

How to Prepare a Manuscript

All contributions in the journal are double *peer-reviewed*. In some cases three peer reviews are sought.

Essays should be written in good, fluent English and not require further corrections. Manuscripts should be double spaced throughout in 12-point font for main text and 10-point font for footnotes. A length of approximately **10,000 words** is preferred for an article, including footnotes, **6,000 words** for a commissioned review article reviewing 2 or more books, and approximately **1,500 words** for a book-review. The author's **name, affiliation, mailing address, email address**, as well as **the title of the manuscript** should appear on a separate **cover sheet**. An **abstract** of no more than 150 words, a list of about 5 keywords, and a list of **References** (sources cited) should accompany the paper. Please use footnotes rather than endnotes. An up-to-date curriculum vitae should also be sent with the manuscript. **All parts of a paper (abstract, keywords, body of the paper, and references/bibliography) should be submitted as a single file. Files sent separately from one another will not be accepted.**

Sinographs (“Chinese characters”)

Include the sinographs for CJK names and titles, along with English translations, in addition to the Romanizations, in the bibliography. All personal names and names of texts should be accompanied by their sinographs at first mention in the main text; first mentions of important persons should also include their dates of birth and death. Sinographs connected to pinyin should be in PMingLiU, sinographs connected to Japanese should be in MSMincho, and sinographs connected to Korean should be in Batang. Please make sure roman text is separated from sinographs by a space, and please separate parentheses from contiguous text with a space.

The first time a name with sinographs is given, please provide the Romanization followed by sinographs with birth and death years in parentheses as seen in the following example: Chen Duxiu 陳獨秀 (1897–1942). When providing an important term based on sinographs, if the translation is given first, please do so in a regular font, followed by the Romanization and sinographs in parentheses, as seen in the following example: Nature and Principle Learning (*sǒngnihak* 性理學). Alternately, if the Romanization is given first, please provide the sinographs and the English translation in quotations separated by a comma as seen in parentheses as seen in the following example: *wijǒng ch’ōksa* (衛正斥邪, “defend [Confucian] orthodoxy and reject heterodoxy”). Should a book title be referred to, the English title in italics should be given first, followed, in parentheses, by the Romanization and sinographs separated by a space, then a comma + space, and finally the year of publication, as seen in the following example: *People’s Elementary Reader* (Kungmin sohak tokpon 國民小學讀本, 1895).

Citations

- 1) The preferred style of reference is parenthetical citation by author and date, followed by the page number. For example, (Smith 2000, 80).
- 2) In parenthetical citations, the surname of the author (or authors' surnames connected by "and" if there are two, or the first author's surname followed by "et al." if there are more than two), year of publication and page numbers should be given, e.g., (Barfield 1989), (Franke and Twichett 1994, 35-39), Kim Tonguk et al. 1994, 118). If the name of the author is mentioned in the main text it may be omitted in the reference: "according to Kim Tonguk (2001, 112)." For Korean authors include both personal name and surname in the references.
- 3) Where more than one work is cited, they should be placed with the earliest date first, for example, (Fletcher 1968, 210; Barfield 1989; Mote 1999, 125). If more than one work by the same author is cited, the name need not be repeated. For example, (Hong Kiltong 1983, 1987a, 1987b, 1991; Yi Sunshin 1995). If more than one author listed in the bibliography has the same surname, the full name should be cited to avoid confusion. For example, (Don Baker 2004)
- 4) Footnotes should be kept to an absolute minimum and are reserved only for those explications that cannot be readily fit into the narrative text. Footnotes may contain parenthetical citations to other published works, with the full bibliographic entries appearing in the bibliography.
- 5) For the bibliography, please consult the online information for author-date references of the Chicago Manual of Style: www.chicagomanualofstyle.org.

The basic Chicago Style parenthetical citation format should be used when citing books, journals, and chapters in edited volumes. For example, a journal article would be cited thusly: Finch, Andrew. 2015. "French Catholic Spirituality and the Nineteenth-Century Korean Church." *Journal of Korean Religions* 6, no. 1 (April): 225–56.

In cases where these sources were produced in an East Asian language, it is necessary to include other information as well.

When citing a book by a single author, the author's name should appear in the original script following the Romanization of his or her name. As for the title, the Romanization should come first, followed by the original language, and then an English translation in brackets. Only the first word and proper nouns should be capitalized in the English translation. No punctuation should divide the different forms of the title from each other. The following is an example of what this should look like:

Son Insu 손인수. 1981. *Han'guk kaehwa kyoyuk yŏn'gu* 韓國開化教育研究 [A study on Korean enlightenment education]. Seoul: Ilchisa.

