

IJKUS Guideline for Manuscript Submission

Revised: April 14, 2017

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MANUSCRIPT

The manuscript should use American-English as a standard format and should be double-spaced, footnoted attached with a full list of bibliography quoted throughout the footnotes. The length required for articles should range between **6,000 and 10,000 words** in 12-font size, using Microsoft Word only. An **abstract** of 150 words (with five keywords) plus the same length of contributor's **biographical statement** should accompany the manuscript.

Submission of a paper will be held to imply that it contains original unpublished work and is not being submitted for publication elsewhere; manuscripts under consideration for publication elsewhere are ineligible.

The author may submit articles for consideration via email at kinujournal@kinu.or.kr. The deadline for manuscript submission is as follows.

April 22 for June issue, and October 21 for December issue.

I. General Details on Manuscript

1. A manuscript includes footnotes, references, tables, figures, etc.

2. On headings and subheadings, follow this order:

I. - 1. - a. – (1) – (a) – 1) – a)

But avoid using more than three levels.

3. Writing dates

(U.S. style [June 1, 2013] preferred, but EU style accepted if consistent [ex. 1 June 2013])

Ex. On July 14, 1993; 1993-1994; 1990s; June 14-16, 1972

4. On transliteration (not for names of individuals), use Revised Romanization for Korean, Pinyin for Chinese, Modern Hepburn for Japanese (avoid using as many diacritics as possible) and refer to UN Romanization of Geographical Names for Russian <http://www.eki.ee/wgrs/rom1_ru.pdf>. Regardless of the system followed, name spellings used conventionally should prevail. (ex. Moscow, Beijing, Pyongyang, etc.)

5. Use double quotation marks to enclose a quote with less than three lines in the main text. Use single quotation marks for any quotations within a quotation. Divide a long quotation into paragraphs and indent the quoted paragraph. The relevant page should be noted.

6. When indirect quotations are made, such as through rewording and summarizing, the source should be noted in a recognizable way.

7. Number the table and figures at the top of a table or figure and fully write its <Source:> on the bottom in footnote style. (note: the journal is published in black/white only)

a. Title of a Table/Figure

<Table 1> OOO / <Figure2> OOO

b. Source: It should be written according to the footnote style. Yet, if its source is the same as that of the immediately preceding table, make a note in the order of <author, "Title of Paper," p. 00 / author, *Title of a Book*, p. 00>.

8. While KINU provides suggestions on the following matters, author's preferences will be prioritized.

a. Hyphenation

By principle, no hyphenation preferred. Exceptions encompass compounds formed with capitalized words (pre-Marxist), numbers (post-1950), more than one word (non-oil-exporting countries), and doubled letters (anti-inflationary), and different meaning without hyphen (recreation vs. re-creation)

b. Abbreviation

No dots for acronyms and when first used, fully stretch out the acronym. Except for conventional terms such as UN, EU, UNSC, ROK, DPRK, PRC, etc.

Exception: U.S.S.R., U.S., and U.K.

c. Numbers

Use comma (3-digit division) and points for decimals, and use words for zero to nine, (ex. one test, 11 tests, first test, 11th test) Exception: age, percentage, measurements, amount of money, part of a larger number (always use Arabic numerals)

First Number	Second Number	Example
Less than 100	Use all digits	3-10; 72-79
100 or multiples of 100	Use all digits	200-208; 5300-5302
101 to 109, 201 to 209, etc.	Use changed part only	502-9
110 to 199, 210 to 299, etc.	Use two digits unless needed	725-29; 4854-5028

d. Currency

To avoid any confusion, use ISO 4217 code for all currencies.

Refer to http://www.currency-iso.org/dam/downloads/lists/list_one.xls
(Ex. USD 35 million, ZAR 6,251, KRW 1,500,000, CNY 183, KPW 3,000)

e. Spelling

IJKU adheres to the U.S. spelling. Here are some examples of spelling differences between U.S. and British style below.

U.S.	British
[no final e] ⇒ annex	[final e] ⇒ annexe
-ck ⇒ check	-que ⇒ cheque
-ense ⇒ defense	-ence ⇒ defence
-er ⇒ adviser	-or ⇒ advisor

-er ⇒ center	-re ⇒ centre
-g ⇒ catalog	-gue ⇒ catalogue
-i- ⇒ tire	-y- ⇒ tyre
-ixes ⇒ appendixes	-ices ⇒ appendices
-ize ⇒ organize	-ise ⇒ organise
-l ⇒ traveler	-l ⇒ traveller
-m ⇒ program	-mme ⇒ programme
-or ⇒ labor	-our ⇒ labour
-ow ⇒ plow	-ough ⇒ plough

Exceptions: Proper nouns (ex. International Labour Organization, U.K. Ministry of Defense, etc.)

f. East Asian names

For East Asian names, follow the order of last name and first name in most cases (Park Geun-hye, Xi Jinping, without comma except for author's preferences). However, for citations (footnotes and bibliography), take the Western style (first name-last name) order.

g. Conventions and Conference Names

Fully stretch out when first used and then shortened form, ex. Montreal Protocol on Substances that Deplete the Ozone Layer first, Montreal Protocol after.

