KOREA JOURNAL
Manual of Style
(For Editorial Use)

Revised on January 1, 2014

Institute for Peace and Development
Korean National Commission for UNESCO

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PART I. Form and Style

1. Title Page

1.1.　　　Title

Words in the main title and the subtitle are capitalized except for definite and indefinite articles, coordinate conjunctions, and prepositions. The first words of the titles, however, are capitalized regardless of their part of speech. (*For this manual, "to capitalize" is defined as "to write the initial letter of a word in upper case letters." Any cases of capitalization in this manual follow the rules set here.)

The main title is set in roman type while the subtitle is italicized, both flush left.

Each word in a hyphenated compound noun in the title is capitalized. In cases where the first word is not a noun, or where the compound noun refers to a number, only the first component word is capitalized.

Example:
- The Reorganization of Korean Residential Space after Modernization: *The Diachronic Changes in Main Space from* Daecheong *to* Maru *and to Modern-Day* Geosil
- Hand-me-downs and Forget-me-nots
- My Son's Twenty-first Birthday

1.2.　　　Author Name(s)

The names of the author or authors are romanized according to the author's preference.

The surname of the author(s) is set in full capitals.

Example:
- KANG Jung In and Jungeun YANG

1.3.　　　Abstract

The abstract is provided in a single paragraph in less than 200 words. The words in the abstract are all italicized. However, words that would be italicized in the main text, according to Korea Journal Manual of Style rules, appear in roman type in the abstract.

1.4.   Keywords

Six to eight keywords of the article are provided.
The word "Keywords" and a colon, set in boldface, precede the keywords.

Example:
- **Keywords**: *daecheong*, *maru*, *geosil* (living room), spatial organization

1.5.   Acknowledgements

For an acknowledgement, an asterisk is added at the end of the main title, and an acknowledgement note is given at the bottom of the title page with another asterisk at its beginning.

Example:
- *This research was supported by the Research Fund of the Catholic University of Korea in 2013.

1.6.   Biographical Notes

Brief biographical notes on the authors are provided at the bottom of the title page with no indentation.

When the title page has an acknowledgement note, the biographical notes appear below with an intervening line space.

The author name(s) must appear identically in the biographical notes as it does immediately under the main title.

The biographical notes list the name, current position, and e-mail address of the author(s).

Example:
- Myeong-jong CHOI is Associate Professor at the Department of

French Literature, Gangnam National University. E-mail: 85dfdf@gangnal.ac.kr.

2. Main Text

2.1.　　　Structure, Chapter Titles, and Subheads

The main text is divided into introduction, main body, and conclusion.

The introduction and conclusion each comprises not more than a single chapter, while the main body can be sectioned into multiple chapters.

Chapter titles are capitalized and set in bold roman type, while subheads are capitalized and set in non-bold italics. Second-level subheads are numbered, capitalized, and set in roman type, with a closing parenthesis after the numerals.

Example:
- Chapter Title: **Changes in Modern Residential Space**
- Subhead*: Transition of House as a Place for a Nuclear Family*
- Second-Level Subhead: 1) The *Maru* and *Geosil* in Public Detached Housing

The chapter titles and subheads are capitalized according to the rules previously outlined in 1. Title Page.

2.2.　　　Indentation

The first paragraphs of chapters as well as paragraphs after quotations and tables are not indented.

2.3.　　　Capitalization

Proper noun phrases, as listed below, are capitalized according to the rules outlined in 1. Title Page:

- Titles and rank
- Institutions, movements, and political parties
- Periods and events (ex. the Middle Age, the First World War)
- Geographical names

- ▪ Trade names
- ▪ Book, journal, and article titles (published in English)

The title of publications and documents in Korean language is romanized with its first letter in uppercase. The romanized title is followed by its English translation set in parentheses, which is capitalized according to the rules outlined in 1. Title Page.

Example:
- ▪ *Hanguk-ui jong* (Korean Bells)

2.4. Dates, Centuries, and Decades

Dates are given in month-day-year style, with a comma between the day and year. The months are spelled out.

Example:
- ▪ January 4, 1950 (o)
- ▪ January 1950 (○)
- ▪ Jan. 4, 1950 (x)

Centuries and decades are given in numerals with an "s" attached at the end and without an apostrophe.

Example:
- ▪ 1970s (○)
- ▪ 1970's (x)
- ▪ '70s (o)

Years before Christ are labeled by the acronym "BC" after the year number. For *anno Domini* years, the acronym "AD" precedes the year number only when "AD" is conjoined with "BC."

Example:
- ▪ 107 BC-AD 23
- ▪ 481-221 BC

2.5. Numbers

For cardinals, numbers ten and below are spelled out; numbers higher than ten are expressed as numerals.

Example:
- Three, Ten, 11

Ordinals appear as numerals with the last two letters of their spelled-out counterpart attached at the end. The letters are set in lowercase, not as superscripts.

Example:
- 1st, 2nd, 3rd (○)
- 1ˢᵗ, 2ⁿᵈ, 3ʳᵈ (x)

2.6.   Symbols

Non-dollar currencies appear in their respective currency symbol followed by the amount with no space in-between. Varieties of dollar currencies must be clarified by an acronym or abbreviation before the dollar sign.

Example:
- ₩30,000, US$25, NZ$749, C$300, Mex$98

Amounts measured in Korean units are expressed as numerals followed by the unit's romanized version with a space in-between. The conversion to a relevant international unit is provided in parentheses.

Example:
- 15,272 *seok* (1 *seok* = approximately 144 kg)

Measuring units in English are set in roman type and in lowercase following the amount given in numerals, with a space in-between.

