SUBMISSION GUIDELINES FOR RESEARCH ARTICLES

1. *Acta Koreana* invites the submission of manuscripts on Korea in any time period, from all academic disciplines within the humanities, broadly understood. For full consideration for publication, submissions should make substantive and innovative arguments that are theoretically informed and empirically rigorous. Furthermore, authors should locate their work within existing research by means of a critical literature review that demonstrates the significance of their submission. Finally, submissions should engage primary and secondary source materials in at least English and Korean, as well as other source languages as appropriate, such as Classical Chinese, Modern Chinese, Japanese, Russian, or others.

2. Manuscripts should be written in English; both British and American English are acceptable. Article manuscripts should ideally be 6,000–10,000 words in length and be double-spaced throughout, including footnotes, indented quotations, and references. The font should be Times New Roman, 12 point.

3. For romanization of words from East Asian languages, authors should use McCune-Reischauer for Korean, Hepburn for Japanese, and Pinyin for Chinese.

4. Manuscripts should be submitted as an electronic file attachment in Microsoft Word format only. Microsoft Word documents that have been converted from other programs are not acceptable because of the formatting difficulties that they cause. Formatting should be kept to a strict minimum: the document should use A4 pagination, and titles and subtitles should be the same size and font as running text.

5. Authors are encouraged to submit tables, figures, maps, and other illustrations along with their manuscripts; these should, however, be sent as separate files; please do not include them in the article. It is the authors’ responsibility to obtain the necessary permission for illustrations in their articles.

6. The manuscript should have a separate title page with the title of the article, the author’s name, affiliation, status and full contact details (e-mail, address, and telephone). As the author’s affiliation, status and e-mail will be included in the article, authors should notify the editors as soon as possible should any of these change. The first page of the manuscript proper should bear a brief abstract of no more than 250 words and 5 key words.

7. Authors should use the notes and bibliography system of Chicago Manual of Style. Authors may refer to the latest edition of the Chicago Manual of Style, for more detailed guidelines on citation rules and style preferences. Manuscripts should use footnotes rather than endnotes.

8. The submission of a paper will be taken to imply that the author will automatically agree that upon its acceptance for publication its copyright will belong to Academia Koreana, Keimyung University.
SUBMISSION GUIDELINES FOR TRANSLATION MANUSCRIPTS

1. We welcome the submission of translation manuscripts. All manuscripts submitted to Acta Koreana should neither have been published already or under review for publication elsewhere.

2. The target language of the translation should be English; both British and American English are acceptable.

3. Submitters are required to furnish proof that permissions have been granted to translate the submitted work. This can either be from the author or the publisher.

4. All submissions must be accompanied by a brief critical introduction of the author and the translated work. For examples, please see past issues of Acta Koreana.

5. Submissions must include a copy of the original work to be sent digitally, either as a .pdf or .doc file.

6. Manuscripts should be submitted as an electronic file attachment in Microsoft Word format only. Microsoft Word documents that have been converted from other programs are not acceptable because of the formatting difficulties that they cause.

7. Prose manuscripts should ideally be 6,000–10,000 words in length and be double-spaced throughout, including footnotes, indented quotations, and references. Poetry manuscripts should ideally be 10–20 poems in length, single-spaced. For formatting and Romanization policy, see our submission guidelines for articles.

8. The submission of a translation will be taken to imply that the author will automatically agree that upon its acceptance that first rights for publication will belong to Academia Koreana, Keimyung University. Upon publication, the rights will revert back to translator.

SUBMISSION GUIDELINES FOR BOOK REVIEWS

1. Book reviews should be 1,000–3,500 words in length.

2. Book reviews should accomplish at least the following three tasks: a summary of the content, an accounting of the strengths and weaknesses of the text, and finally, an overall critical evaluation.