II. Footnote and Bibliography

1. General Notes

- a. The bibliographic details of the literature cited from the body of a report must be presented in the bibliography section. When the literature not cited or referred to in the main text is presented as a reference for other researchers' relevant or in-depth study, it should be included following a bibliography with the title of the "list of relevant materials."
- b. Sources should be noted with a sentence as a unit and should include printed materials, electronic materials, data, indexes, images, and recorded verbal materials.
- c. As the nature of a research by a research institute, in cases such as research institutes' undisclosed, internal resources, government agencies' undisclosed resources, consigning agencies undisclosed resources, etc. where it is difficult to cite the sources, it can be excluded from the bibliography. However, a reason for the

source not being provided - for example, the source has been omitted as it is a private material - should be mentioned.

d. When a web source is cited, the entire URL and the date accessed should be written in the footnote and the bibliography.

e. The entries in a general bibliography or list of sources are arranged alphabetically by the last name of the author or editor. With more than one work by the same author, a three em dash (_____) replaces the author, and the entries are arranged alphabetically by title.

(1) Single Author Book (with ISBN): Author[s]' first and last name[s], *title* (city of publication: publisher, year), page number[s].

N: 1. Hans Morgenthau, *Politics Among Nations: The Struggle for Power and Peace* (New York: McGraw-Hill, 1948), pp. 146–48.

* When recurring, 22. Morgenthau, *Politics Among Nations*, p.23.

B: Morgenthau, Hans. *Politics Among Nations: The Struggle for Power and Peace*. New York: McGraw-Hill, 1948.

(2) Edited Volume (with ISBN): Author[s]' first and last name[s], "chapter title," in *title*, ed[s]. editor[s]' name (city of publication: publisher, year), page number[s].

N: 1. Kenneth Waltz, "Reflections on Theory of International Relations: A Response to My Critics," in *Neorealism and Its Critics*, ed. Robert Keohane (New York: Columbia University Press, 1986), p. 322.

B: Waltz, Kenneth. "Reflections on Theory of International Relations: A Response to My Critics." In *Neorealism and Its Critics*, edited by Robert Keohane. New York: Columbia University Press, 1986.

(3) Journal Article (in a journal with ISSN): Author[s]' first and last name[s], "title of article," *title of journal*, vol. #, no. # (year): page number[s]. (DOI, if possible)

N: 1. Gunnar Myrdal, "Underdevelopment and the Evolutionary Imperative," *Third World Quarterly*, vol. 1, no. 2 (1979), p. 27.

B: Myrdal, Gunnar. "Underdevelopment and the Evolutionary Imperative," *Third World Quarterly*, vol. 1, no. 2 (1979): 24-42.

(4) Newspaper or Magazine Article: Author[s]' first and last name[s] (or the name of the news service), "title of article," *name of newspaper/magazine* (city of publication, for clarification), date of publication(page number[s] or URL [including date accessed], if available.).

N: 1. Joel Brinkley, "South Korea Offers Power if North Quits Arms Program," *New York Times*, July 13, 2005,

<http://www.nytimes.com/2005/07/13/international/asia/13diplo.html?_r=0> (date accessed July 14, 2005).

2. "Al-Qaeda Faction Sets Up Rival 'Mini-State' in Syria," *Times(London)*, February 6, 2015, p. A6.

B: 1. Brinkley, Joel. "South Korea Offers Power if North Quits Arms Program." *New York Times*, July 13, 2005,

<http://www.nytimes.com/2005/07/13/international/asia/13diplo.html?_r=0>. (date accessed July 14, 2005)

2. *Times (London)*. "Al-Qaeda Faction Sets Up Rival 'Mini-State' in Syria." February 6, 2015.

※Italics should not be used for news agencies. (ex. Associated Press (AP), United Press International (UPI), Yonhap News Agency, Agence France Presse (AFP), Reuters, Kyodo News Agency, etc.)

(5) **Reports and Working Papers:** Author[s]' first and last name[s], "title of report," report name, publisher, date of publication (as provided), page number[s], URL, and date accessed.

N: 1. Hyeong-Jung Park, "One Year into the '6.28 Policy Directives' – Contents and Progress," (KINU Online Series 13-18, Korea Institute for National Unification, Seoul, 2013),

<http://www.kinu.or.kr/servlet/Download?num=141&fno=146&bid=EINGINSIGN&callback=http://www.kinu.or.kr/eng/pub/pub_05_01.jsp&ses=>> (date accessed November 12, 2013).

B: Park, Hyeong-Jung. "One Year into the '6.28 Policy Directives' – Contents and Progress." KINU Online Series 13-18, Korea Institute for National Unification, Seoul 2013.<http://www.kinu.or.kr/servlet/Download?num=141&fno=146&bid=EINGINSIGN&callback=http://www.kinu.or.kr/eng/pub/pub_05_01.jsp&ses=>> (date accessed November 12, 2013).