Example:
- 10,600 m²
- 45 kg

2.7.   Punctuation Marks

A pair of parentheses has a single space before and after it; square brackets replace parentheses within parentheses.

Double quotation marks indicate direct quotations.

(* Words and phrases are italicized for emphasis instead of being set in quotations marks.)

Single quotation marks replace double quotation marks inside double quotations marks.

A phrase or sentence within a pair of em dashes expounds on the content before the opening em dash. There is no space between an em dash and adjacent words.

Example:
- One possible explanation may be that regional affluence and the total amount of available medical resources—especially the number of beds—were offset by the number of hospitals.

2.8.   Acronyms

Acronyms are set in parentheses after the full phrase, spelled out.

Example:
- National Health Service (NHS)
- general practitioners (GPs)

Well-known phrases are not spelled out, but replaced by their acronyms.

Example:
- CNN
- HSBC

Country names appear as an acronym when used as an adjective, but are spelled out when used as a proper noun phrase.

Example:
- the U.S. military / the United States
- U.K. products / the United Kingdom

2.9.   Tables and Figures

The title of a table is numbered and centered above the table. The word "Table," numerals, and a period, all in boldface, precede the table. The title is capitalized according to the rules outlined in 1. Title Page.

The title of a figure (charts, graphs, pictures, etc.) is numbered and set flush left just below the figure. The word "Figure," numerals, and a period, all in boldface, precede the figure. The first letter of the title is set in uppercase.

Only the first letter of the title and content inside a table column and row is set in uppercase, except for proper noun phrases or acronyms.

Sources of a table or figure are clarified below it, following the word "Source" in italics and a colon.

Notes on a whole table or figure may be provided below it, following the word "Note" in italics and a colon.

Notes on a part of a table or figure may be provided in alphabetical order (a, b, c, d, etc.). The alphabet for each note appears at the end of the relevant part as superscripts.

Significance levels for the data contained in a table are provided in descending order of their p-values with no periods at the end.

Example:

Table 4. Percentage of Public Assistance Beneficiaries by District

|		Population		Beneficiaries		Percentage (%)	
		Households	Persons	Households	Persons	Households	Persons
Total		3,714,769	10,174,265	84,988	151,893	2.29	1.49
Average of 25 districts		(.080)*	406,970	3,400	6,076	2.29	1.49
The highest two districts	Gangseo-gu	189,523	537,014	8,955	17,928	4.73	3.34
	Nowon-gu	211,142a	(.030)**	9,129	(.001) ***	4.32	2.98
The lowest two districts	Songpa-gu	219,650	619,532	2,198	3,826	1.00	0.62
	Seocho-gu	144,176 b	394,772	1,432	2,506	0.99	0.63

Source: Adopted from Internal District Office Data (July 2004); Park and Yi (2005).
Note: Numbers in parentheses indicate the degree of significance.
* < 0.1 ** < 0.05 *** < 0.01
a Local revenues/Total general account budget x 100.
b The number of hospitals includes the total number of general hospitals, hospitals and clinics, special hospitals, and long-term care hospitals.
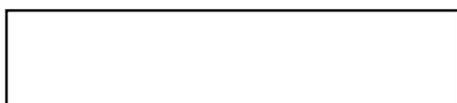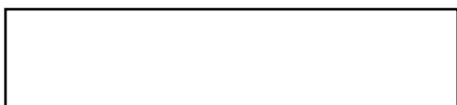
Figure 1. Map of Busan port (1905)

Source: G. Kim (2008).
Note: The *new towns* area is already specified.

Figure 2. Shin Yun-bok, *Cheonggeum sangnyeon* (An Evening by the Lotus Pond), 18th century. Ink and colors on paper, 28.2×35.2 cm. Gansong Museum of Art, Seoul.

Figure 3. Réne Magritte, *La trahison des images*, 1928-1929. Oil on canvas, 60 ×81 cm. Los Angeles County Museum of Art, Los Angeles.

When referring to tables and figures in the main text, the word "Table" is spelled out with its respective number following thereafter. The word "Figure" is abbreviated as "Fig." unless the figure itself is referred to within the main text.

Example:
- As Table 2 shows, each of these processes is challenged by competitors in the global music industry.
- There was much less correlation between the politically active and the other two groups in terms of views and replies (Table 4).
- Based on the above discussion, the research framework in Figure 1, below, will be utilized.
- Based on the research framework (Fig. 1), relevant sociocultural influences can be organized into two categories of political and social factors.

2.10.   Direct Quotations

The source of a direct quotation within the main text is clarified in a footnote, or in parentheses after the quotation.

A single sentence or phrase directly quoted is enclosed in double quotation marks, while a quotation of multiple sentences is placed below the preceding

line, indented, with a line space before and after the quotation.

Multiple quotations are numbered with numerals in parentheses for reference. Sentences within each quotation are referred to as "passage 1," "passage 2," etc. with passage numbers appearing in numerals.

> (1) Human nature consists of morality and temper. Beastly nature consists of only temperamental nature (*gijil ji seong* 氣質之性). Regarding human nature, man has two kinds of intent, which, although conflicting, are exhibited together. When someone offers you a gift that is unjust, you are inclined to reject it yet simultaneously want to accept it. When faced with hardship, you will accept it if you were somehow aware of benevolence towards you in the future but again simultaneously wishing to avoid it. Intending to accept a gift and avoid a hardship is the desire of temper; intending to reject a gift and accept a hardship is the desire of morality.
> (2) In general, there isn't much difference between men and beasts in sensing, exercising, and seeking food and sexual gratification. Only the ethical heart is activated, and something that is shapeless, spiritually bright, and penetratingly wise, infiltrates into temper, thus making man a sage. Hence, it has been theorized that the human mind has exhibited moral capacity since ancient times. Temper prevails in the human mind; morality prevails in the moral mind. Man may have both of these two minds.

