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Submission Guidelines

for the *Seoul Journal of Korean Studies* (SJKS)

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.

Format: All submissions must be MS Word files sent as email attachments.

Contents: Submissions should consist of three files: one containing the title page, including the author's name, affiliation, status, and full contact details (e-mail, address, and telephone); one containing the abstract page, consisting of a half-page summary of the article, along with five keywords to index the article; and finally the article proper. The article file should have only the title, and should not contain any details that may reveal who the author is. Authors should notify the editors as soon as possible of any changes in their status or contact details.

Length: Submissions can be no longer than 15,000 words, Times New Roman 12 pt. font, including a bibliography and notes but excluding the title page and abstract.

Footnotes: Submissions should use the author/date system of referencing following the most current edition of the *Chicago Manual of Style* (Chicago and London: Univ. of Chicago Press). Example:

References: Hong Kil Dong. 2001. *My Korean Life*. Seoul: Seoul National University Press.

In-text (including in notes): (Hong 2001, 356-362).

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

Pagination: All pages of the article proper must be numbered.

Romanization: For Korean, submissions should use the Revised Romanization System developed by the Ministry of Culture and Tourism (2000). Pinyin should be used for Chinese and Hepburn for Japanese.

Hangeul/Chinese Characters: The use of Hangeul and Chinese characters within the text is allowed and encouraged.

Tables/Figures: 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*. Tables and figures should be submitted as separate files, and not be inserted in the article.

Editing: 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.

For detailed editorial guidelines, see <http://sjks.snu.ac.kr/page/index.jsp?code=style>

Evaluation Procedures: 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, and rejected.