(6) **Personal Communication and Interview:** Author[s]' [personal communication/e-mail/telephone conversation/interview] with [first and last name], place, date.

N: 1. Michael Kirby (head of the UN COI in the DPRK) in discussion with the author, May 2014.

2. Interview with North Korean defector, April 4, 2008

3. Peter Bofinger, interview by Stephen Sackur, *HARDTalk*, BBC, September 17, 2014

4. Junot Diaz, e-mail message to author, January 8, 2014.

B: No bibliography necessary.

(7) **Theses and Dissertations:** Author[s]' first and last name[s], "title," (master's thesis/Ph.D dissertation, University name, year), page number. [URL, if possible]

N: 1. IlyaVedrashko, "Advertising in Computer Games" (master's thesis, MIT, 2006), p. 59,
<<http://cms.mit.edu/research/theses/IlyaVedrashko2006.pdf>> (date accessed May 3, 2015)

B: Kim Drexler. "Molecular Machinery and Manufacturing with Applications to Computation." Ph.D dissertation, MIT, 1991.

(8) **Electronic Documents and Website Contents:** Author[s]' first and last name[s], "title," URL. Date accessed, Footnote citation should emulate the corresponding print-source category if possible.

N: 1. "Style Guide," *Wikipedia*, <http://en.wikipedia.org/wiki/Style_guide> (date accessed January 4, 2013)

B: *Wikipedia*. "Style Guide." <http://en.wikipedia.org/wiki/Style_guide> (date accessed January 4, 2013).

(9) **Government Documents:** [country name,] Government/Organization department or office, title of document, [by authors, if available], location, publisher, and year of publication, page number[s].

N: 1. South Korea, Ministry of Unification, *White Paper on Unification 2015* (Seoul, 2015), p. 23-25.

2. U.S. Department of State, Bureau of Conflict and Stabilization Operations, "Liberia ICAF Update report-March 2012," by Afiya McLaughlin-Johnson, Washington D.C. <<http://www.state.gov/documents/organization/187974.pdf>> (date accessed June 20, 2014).

B: 1. South Korea, Ministry of Unification. *White Paper on Unification 2015*. Seoul, 2015.
2. U.S. Department of State, Bureau of Conflict and Stabilization Operations. "Liberia ICAF Update report-March 2012." by Afiya McLaughlin-Johnson. Washington D.C. <<http://www.state.gov/documents/organization/187974.pdf>> (date accessed June 20, 2014).

(10) **Conference Paper:** Author[s]' first and last name[s], "title," event name, venue, date of the event.

N:1. Robert Gallucci, "20 Years after the Geneva-Agreed Framework" (paper presented at Peace and Unification on the Korean Peninsula: The Twenty Years after the Geneva-Agreed Framework, Seoul, October 10-11, 2014)

B: Gallucci, Robert. "20 Years after the Geneva-Agreed Framework." Paper presented at Peace and Unification on the Korean Peninsula: The Twenty Years after the Geneva-Agreed Framework, Seoul, October 10-11, 2014.

(11) **Speech:** Speaker's first and last name, "title," the sponsorship, location, date of the speech.

N: Barack Obama, "Remarks by President Obama at the University of Yangon," (speech, Rangoon, November 19, 2012), The White House, <<http://www.whitehouse.gov/the-press-office/2012/11/19/remarks-president-obama-university-yangon>>.

B: Obama, Barack. "Remarks by President Obama at the University of Yangon." speech, Rangoon, November 19, 2012. The White House. <<http://www.whitehouse.gov/the-press-office/2012/11/19/remarks-president-obama-university-yangon>>.

(12) **International Organization Documents**

N: 1. United Nations, Human Rights Council, "Situation of Human Rights in the Democratic People's Republic of Korea," April 9, 2013. A/HRC/RES/22/13.

B: United Nations, Human Rights Council. "Situation of Human Rights in the Democratic People's Republic of Korea." April 9, 2013. A/HRC/RES/22/13.

- Sources translated into English from a foreign language: credit the translator by inserting "trans. [translator's first and last name]" after the title of the publication.

N: 1. Harald Fritzsch, *An Equation that Changed the World*, trans. Karin Heusch (Chicago: University of Chicago Press, 1994), p. 21.

B: Fritzsch, Harald. *An Equation that Changed the World*, translated by Karin Heusch. Chicago: University of Chicago Press, 1994.

- The second mention where notes are consecutive: Ibid., and page number(s) where necessary. The second mention where notes are not consecutive: Op. cit., and page number(s) where necessary.

III. Further Details

Honorarium is provided for the articles that have been chosen for publication. Authors of published articles will receive gratis a copy of the issue in which the article appears. Please send your manuscripts or inquiries to the email address listed below.

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