In passage 1 above, Dasan divided human nature into moral nature and temperamental nature, presenting two kinds of intent. Desire was subsequently classified into the desire of temperament and the desire of morality. In passage 2, he presented two minds: the human mind in which temperament reveals itself, and the moral mind in which morality prevails.

2.11.   Citations in the Main Text

References are listed on the last page(s) of the article. Each part of the reference is clarified in the main text according to the author-date system, which lists author name(s) and the year of publication, all enclosed in parentheses.

  ▪   (Kamray and Richard 1980)

- (Lenz, Greene, and Neely 1980)

For direct quotations, page numbers of the quoted part in the source should be clarified, with a comma between the year of publication and page numbers, but no comma between the author name(s) and year of publication.

Example:
- (Sutton 1959, 241-254)
- (Kaiser 1964, 48, 54)
- (Gramsci [1971] 1987)

For a publication composed by more than three or authors, only the first author's name is given followed by "et al."

Example:
- (Williams et al. 1989)

When two or more authors listed in the references have the same surname, the capitalized initial of their first names should be provided.

Example:
- (J. Doershuk 2001)
- (C. Doershuk 2000)

When two or more authors of different publications have the same surname and the same initial for their first names, the first names are spelled out. For Korean authors, the surname precedes the first name.

Example:
- (Kim Sung-mi 2010)
- (Kim Saehui 2011)

Multiple publications of a single author listed in the same parentheses are separated by intervening commas. When commas are required to separate page numbers from the author name and publication year, semicolons are used instead of commas to differentiate between multiple publications.

Example:
- (Harold Roth 1991a, 1991b, 2000)
- (Sutton 1959, 241-254; 1960, 131-141)

For old manuscripts and reprints, the year of the first publication is provided in square brackets, preceding the publication year of the edition cited in the article.

- (Gramsci [1971] 1987)

When the year of the first publication is unknown, the word "n.d." replaces it in square brackets.

- (Jeong [n.d.] 1994)

When a cited publication is part of a series, the volume number is provided, with page numbers specified when necessary.

- (Mummertone 1990, vol. 1)
- (N. Yi [1918] 1968, vol. 1, 375)

Publications of multiple authors listed in the same parentheses are separated by semicolons.

- (Roth 1991a, 34; Williams et al. 1989, 45)

Chapter numbers may replace page numbers, following "ch."

- (Roth 1991a, ch. 2)

When a citation is taken from a secondary source, "as cited in" is added before the author name and the year of publication. If possible, the original source should be specified in front.

- (as cited in Yu et al. 2002)
- (Phenix 1958, as cited in Zinn 1991)

When a footnote of the source is cited, the letter "n" and the footnote number follows the page numbers with no intervening spaces. If the footnote spans

more than one page, a hyphen is used between the first and last page number.

- ▪ (Harold Roth 1991a, 38n7)
- ▪ (Jeong 2010, 120-121n10)

2.12.   Newspaper Articles

When citing a newspaper, the English title of the newspaper is given in italics, followed by a comma and the date of issue in month-day-year style as outlined in 2.4. Dates, Centuries, and Decades.

- ▪ (*Kyunghyang Shinmun*, March 1, 1993)

The definite article "The" in the English title of a newspaper is omitted.

- ▪ (*New York Times*, September 23, 2013)

When a single article of a newspaper is cited, its title and author name appear in a footnote, according to the rules outlined in 3. Notes.

2.13.   Non-English Titles

The title of a non-English book should be romanized in italics, with only the first letter of the first word being capitalized, except for anthroponyms (personal names) included in the title. Its English translation should be put in parentheses only when it first appears in the text, with each syllable capitalized. Afterward, only the romanized, original title should appear without translation. For books in Chinese, Japanese, or Korean, original characters of the title should be placed between the romanization and the translation.

- ▪ *Hanjungnok* 閑中錄 (A Record of Sorrowful Days) was written by Lady Hyegyeong, the wife of the Crown Prince Sado, between 1795 and 1806. . . . *Hanjungnok* was written for the obvious purpose of capturing her personal experiences as well as public life at court.

2.14.   Ellipses

For partial ellipsis of a quoted sentence, three consecutive dots replace the omitted part.

- ▪ "On the other side, the conservative party, composed of the most moderate, able, and cultivated part of the population, is timid, and merely defensive of property." ⇒ "On the other side, the conservative party . . . is timid, and merely defensive of property."

When ellipses appear after a complete sentence, three dots follow the period of that sentence.

- ▪ "The spirit of our American radicalism is destructive and aimless: it is loving, it has no ulterior and divine ends. On the other side, the conservative party, composed of the most moderate, able, and cultivated part of the population, is timid, and merely defensive of property. It does not build, nor write, nor cherish the arts." ⇒ "The spirit of our American radicalism is destructive and aimless: it is loving, it has no ulterior and divine ends. . . . It does not build, nor write, nor cherish the arts."

Where the last part of a quoted sentence is omitted, three dots replace the omitted text and are followed by another dot, which serves as the true period.

- ▪ "The spirit of our American radicalism is destructive and aimless: it is loving, it has no ulterior and divine ends. On the other side, the conservative party, composed of the most moderate, able, and cultivated part of the population, is timid, and merely defensive of property." ⇒ "The spirit of our American radicalism is destructive and aimless . . . . On the other side, the conservative party, composed of the most moderate, able, and cultivated part of the population, is timid, and merely defensive of property."

Ellipses are not used when the beginning of the source sentence is omitted in a quotation. If the first letter of the part of the quotation being used is lowercase in the source, that letter is uppercased in square brackets.

