Manuscript Submission Guidelines

1. Style


Notes

A full citation does not need to be made more than once. A shortened citation should include the author’s last name and the main title. Korean, Chinese, and Japanese names, however, should always be written in full. “Ibid.” may be used for successive references to the same work, but should not be used when the previous note contains more than one citation.

(1) Journal Articles


Pempel, “The Race to Connect East Asia,” 246.

Ibid., 247.

(2) Book chapters


(3) Books/Monographs


(4) Chinese or Japanese and other foreign language monographs


Yung Sai Shing 容世誠, “圍堵顛顫 整合連横: 亞洲出版社 亞洲影業公司初探

(5) Newspapers/Internet references


Bibliography

References should be placed in alphabetical order. A 3-em dash is used for successive references by the same author. References therein should be ordered by year.

(1) Journal articles


(2) Book chapters


(3) Books/Monographs


(4) Chinese or Japanese and other foreign language monographs

Foreign language references where the authors are Korean, Chinese, or Japanese do not require a comma in the author’s name.


Tian Yipeng and Qi Si. “Danwei shehui” de zhongjie: Dongbei luogongyejidi “dianxing danweizhi” beijingxia de shequ jianshe [The End of “Danwei Society”: The Construction...


(5) Newspapers/Internet references


2. Romanization and foreign languages

(1) Romanization systems

Romanization systems for East Asian languages are as follow: Revised Romanization by the Republic of Korea government for Korean, Pinyin for Chinese, and Hepburn for Japanese. For Inner Asian languages, Manchu, and Mongolian, please follow the systems used in the Cambridge History of China, volume six. Exceptions exist with regard to internationally recognized proper names, such as Koguryo.

(2) Foreign language references

Foreign language references should include the romanized version of the original title as well as a translation in square brackets. The translated title does not need to be italicized. Journal names and publishing companies are also romanized but they do not need to be translated.

(3) East Asian names

Regarding Korean, Chinese and Japanese names, given names follow the family name, without using a comma (i.e. Park Cheol-su, Kosaka Masa-taka, Tian Yipeng). Korean names should be hyphenated. Commonly used spellings are also accepted. The author of an article may choose to write his or her name however he or she chooses.

(4) Diacritics

Diacritics in East Asian language romanization systems (i.e., macrons in Japanese) should be included consistently.

(5) East Asian scripts

East Asian (Korean, Chinese, and Japanese) scripts should appear wherever necessary in the body of the text or in the footnotes, following the appropriate romanization. Korean scripts should be in standard PC or Macintosh encoding, Chinese characters in standard Big5 encoding (please use traditional form, or fantizi 繁體字), and Japanese kanji and
kana in Shift-JIS.

3. Other grammatical and stylistic notes

(1) Quotation marks, brackets, and punctuation

Double quotation marks are used for emphasis as well as enclosing quotations. Periods and commas are placed within the quotation marks (i.e. “good,” and “great.”). When quotation marks are used with a translated word, they should also enclose the romanized word in brackets (i.e. “Korean Wave (hallyu).”).

(2) Numbers

Numbers under 101 are written as words (i.e. one hundred). The same applies for ordinal numbers (i.e. eighteenth century). Decimal numbers (1.3), edition numbers in notes and the bibliography (3rd edition), as well as titles of figures and graphs (i.e. figure 1) are exceptions. Numbers twenty-one through ninety-nine should be hyphenated. Percent figures are also written out in words (i.e. twenty-seven percent). The use of the percent sign (%) is acceptable in tables, graphs, figures, and the like.

(3) Tables, Graphs, and Figures

The words table, graph, figure, etc. do not need to be capitalized within the text (i.e. As shown in table 3, ...).

(4) Hyphenated words in titles

When hyphenated words appear in a title, the second word should be written in the lower case unless a proper noun (i.e. A Pre-agreed Framework for Peace; Anti-labor Attitudes among Factory Owners in Korea; Post-Cold War Sino-Japanese Relations).

(5) Colons

Clauses following a colon should begin with a lower case letter while complete sentences should begin with a capital letter (i.e., List of words: apple, orange, and pear. I’ll give you a hint: The secret ingredient is maple syrup). Colons can also be used to introduce a setoff quotation within the text, typically using the phrase “as follows” or “the following.” (i.e. custodial work can be menial but it’s rewarding, as reflected in the following passage: ...)

(6) Spelling

The Journal uses American spelling (i.e. color, not colour).

4. Submitted manuscripts, including footnotes and illustrations, should be approximately thirty pages (8000-9000 words) in length and be double-spaced with 12-point type and 1 inch margins including notes and references.
5. The first page of the manuscript should provide the article title and the name(s) and affiliations(s) of the author(s).

6. The second page should provide an abstract of no more than 150 words and at least five keywords placed below the abstract.

7.

(1) Illustrations and Proofs

Authors are encouraged to include good quality illustrations (maps, photographs, etc.) in their manuscripts. Changes at the page proofs stage and later will be accepted only upon approval of the Editors. Final proofs are sent to both authors and book reviewers and corrections are to be limited to printing errors only.

(2) Copyright

Authors are to obtain permission to reproduce any copyright material. In assigning copyright, authors may use their own materials in other publications if The Journal of Northeast Asian History is acknowledged as the original place of publication and the Institute of International Affairs at Seoul National University is notified in writing in advance. Authors also agree to assign copyright of their manuscript to the Institute of International Affairs at Seoul National University to ensure that the materials in the journal can be distributed as widely as possible.

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