Manuscript Format & Style Guide

All manuscripts should be double-spaced. Margins should be 2.5 cm at the top, bottom, and sides of the pages. There are no set word limitations, however, under 10,000 words (approximately 50 pages) is preferred. If your manuscript is considerably longer, we ask that you shorten it before submission, or it may be returned without being reviewed. IROKS does not distinguish between research notes and regular papers. Notes, references, appendices, tables/figures/charts etc should be included in the word limits.

(a) Title page

On a separate title page list

- Title, full names and affiliation of all authors;
- Corresponding author's name;
- Corresponding author's full postal address, telephone and fax numbers, and email address;
- Suggestions of a short running title of no more than 40 characters (including space)

(b) Abstract

Authors are asked to include a 40-70 word abstract when submitting their manuscript. Please make sure that the abstract page does not contain any information identifying the author(s).

(c) Keywords

Include in your manuscripts up to five keywords that describe your paper for purposes of indexing and web searches.

(d) Text and Headings

The first lines of paragraphs, except the first paragraph of the manuscript, should be indented and separated by a double carriage return. Section headings should be centre-adjusted in bold without numbering.

(e) Endnotes

Endnotes should be numbered consecutively with Arabic numerals and placed between

the text and the reference. Footnotes should not be used.

(f)   References

The reference list should follow the notes at the end of the manuscript in Harvard (name and date) format. Authors should ensure that there is a complete reference for every citation in the text. Full names, wherever possible, should be used instead of Initials. The following are examples of proper form;

Journal Articles

Yi, Xiaoxiong (2002) 'Ten Years of China-South Korea Relations and Beijing's View on Korean Reunification', *The Journal of East Asian Affairs*, XVI (2): 315–351.

Books

Song, Jae Jung (2001) *Linguistic typology: morphology and syntax*, Harlow and London: Pearson Education.

Papers

Mohan, Pankaj N. (2003) 'Hyuch'o and His Wang o Chŏnch'uk kuk chŏn', in Gi-Hyun Shin (ed) *Korea: Language, Knowledge and Society*, Proceedings of the 3rd Biennial Conference Korean Studies Association of Australasia; 30 June – 1 July 2003; Canberra, Australia. KSAA, pp 160-163.

Chapters in Edited Books

Van Wincoop, Eric and Kei-Mu Yi (2003) 'Asia crisis postmortem: Where Did the Money go and did the United States Benefit?', in Moonjoong Tcha and Chung-Sok Suh (eds.) *The Korean Economy at the Crossroads*, London: RoutledgeCurzon, pp 200 – 214.

Dissertations

Hwang, In-Ja (1997) *Hanguk-Ui Yeoseong jeongchaek chujin chegue-e gwan-han yoen-go, (A Study of the System on Promoting Women's Policy),* Master's thesis, Seoul National University.

Online documents

Song, Changzoo (1998) 'Echoes of the Past, Epics of Dissent: A South Korean Social Movement, by Nancy Abelmann (1996) Berkeley: University of California Press', Book Review in *Korean Studies Review*, [www document]   http://www.koreaweb.ws/ks

(accessed 8 December 2003).

Online journal articles
Prideaux, Bruce, R. (1998) 'Korean Outbound Tourism: Australia's Response', Journal of Travel, Tourism and Marketing, http://www.hotel-online.com/Trends/JournalTravel Tourism Marketing/KoreanOutboundTourism_Nov1997.html, The Hawthorne Press.

(g) Figure and tables
Tables and figures should follow the references. Make sure that every table or figure is referred to in the text. The table or figure will be placed after the first mention in the text. Legends should be short and descriptive, and define all acronyms, abbreviations or symbols used.

Figures
Authors are responsible for supplying a camera-ready copy of their figures. Figures must be numbered with Arabic numerals in order of appearance. The font used for labeling should be no smaller than 8 points after the figure has been resized to one or two column widths during typesetting.

Tables
Number each table consecutively with Arabic numerals and double-space them on separate pages. Avoid using vertical rules. Horizontal rules should be used only above and below column headings and the bottom of the table.

(h) Romanisation of the Korean Words
IROKS accepts the following romanisation system of Korean words: the McCune-Reischauer system, the Yale system; and the new system introduced by the Korean government in 2000. For consistency, only one system should be used in each article. Information regarding the romanisation system of the Korean words may be obtained in the inaugural edition of IROKS.

Manuscript files
The electronic file should be in MS Word for Windows (IBM-PC format). In the electronic file, please be sure to:

- clear the file of all possible viruses

- erase everything from the file except the manuscript
- remove all information that could identify the author(s) of the paper (including acknowledgement and contact information) except on the title page: be sure to remove all identifying information from the 'File, Properties, Summary' menu.
- Place all the submission in one file and
- Use the automatic page numbering system to number ALL pages, including the title/abstract page.