- "On the other side, the conservative party, composed of the most moderate, able, and cultivated part of the population, is timid, and merely defensive of property." ⇒ "[T]he conservative party, composed of the most moderate, able, and cultivated part of the population, is timid, and merely defensive of property."

2.15.   Miscellaneous

When a proper noun phrase comprising common nouns reappears, the phrase is shortened to its head noun without capitalization after its initial appearance.

Example:
- According to the Korean Foundation, ... The foundation released . . . .

A word for a concept commonly shared by the Korean, Chinese, and Japanese languages is romanized according to the Korean romanization system, followed by its Chinese or Japanese counterpart set in parentheses. However, if the article mainly discusses the concept as used in the Chinese or Japanese context, it is romanized according to its relevant system, with its Korean counterpart provided in parentheses. The Chinese characters for the concept are given in roman type between the primary and secondary romanized versions, not set in parentheses. The English translation of the concept is given in double quotation marks, to the right of the secondary romanization, inside the same pair of parentheses, with an intervening semicolon.

Example:
- *minbon* (*minben* in Chinese)
- *qiqing* 七情 (*chiljeong* in Korean; "seven emotions")

In principle, the English translation of a non-English concept should be enclosed in parentheses without double quotation marks. However, if the parentheses contains words other than the translation, each of the translated words is set in double quotation marks.

Example:
- *li* 禮 (propriety)
- *wangdao* 王道 ("kingly way" or "rule of right")
- *seongni* 性理 (literally, "human nature and principle") debate

If a long noun phrase (terminology) appears repeatedly in the main text, it can be abbreviated after its initial appearance. If the phrase has first been given in italics, the abbreviated version should also be italicized.

Example:
- ▪ Korean National Commission for UNESCO (hereafter, KNCU)
- ▪ *Chosen shuppan keisatsu geppo* (hereafter, *Geppo*)

3. Notes

3.1.　　　Footnotes

A footnote is used to expound on a part of the main text, or to clarify the source of a citation, unless it suffices for the source to be identified in the main text only by (1) the author name, year of publication, and page numbers of a book; (2) by the name and date of issue of a newspaper; (3) or by the title and volume number of an old manuscript.

3.2.　　　Footnote Numbers in the Main Text

The footnote number appears in the main text as a superscript after a period, comma, or quotation mark at the end of the noted part.

Example:
- ▪ "This," George Templeton Strong wrote approvingly, "is what our tailors can do."[1]

When the noted part has an em dash at its end, the footnote number is given as a superscript before the em dash.

Example:
- ▪ This was obvious in the Shotwell series[3]—and it must be remembered that Shotwell was a student of Robinson.

3.3.　　　Sources Repeatedly Cited

Even when the same source is cited more than once, all bibliographic information is to be provided in each footnote, rather than using "*ibid*." or "*op.cit*."

3.4.   Newspaper and Magazine Articles

Newspaper or magazine articles with an unknown author are clarified by their title set in double quotation marks, followed by the title of the newspaper or magazine and the date of issue.

Example:
- ▪ 1. "In Texas, Ad Heats Up Race for Governor," *New York Times*, July 30, 2013.
- ▪ 2. "Beominganjeok minjokjuui" (Panhuman Nationalism), *Gaebyeok*, January 1923.

For articles with known authors, their names appear first, followed by the title of the article in double quotation marks, the title of the newspaper or magazine, and the date of issue.

Example:
- ▪ 3. Kim Giyoung, "G20-ui munje" (The Issues of G20), *Hankyoreh*, July 5, 2010.
- ▪ 4. Joseph Boyden, "The Lessons Not Learned from the Gulph Coast Oil Spill," Macleans, May 2, 2011.

A magazine source without a named author is given in footnotes, with the title given in italics, followed by its translation in parentheses if necessary, and) the publication year set in parentheses, issue number, a colon, and page numbers.

Example:
- ▪ 5. "Border, Diaspora and Regional Connections: Trends in Asian 'Queer' Studies," *Journal of Asian Studies* 69.1 (February 2010): 17-31.

A magazine or journal article of which neither title nor author(s) is known should be referenced in the footnotes. For magazine articles, the italicized title of the magazine should be followed by the month and year of the issue, and the page numbers. For academic journals, the italicized title of the journal should be followed by the volume and issue number. This then should be followed by the year of publication in parentheses, colon, and page numbers. Should the title of the magazine or the journal require a translation, the English translation in parentheses should follow the original title.

- 6. *Hyeondae jutaek* (Modern Housing), September 1985, 44-47.
- 7. *Journal of Asian Studies* 69.1 (2010): 73-85.

3.5.   Websites and Blogs

In principle, sources from website are identified by the name of the site, the date of access, and the address of the webpage.

Example:
- Naver News Library, accessed July 21, 2012, http://news library.naver.com/search/search ByDate.nhn#.

When the author and title of the source are known, the author name, title, last date of modification, and address of the webpage are given.

Example:
- Michael J. Green, "Pyongyang's Options after Kim Jong Il: The Hermit Kingdom's Quest for Continuity," last modified December 19, 2011, http://www.foreignaffairs.com/arti-cles/136965/michael- j-green/pyongyangs-options-after-kim-jong-il.

Sources from a blog are clarified as shown below.

Example:
- An Gang, "Baekdudaegan-ui insik-gwa girok-ui yeoksa" (The History of the Recognition and Records of Baekdudaegan), Baekdudaegan First Field (An Gang's website), August 23, 2005, http://www.angangi.com/bbs/zboard.ph.

3.6.   Old Manuscripts

When identifying citations from *Samguk yusa*, bibliographical items such as "Wangryeok-pyeon" and "Giyi-pyeon sang, ha" are omitted.