The same principles apply for the authors of journal articles as well as the title of the article. The title of the journal should be given first in Romanization and then in the original language without intervening punctuation. It is not necessary to include the translation of the journal title. The following is an example of what this should look like:

Chǒng Ukchae 정옥재. 2018. “Taehan chegukki yurim ūi ‘Kukka’ insik” 대한제국기유럽의 ‘국가’ 인식 [Recognition of the ‘Nation’ by Neo-Confucian Scholars of the Taehan Empire]. *Yōksa wa tamnon* 역사와담론 86: 179–202.

Chapters in an edited volume are very similar in principle to the other models mentioned previously. The following is a model of what such entries should look like:

Ceng Deming 曾德明 and Lin Chunyu 林純瑜. 2015. “Xizang wenhua zhong de Kongzi xingxiang” 西藏文化中的孔子形象 [The images of Confucius in Tibetan culture]. In *Dongya shiyu zhong Kongzi de xingxiang yu sixiang* 東亞視域中孔子的形象與思想 [The images and thought of Confucius from an Asian perspective], edited by Huang Junjie 黃俊傑, 167–214. Taipei: Taida Chuban Zhongxin.

Websites can be particularly difficult to cite. When citing a non-English-language site, the author of the article or website, year of publication, and title should be listed following the principles above. The access date of the website and the URL should also be provided. The following is a model of such a citation:

Munhwajae Yōn’guso 문화재연구소. 2016. “Palgul yōnp’yo” 발굴연표 [Chronological record of archaeological excavations]. Accessed March 18, 2016. <http://portal.nrich.go.kr/kor/excavationChronologyUsrList.do?menuIdx=566>.

SJEAS Ethics Statement

The *Sungkyun Journal of East Asian Studies* strives to maintain the highest ethical standards in its operations, for the authors as well as for the editors and reviewers. What this involves for each of these groups is specified below.

Authors

Authors are only those, and all of those, who have actually conducted the research on which a submission is based and participated in the composition of the manuscript. Submissions should be of original and unpublished work, free of plagiarism and infringement of copyright in any form, which presents an accurate and verifiable reflection of the data used for research. The sources utilized for the writing of the submission should be duly acknowledged. Translations of articles that have already appeared in another language are generally not acceptable. A possible exception may be made if the contents of the article are judged to be of significance for a scholarly community different from that of its original audience (e.g. an article on an aspect of Korean Studies, published in Korean, that is arguably of importance for scholars of China or Japan who may not have access to the original version) and if the article has been thoroughly adapted to the readership of a journal published in English, for instance by taking into account relevant scholarship in English. Both conditions must be met. However, as said, the publication of such adaptations of translated articles will be exceptional.

Authors should offer their submissions in such a form that the author cannot be identified (e.g. by sentences such as “as the author has shown in “title of article””).

Following submission to SJEAS, Authors should not offer their submission to any other journal or medium of publication (including the internet) as long as the review process has not been concluded. This process can also be terminated by the author’s notification of withdrawal of submission to the

Editors.

Submissions will be treated as confidential documents and accordingly the Editors will maintain strict confidentiality and not make use of the contents of a submission except for the purpose of review. Submissions will be subjected to a double-blind peer review after the Editors have established that within relatively wide margins the nature and quality (including that of the English) of the submission warrant further review. The Editors will strive to find the best reviewers for each submission, and do their utmost to ensure that submissions are judged exclusively for their content, without bias of any kind. In the final instance it is the duty of the Editors to judge whether the assessments of the reviewers have indeed been fair, and in certain cases, whether another review is required.

The editors will expedite the review process as much as possible, but not at the expense of the thoroughness of the process.

Once the reviews have been received by the Editors, they will be made available to the Author(s), whatever the outcome.

Reviewers

The Reviewers are required to maintain absolute confidentiality and not to make use of the contents of a submission, also after handing in their review, for anything else than their assessment of the submission.

If a Reviewer thinks there may be a conflict of interest, this should immediately be made known to the Editors.

Reviews should be as fair and objective as possible and supported by clear arguments. Reviewers should avoid personal attacks and phrase their criticisms in such a way that they are potentially helpful to the author. In this way Reviewers will ensure that their assessment may be of some use even when a submission is ultimately rejected.

Romanization

The *SJEAS* uses the following systems of Romanization:

Korean — McCune-Reischauer (Yale Romanization is preferred for citations of Middle and Early Modern Korean, but in non-linguistic expositions modified McCune-Reischauer can be used with ǎ for the ‘arae a’ vowel)

Japanese - Revised Hepburn

Chinese — Pinyin

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How to Submit

Manuscripts should be submitted electronically via *SJEAS* online at <http://sjeas.skku.edu>. The “Submission” button on the homepage links to the journal’s online manuscript submission system.

There are separate submission buttons for “Articles” and “Book reviews.”

Please select the appropriate button and then fill in the blanks in the form and attach your manuscript and curriculum vitae files.

You may also send files to the managing editor through email at sjeas@skku.edu.

If a manuscript is rejected, authors cannot resubmit the same manuscript in revised form.

For further queries, please contact

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