 999,999. Thereafter use one million, one billion. In four-digit numbers, place a comma after the first digit, e.g. 1,000-9,999; in five-digit numbers, after the second digit, e.g. 10,000 to 99,999; in six-digit numbers, after the third digit, e.g. 100,000.
- Ordinal numbers: write out in full up to 'tenth', thereafter use figures with -th, -st, -nd, or -rd, e.g. 21st party congress. Do not use superscripts (i.e. letters above the line); thus 24th, not 24th.
- Centuries: use abbreviated ordinal numbers from the 1st century AD or BC onwards (or backwards).
- Units of measure: use metric measurements where possible, with numerals, and use the accepted abbreviations, e.g. 24 km, 3m, 5.4 kg.

Diacritics, accents Where a European language employs accents or diacritics, these should be retained in names and words, e.g. Françoise Choay, Médecins Sans Frontières.

The *Korea Yearbook* basically follows the conventions of the McCune-Reischauer romanisation for texts on South Korean subjects. Thus the Korean diacritic (ũ and ö) should be used as necessary, with both capital and small vowels. For texts incorporating words used in the North, the *Yearbook* adopts the North Korean system, which itself closely follows McCune-Reischauer but omits all diacritics, thus Pyongyang.

Japanese words and names should similarly show the Japanese macron (ō and ū) as required.

See above for personal names

Abbreviations Differentiate between contractions and abbreviations. Use a full stop after an abbreviation, e.g. Gen. Clark, but not after a contraction, e.g. Dr Schmidt, St Petersburg, eds (=editors). Abbreviations such as 'e.g.', 'i.e.', 'etc.', 'ibid.', 'et al.' should be written with full stops.

Type Do not use **bold** type. Use *italics* for titles of books and newspapers, for the titles of films and for the names of ships. Use italics for foreign words.

Use italics for sub-headings within the text (see below)

Use roman type ('ordinary' type) for the names of press agencies and of websites. Place such words as 'et al.', 'ibid.', 'vis-à-vis', etc. in roman type; do not use italics.

Use SMALL CAPITALS for AD, BC, BCE; and use small capitals for main headings in the text (see below).

Capital 'I' in Internet.

LAYOUT

Paragraphs The first line of a paragraph should be indented, except after a blank line, a heading or sub-heading, or an indented quotation (see below). Use a tab, not spaces, for indentation. Normally paragraphs should not be separated by insertion of an extra line.

Headings Main headings should be in small capitals and numbered 1, 2, 3, etc. Sub-headings, in italics, should be supplied where appropriate, to a maximum of three levels: 1., 1.1; 1.2; 1.2.1, 1.2.2, etc. If necessary, indicate the level of a sub-heading in the left margin of the manuscript by writing L1, L2, L3.

Tables Keep tables and figures to the necessary minimum.

Tables should be prepared with a fixed width of 11 cm and a flexible height of up to 12.5 cm maximum.

Use Times New Roman 12-pt for the number and heading of a table and do not insert full stops after either the number or the heading. Use the full form of year pairings in a heading, e.g. 1996-1998.

In the body of the table, use Times New Roman 10pt, left-aligned text only and refrain from any additional formatting. Use shortened forms throughout the body of a table, i.e. for dates, 01.02.96; for percentages, the % symbol; for year pairings, 2006-07. Sources and notes should also be set in 10-pt and have a full stop at the end.

Illustrations Diagrams, maps and illustrations can only be published in black and white, with a maximum width of 11 cm and a flexible height of up to 12.5 cm maximum. Authors are advised to use hatchings for diagrams; if greyscales are used, black, white, and a maximum of two levels of grey will be accepted. Curves are preferred to bars. Low-resolution illustrations (scans or Internet downloads) will not be accepted.

Captions: Use 12-pt for captions. Spell out 'Figure' in full. There should be no full stop after either the figure number or after the caption.

Footnotes Include essential footnotes only. Footnotes should be placed within the text and numbered consecutively as superscripts. Footnote numbers should follow any punctuation mark or marks. Footnotes in headlines are not permissible.

Quotations Use single quotation marks to distinguish words, concepts and short phrases under discussion. Also use single quotation marks to enclose direct quotations of fewer than 25 words, which should run on in the text. Double quotation marks should be used for any further quotation placed within the main quotation. If a quotation forms a complete sentence, enclose any punctuation within the quotation marks. If a quotation forms an incomplete phrase, place any punctuation outside the quotation marks.

Larger quotations, i.e. of above 25 words, should be set off from other text by inserting a space above and below the block of quoted text. This block quotation should be indented on the left-hand side and set in 10-pt. It should not be enclosed inside quotation marks.

Citations and references In general, please follow the *Harvard Standard* citation rules. Citations in the text or footnotes should give only the name of the author(s) followed directly by the year of publication (no comma), and possibly a page number or chapter number, e.g. '... (Cumings 1997: 38)' or '... (ibid.)'. References to authors in the text must match exactly those in the reference section.

The section for references should have complete, verified information including the first names (not just the initials) and surnames of the authors and journal names in full (no abbreviation). No item should appear in the references if it has not been cited in the text. The reference list should be organised alphabetically by authors' last names and then by year, in ascending order. The date of a publication should

appear immediately after the name(s) of the author(s) or editor(s) and should be enclosed in round brackets.

The titles of articles and of dissertations should be set in roman and should be enclosed in single quotation marks. Titles in English may be written in upper and lower case. Titles in romanised Korean should be set in small letters, with an initial capital, and should be followed by an English translation within square brackets. There should be no full stop at the end of the reference.

Where a publication or article is in Korean, the author's or editor's name should follow the form outlined above under 'Names'. Where a reference is in English, by a Korean author, the author's name should follow the form supplied by the author.

Examples:

Book:

Cummings, Bruce (1997), *Korea's Place in the Sun: A Modern History*, New York and London: W.W. Norton & Company

Journal article:

Chang, Woo-young (2005a), 'Online Civic Participation, and Political Empowerment: Online Media and Public Opinion Formation in Korea', in: *Media, Culture, and Society*, 27 (6), pp. 925-35

Edited volume:

Kang, Pusŏng (ed.) (1993), *Tosi chiphap chut'aegŭi kyehoek* [Planning in urban collective housing], Seoul: Parŏn

Paper in multi-author collection:

Kang, Myung-koo (2005), 'The Struggle for Press Freedom and Emergence of "Unelected" Media Power in South Korea', in: John Erni and S. K. Chua (eds), *Asia Media Studies: Politics of Subjectivities*, London: Blackwell Publishing, pp. 75-90

Internet sources:

China Internet Network Information Center (6 February 2004), *13th Statistical Survey on the Internet Development in China (January 2004)*. Online: <http://www.cnnic.net.cn/download/manual/en-reports/13.pdf> (accessed 16 April 2004)

Reporters without Borders (12 May 2003), "'Living Dangerously on the Net": Censorship and Surveillance of Internet Forums', in: *Reporters Without Borders Reports*. Online: http://www.rsf.org/article.php3?id_article=6793 (accessed 7 May 2004)

Kang, Woo-suk (2005), 'Kang Woo-suk talks about Hanbando', originally in: Film2.0 (26 October); English version, www.twitchfilm.net. Online: <http://www.twitchfilm.net/archives/006309.html>

Oh, Yeon-ho (2004b), 'The End of 20th Century Journalism', speech to 2004 conference of the World Association of Newspapers, Istanbul, 31 May 2004, in: *Ohmynews*, 1 June. Online: http://english.ohmynews.com/articleview/article_view.asp?article_class=8&no=169396&rel_no=1 (accessed 25 April 2005)