Example:
- "Gojoseon," in *Samguk yusa* (Memorabilia of the Three Kingdoms), *gwon* 1.

When identifying citations from *Samguk sagi*, bibliographical items such as "Bon-gi," "Yelojeon," and "Japji" are omitted.

- ▪ "Eulji Mundeok" (General Eulji Mundeok), in *Samguk sagi* (Historical Records of the Three Kingdoms), *gwon* 44.

When identifying citations from *Goryesa*, items such as "Yeoljeon," "Sega," and "Ji" are omitted.

- ▪ "Taejo 1" (King Taejo 1), in *Goryeosa* (History of Goryeo), *gwon* 1.

The lunar months of publication of an old manuscript are given by combining an ordinal and the phrase "lunar month."

- ▪ *Goryeosa jeoryo* (Essentials of Goryeo History), *gwon* 1, 2nd lunar month of the 2nd year of King Taejo's reign.
- ▪ *Joseon wangjo sillok, gwon* 49, 9th lunar month of the 12th year of King Sejong's reign.
- ▪ *Taejo sillok* 14.19b, 19th day of the 8th lunar month, 1398.
- ▪ *Taejo sillok*, 4th day of the 12th intercalary lunar month, 1392.

A source from part of an old manuscript directly quoted in the main text is clarified in a footnote as shown below.

- ▪ "Wangzhi 王制," in *Liji* 禮記.
- ▪ Article 6 of "Aemin 愛民," ch. 4 of *Mongmin simseo*.
- ▪ "Giminsi," in vol. 1, bk. 2 of *Simunjip* (Verses and Essays).
- ▪ "何謂人情，喜怒哀懼愛惡欲，七子佛學而能" ("Liyun 禮運" [The Conveyance of Rites], in *Liji* [Book of Rites]). All translations of the Chinese classics in the article are mine, if not otherwise noted.
- ▪ "喜怒哀樂之未發謂之中，發而皆中節謂之和" (*Zongyong*, ch. 1).
- ▪ "其有悲哀傷恨，常人所不可堪，度其無益而去之，如未嘗有者，人不能測其際" (*Hanjeongdangjip*).

Phrases or sentences from old Chinese manuscripts quoted in a footnote are followed by the English translation set in parentheses. The source is clarified and also set in parentheses.

- "必也正名乎！" (What is necessary is to rectify names!) (*Lunyu* 13:3).

3.7.   Interviews

Interview sources cited or referenced are identified as shown below.

Example:
- Frederick Rudolph, interview by author, Williamstown, MA, May 15, 2001.

3.8.   Official and Diplomatic Documents

To identify citations from official or diplomatic documents, the title of the document appears first, followed by the date of composition, archiving organization, and document number. The name of the organization is spelled out with its acronym set in parentheses in its initial appearance. Thereafter, only the acronym is provided.

Example:
- Rockhill to the Secretary of State, confidential, January 13, 1887, National Archives and Records Administration (NARA), FM 134, no. 47.
- Allen to Olney, October 10, 1895, NARA, FM 134, R-61, no. 156
- Kimberley to Trench, September 3, 1894, British Foreign Office (FO), no. 379.
- Krasnyi arkhiv (Red Archives) 52 (1932): 55-56.
- Arkhiv vneshnei politiki Rossiiskoi Imperii (AVPRI) (Archive of Foreign Policy of the Russian Empire), f. 150, op. 493, d. 6, ll.175-179ob.
- Documents diplomatiques français, première série, July 30, 1896, August 7, 1896, August 18, 1896, Ministère des Affaires Etrangères. FO 405/71/17; FO 405, pt. VII, confidential 6817, no. 9.
- British Parliamentary Papers; China, no. 1 (1899), dispatch no. 16.

3.9.   Encyclopedias

Citations and references from an encyclopedia are cited as shown below.

Example:

- Encyclopedia Britannica Online, s.v. "homology," accessed December 21, 2012, http://www.britannica.com/EBchecked/topic/270557/homology.

4. References

4.1.   Books

For books, the author name, year of publication, title, place of issue, and name of the publisher appear in the aforementioned order. A period is used to separate each of these items except between the place of issue and the name of the publisher, which are separated by a colon. The author name appears in the order of surname, a comma, first name, and middle name.

Example:
- Yeom, Yeong-ha. 1991. *Hanguk-ui jong* (Korean Bell). Seoul: Seoul National University Press.

The surname and the first name of the author are all spelled out while the middle name may be abbreviated.

Example:
- March, James G., and Herbert A. Simon. 1958. *Organizations*. 3rd ed. New York: Wiley.

The names of the editors are identified by "ed." (for a single editor) or "eds." (for multiple editors), with a comma in-between; those of the translators are identified by "tr." with a comma in-between.

Example:
- Link, Arthur S., and Rembert W. Patrick, eds. 1965. *Diagnosis of the Brazilian Crisis*. Berkeley: University of California Press.

If a publication issued by an organization, association, or corporation carries no personal author's name on the title page, the organization may be listed as author in the reference list, even if it is also given as publisher. To facilitate shorter parenthetical text citations, the organization may be listed under an abbreviation, in which case the entry must be alphabetized under that abbreviation (rather than the spelled-out name) in the reference list.

Example:

▪ KIS (Korea Immigration Service). 2012. *Churipguk oegugin jeongchaek tonggye yeonbo 2011* (Korea Immigration Service Statistics, 2011). Gwacheon: KIS.

When the name of a single place is referred to for multiple publications, additional information is given to specify the location. (For instance, the state name is provided to identify places within the United States.)