3. For formatting and Romanization policy, see guidelines for article submissions.

4. If you are interested in writing a review of a specific title, please contact us via e-mail.
EVALUATION PROCEDURE

1. Manuscripts can be submitted at any time during the year.
2. Titles of submitted manuscripts will be announced to the editorial board members without revealing the author’s name.
3. All manuscripts will be evaluated and refereed by three editorial board members, based on their field of specialization.
4. If a manuscript is submitted which is beyond the expertise of the regular board members, one or more guest referees will be invited to evaluate it.
5. The referees will report their evaluations to the editor-in-chief, who makes the final decision on publication.
6. The referees are encouraged to focus on the originality, creativity, and academic integrity of each manuscript.
7. Manuscripts will be refereed into four categories: “publishable,” “publishable after revision,” “may be re-evaluated after revision” and “not publishable.” If an article is deemed “not publishable” referees are encouraged to make comments so that the author can understand the reasons for the rejection.
8. If an article is deemed “publishable,” “publishable after revision” or “may be re-evaluated after revision,” referees are encouraged to make suggestions, so that the author can revise the manuscript in accordance with the comments of the reviewers.
9. Evaluation time is normally about two months. Authors can make enquiries about the status of the evaluation process if they have not been contacted within two months.
10. After a manuscript has been approved for publication, editors will notify the authors via e-mail and also instruct on revisions. However, the editors reserve the right to make emendations in matters of style, grammar and romanization without consulting the authors.
11. Editors will make due efforts to send final proofs to the authors, but given the tight publication deadlines this may not always be possible. Proofs are only sent so that they may be checked for errors; no changes in content can be made at this stage.
12. All submissions undergo a blind peer review process, and by submitting to the journal, authors are agreeing to accept its outcome. Submitting authors do not have any right to object to or appeal the results of the peer review process.

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PUBLICATION ETHICS

The purpose of the following provisions is to present the basic ethical principles to be adhered to by authors, editors and peer reviewers for the publication of an academically outstanding journal. Although these principles are already widely known and upheld in the academic community, the purpose of clarifying and stating these principles here is to provide an opportunity for Acta Koreana to reconfirm their desirability and to enhance its own pursuit of academic probity and excellence.

1. Plagiarism
Authors will not present in their articles or essays the results of the research or opinions of others as if they were their own. Even though it is possible to make multiple references together with clearly stated sources concerning the results of others’ research, those parts presented as though they are the results of one’s own research or one’s own opinions will be considered to be plagiarism.

2. Publication Achievements
1) Authors are solely responsible for the research that they have actually carried out or directly contributed to and are also entitled to receive recognition for it as their own achievement.
2) In the case of joint research the listing order of authors (or translators) for articles and other publications must clearly reflect the degree of contribution to the research regardless of the relative academic rank of the contributors.

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2) In principle articles which have been divided may not be submitted or published in this journal.

4. Quotations and References
1) In the case of quoting published academic sources authors must do their best to describe their source clearly and in the case of rare, unpublished documents, the authors must clearly identify their sources.
2) When quoting another person’s words or borrowing (or making reference to) another person’s ideas, clear references to sources must be included in footnotes or endnotes, and through these references the reader must be able to ascertain which portions of the article are the result of previous research and which portions are the author’s own original thoughts, opinions and interpretations.

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The editorial board must fairly deal with submitted articles without prejudice or personal bias on the sole basis of the quality of the article and the established provisions for submission. Also in order to evaluate submitted articles, the board must solicit and rely on scholars with specialist knowledge in the field of the particular article and powers of impartial judgement as peer reviewers.

6. Peer Reviewers
Peer reviewers must fairly and sincerely evaluate articles entrusted to them by the editorial board of the journal according to objective criteria.

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1) Violations of research ethics, especially plagiarism and duplicate publication, will be investigated and adjudicated by the editorial board.
2) Authors found to have violated the above provisions and research ethics may not submit further articles to this journal for two years. Any additional issues will be decided on by the editorial board.