Example:

▪ Gao, Ge, and Stella Ting-Toomey. 1998. *Communicating Effectively with the Chinese*. Thousand Oaks, CA: Sage.

Titles of non-English publications are romanized in italics according to the Korean romanization system except for names, which are romanized according to their widely accepted version or the person's own preference. The first letter of the romanized version is capitalized.

Example:

▪ _____ . 2001. *Hong Seok-ju-ui noja: jeongno* (Hong Seok-ju's Interpretations of the *Daodejing*: Corrections for the *Daodejing*). Seoul: Yemun Seowon.

A series comprised of more than one volume is listed as shown below.

Example:

▪ Bowsky, William M., ed. 1963-67. *Studies in Medieval and Renaissance History*. 4 vols. Lincoln: University of Nebraska Press.
▪ Crutchfield, James C., ed. 1965. *The Fisheries: Problems in Resource Management*. Vol. 1 of *Studies on Public Policy Issues in Resource Management.* Seattle: University of Washington Press.

Reprints and revisions are listed as shown below. The year of the first publication may appear in square brackets before the publication year of the referenced edition.

Example:

▪ David, Michael. [1968] 1990. *Toward Honesty in Public Relations*. Repr. New York: B. Y. Jove.
▪ Hazard, John N. 1980. *The Soviet System of Government*. 2nd ed. Chicago: University of Chicago Press.

- Stevens, Halsey. 1964. *The Life and Music of Béla Bartók*. Rev. ed. New York: Oxford University Press.

Translated publications are listed as shown below.

Example:
- Derrida, Jacques. 1978. *Writing and Difference*. Translated by Alan Bass. Chicago: University of Chicago Press.
- Beck, Ulrich. 1997. *Wiheom sahoe-saeroun geundaeseong-eul hyanghayeo* (Risk Society-Towards a New Modernity). Translated by Hong Seong-tae. Seoul: Saemulgyeol. Originally published as *Risikogesellschaft-Auf dem Weg in eine andere Moderne* (Frankfurt am Main: Suhrkamp Verlag, 1986).

Referenced chapters are listed as shown below.

Example:
- Miller, Arthur. 1963. "The Playwright and the Atomic World." In *Theater in the Twentieth Century*, edited by Robert W. Corrigan, 286-299. New York: Grove.
- Wallowitz, Kazimir. 1989. "The Series Paintings of Monet." In *Claude Monet and Light: New Perspectives*, edited by Wallingford Moribundi. Boston: Tetzel and Schumacher. Originally published in Kazimir Wallowitz, *Varieties of Impressionism* (Boston: Revere Publications, 1987).
- Fromson, Orlando. 1990. "Progressives in the Late Twentieth Century." In *To Left and Right: Cycles in American Politic*s, edited by Wilmer F. Turner. Boston: Lighthouse Press. First published in *North American Political Review* 18 (fall 1988): 627-642.

4.2. Journal Articles

Journal articles referenced are listed as shown below.

Example:
- Aron, Raymond. 1962. "The Education of the Citizen in Industrial Society." *Daedalus* 91: 249-263.

The title of an article from a non-English journal is romanized and the English translation is given in parentheses. The name of the publisher does not appear.

Example:
- Lee, Jae-Wan, and Kim Kyo-Sung. 2007. "Jibang jachi danche sahoe bokji jichul sujun-ui gyeoljeong yoin bunseok: 1995-2005" (Determinants of Social Welfare Expenditure in Local Government: 1995-2005). *Sahoe bokji jeongchaek* (Social Welfare Policy) 31: 105-124.
- Jung, Keunsik. 2003. "Singminji geomyeol-ui yeoksajeok giwon, 1904–1910" (Historical Origin of Colonial Censorship in Korea, 1904–1910). *Sahoewa yeoksa* (Society and History) 64.
- Kim, Suh-Jung. 2007. "Hedeurain jeoneolijeum-ui yeokgineung-gwa haegyeol bangan" (A Study on Parrot Journalism: Problem and Solution). *Eollon jungjae* (Press Arbitration) 103 (spring): 18-28.
- Wang, Zhiwen 王杰文. 2010. "Wange yu jiwen: zai leixing de duihua zhong biaoyan quanli 挽歌與祭文: 在類型的對話中表演權力" (Elegy and Funeral Oration: Displaying the Effective Power through Dialogue Patterns). *Minzu yishu* 民族藝術 (Ethnic Arts Quarterly) 2.

The definite article in the journal's English title is omitted.

Example:
- Winship, Elizabeth C., and Gordon W. Allport. 1943. "Do Rosy Headlines Sell Newspapers?" *Public Opinion Quarterly* 7.2: 205-210.
- Yi, Sook-hee. 2012. "Chŏng Yag-yong's 'One and Only Mind': In Comparison to B. Lonergan's Cognitive Process." *Journal of Confucian Philosophy and Culture* 18: 49-76.

Articles from webzines are listed as shown below.

Example:
- Yoo, Ho-yeol. 2011. "Seeking New Policy toward North Korea: From Engagement to Regime Change." *Korea Focus* (webzine), May. http://www.koreafocus.or.kr/design3/essays/view.asp?volume_id=109&content_id=103528&category=G.

4.3.   Other Forms of Articles

Lectures, presentations from academic conferences, and other forms of

articles are listed as shown below.

Example:
- ▪ Zerubavel, Eviatar. 1978. "The Benedictine Ethic and the Spirit of Scheduling." Paper presented at the annual meeting of the International Society for the Comparative Study of Civilizations, Milwakee, WI, April 5-6.
- ▪ Frishberg, Nancy, and Bonnie Gough. 1974. "Time on Our Hands." Working paper, Salk Institute for Biological Studies, La Jolla, CA.
- ▪ Pew Research Center for the People and the Press (PRCPP). 2011. "Press Widely Criticized, but Trusted More than Other Information Sources." http://www.people-press.org/2011/09/22/press-widely-criticized-buttrusted-more-than-other-institutions (accessed December 23, 2012).

4.4.　　　　Dissertations

Master's and doctoral dissertations are listed as shown below.

Example:
- ▪ Choi, Chungmoo. 1981. "The Competence of Korean Shamans." PhD diss., Indiana University.
- ▪ Murphy, Prisciila Coit. 2000. "What a Book Can Do: Silent Spring and Media-borne Public Debate." Master's thesis, Arizona State University.

4.5.　　　　Magazine Articles

Magazine articles are listed in the same manner as journal articles.

Example:
- ▪ Ezzell, Carol. 2000. "Care for a Dying Continent." *Scientific American* 5 (May): 38-41.

4.6.　　　　Newspaper Articles

In principle, newspaper articles are cited in a footnote within the main text. Otherwise, they are listed in the references as shown below.

Example:
- ▪ Kim, Giyoung. 2010. "G20-ui munje" (The Issues of G20).

Hankyoreh. July 5.

- *New York Times*. 2002. "In Texas, Ad Heats Up Race for Governor."
  July 30.

5. Other Rules

5.1.　　　Appendix

Tables and other material that cannot be inserted in the main text are listed after the references. "Appendix" in boldface followed by a colon precede the title of the material, which is capitalized according to the rules outlined in 1. Title Page.

Example:
- **Appendix**: Busan Population by Town

5.2.　　　Book Reviews

Book reviews are composed of between 1,000 to 2,000 words without sectional division.

The title of the book, the bibliographic information (author name, place of issue, name of the publisher, year of publication, page number of pages, and ISBN), and the name of the reviewer are listed in order.

Example:

> *Korea: A Cartographic History*
>
> John Rennie Short. Chicago: University of Chicago Press, 2012. 160 pages. ISBN978-0226753645
>
> Login Lok-yin LAW

5.3.　　　Erratum

When an article published in previous issues of Korea Journal needs correction, an erratum is provided on the last page of the current issue as shown below.

Example:

> **Erratum**
>
> An error appeared in the following article published in the Spring 2013 issue (vol. 53, no. 1) of the *Korea Journal*:
>
> OH, Mi-il. "The Spatio-temporality of Hill Villages in Busan." *Korea Journal* 53.1 (spring): 172-203.
>
> Several numbers in Table 1 of the article above were copied incorrectly and have been corrected in the table below. The updated article is available online at http://ekoreajournal.net. We regret any confusion that this error may have caused.

PART II. Romanization Rules for the Korean Language

1. Romanization Rules

The Korean language is romanized according to the "Revised Romanization of Korean," proclaimed by the Ministry of Culture and Tourism on July 7, 2000 in Proclamation No. 2000-8, except when title of the referenced source has originally been romanized according to the McCune-Reischauer system. Romanization should be geared towards revealing the pronunciation of Korean words rather than their spelling.

Example:
- 독립문: Dokripmun (x), Dongnimmun (o)

2. Romanization of Names

2.1.   Names of Organizations, Educational Institutions, and Persons

In general, names of organizations are romanized according to their own preference. When the organization has no such preference, its name is romanized and capitalized according to the "Romanization of Korean" and the rules outlined in 1. Title Page, and set in roman type. When necessary, the English translation is given in parentheses after the romanization. (* For the English translation of organization names, refer to "KJ Glossary" [Access file].)

Example:
- 독립협회: Dongnip Hyeophoe (Independence Club)
- 전의감: Jeonuigam 典醫監 (Palace Medical Office)
- 우리은행: Woori Bank
- 경희대학교: Kyung Hee University

2.2.   Names of Publishers

Names of publishers are romanized according to their own preference.

However, phrases that identify them as a publisher such as "Publishing House," and "Publishing Co. Ltd." are omitted.

Example:
- 일조각: Ilchokak
- 집문당: Jipmoondang
- 지식산업사: Jisik Sanupsa

When the publishers' own preference is unknown, their name is romanized according to the "Romanization of Korean."

Example:
- 언어문화사: Eoneo Munhwasa

2.3.　　　Names of Places

Names of places are romanized and set in roman type with the first letter in upper case.

Example:
- 장승백이: Jangseungbaegi

2.4.　　　Temples, Mountains, Rivers, and Palaces

Names of temples, mountains, rivers, and palaces are romanized and set in roman type. Suffixes that identify them as such (*sa*, *gang*, *san*, *gung*, etc.) are set in lowercase, and are not hyphenated.

Example:
- 불국사: Bulguksa temple
- 한강: Hangang river
- 백두산: Baekdusan mountain
- 경복궁: Gyeongbokgung palace

2.5.　　　Administrative Districts

Suffixes that specify administrative levels of places are hyphenated to the end of their names.

Example:

- 전라북도: Jeollabuk-do province or Jeollabuk-do
- 철원군: Cheorwon-gun
- 의령읍: Uiryeong-eup
- 파평면: Papyeong-myeon
- 신수동: Sinsu-dong
- 이면리: Imyeon-ri

"*Do*" (道) is translated as "region" rather than "province" when the name refers to a general area rather than an administrative district.

Example:
- the Chungcheong and Honam regions

When the suffix of a place name does not have any administrative function, it is not hyphenated.

Example:
- 청량리: Cheongnyangni

2.6.   Names of Persons

Names of contemporaries are romanized according to their own preference. For those whose preference is unknown (such as historical figures), the rules of "Romanization of Korean" are applied: the first consonant "ㄱ" of surnames is romanized as "K," the surname "이"(李) is romanized as "Yi," and the first and second syllables of first names are hyphenated.

Example:
- 이승만: Syngman Rhee
- 박정희: Park Chung-hee
- 권근: Kwon Geun
- 강감찬: Kang Gam-chan
- 고선지: Ko Seon-ji
- 곽재우: Kwak Jae-u
- 이제현: Yi Je-hyeon
- 이순신: Yi Sun-sin
- 이이: Yi I

When names are romanized according to the "Romanization of Korean," their euphonic changes are not taken into account.

- 김석렬: Kim Seok-ryeol
- 이몽룡: Yi Mong-ryong

When the distinction between the surname and the first name is unclear, documents in the field of Korean studies or authoritative materials from websites are taken as a point of reference.

- 일연: Iryeon
- 을지문덕: Eulji Mundeok

Additional information about a person, such as their birth and death dates or incumbency, is given as shown below.

- Dasan Jeong Yak-yong 丁若鏞 (1762-1836)
- King Taejo 太祖 (r. 1392-1398)

2.7.   Titles of Government Posts

The titles of Korean government posts are romanized and set in italics without capitalization. Their English translation is capitalized and set in roman type according to the rules outlined in 1. Title Page.

- 상대등: *sangdaedeung*
- 승지: *seungji*
- Sim Sang-gyu, Minister of Taxation (*hojo panseo* 戶曹判書) or *hojo panseo* Sim Sang-gyu

2.8.   Books, Magazines, Collections of Dissertations, and Collections of Poems

The titles of books, magazines, collections of dissertations, and collections of poems are romanized and italicized with the first letter capitalized. When the

title is comprised of four or more syllables, character spaces are used to divide them into several parts with consideration given to the meaning. Postpositions contained in the titles are hyphenated at the end of the preceding word. The English translation is capitalized according to the rules outlined in 1. Title Page and enclosed in parentheses.

Example:
- 삼국사기: *Samguk sagi* (Historical Records of the Three Kingdoms)
- 임진록: *Imjinnok* (The War with Japan)
- 한국사론: *Hanguksa ron* (Review of Korean History)
- 한국고대사논문집: *Hanguk godaesa nonmunjip* (Collected Papers of Korean Ancient History)
- 님의 침묵(시집): *Nim-ui chimmuk*

Prefixes or suffixes of the romanized title of sequels are separated by a single character space from the rest of the title.

Example:
- 속육전: *Sok yukjeon* (Supplemental Six Codes)

Names of persons in a title are romanized according to the rules outlined in 2.6. Names of Persons.

Example:
- 홍길동전: *Hong Gil-dong jeon* (A Life of Hong Gil-dong)
- 춘향전: *Chunhyangjeon* (The Story of Chunhyang)

2.9.   Dissertations, Poems, and Short or Middle-Length Stories

Titles of dissertations, poems, and short or middle-length stories are romanized and set in roman type and enclosed in double quotation marks.

Example:
- 다산의 인간관: "Dasan-ui ingangwan" (Dasan's View of Man)
- 와사등: "Wasadeung" (The Gaslight)
- 소나기: "Sonagi"
- 서동요: "Seodongyo"

2.10.   Newspapers

Names of newspapers are romanized according to the papers' own preference. When their preference is unknown, they are romanized and italicized with the first letter in upper case. If necessary, English translation is provided in parentheses after the romanized version. (*For English translation of newspaper names, refer to "KJ Glossary" [Access file])

Example:
- 동아일보: *Dong-A Ilbo*
- 조선일보: *Chosun Ilbo*
- 한겨레: *Hankyoreh*
- 중앙일보: *JoongAng Ilbo*
- 한국경제신문: *Korea Economic Daily*
- 경향신문: *Kyunghyang Shinmun*
- 서울신문: *Seoul Shinmun*
- 한국일보: *Hankook Ilbo*
- 매일경제신문: *Maeil Business Newspaper*
- 대한매일신보: *Daehan maeil sinbo* (Korea Daily News)
- 독립신문: *Dongnip sinmun* (The Independent)

2.11.   Songs, Dances, Plays, Dramas, Films, Works of Art, etc.

The genre of songs, dances, plays, dramas, films, or works of art are romanized and italicized without capitalization.

Example:
- 시조: *sijo*
- 향가: *hyangga*

2.12.   Events, Festivals, and Incidents

The names of events, festivals, and incidents are romanized with the first letter capitalized.

Example:
- 팔관회: Palgwanhoe (Festival of the Eight Vows)
- 갑신정변: Gapsin Jeongbyeon (Coup d'Etat of 1884)

2.13.   Religions, Schools of Scholars (학파), and Political Parties

The names of religions, schools of scholars, and political parties are romanized and set in roman type with the first letter capitalized.

Example:
- 동학: Donghak (Eastern Learning)
- 노론: Noron (Old Doctrine) faction

3.   Romanization of Foreign Languages

3.1.   The Chinese Language

In principle, Chinese words are romanized according to the *pinyin* system. If the romanized word is widely known under the Wade-Giles system, such romanization, set in parentheses following its pinyin counterpart.

Example:
- Beijing 北京
- *Qunqiu* (*Ch'un Ts'ew*) 春秋

When a quotation includes Chinese words that are romanized according to the Wade-Giles system, the romanized version is retained with its pinyin counterpart set in square brackets as necessary.

The combined given name of a Chinese person is not hyphenated. When necessary, the Chinese characters for his/her name are provided on the right of the romanized version.

Example:
- Mao Zedong 毛澤東

3.2.   The Japanese Language

Japanese words are romanized according to the rules in Kenkyusha's (研究社) *New Japanese-English Dictionary* (新漢英辭典) (2003).