

## *The Korean Language in America*

### **SUBMISSION GUIDELINES FOR AUTHORS ARTICLES, BOOK REIVEWS, AND FORUM PIECES**

#### **General Submission Criteria**

- The Korean Language in America uses a double-blind review process. Please be sure to remove all references to your identity as author(s) from the main text and footnotes.
- Tables, figures, appendices, and photos must be submitted as separate files from the article text.
- Submissions should be accompanied by an Abstract of no more than 200 words to be entered directly on the Editorial Manager submission page.
- All submissions must include up to five key words.
- All submissions should provide a brief author bio-statement of up to 35 words.
- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press with the author's publication contract.
- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration for publication by any other journal or press.
- Submissions should be written in English using an academic style and register that conforms to the norms of scholarly publications. Prior to submission, manuscripts should be carefully edited for spelling, grammar, and style/register.
- A text written entirely in Korean is strongly discouraged. However, in the event that a Korean-only manuscript is accepted, an English summary must also be submitted. The summary should be written in such a way that a reader not well-versed in Korean would be able to understand the core of the paper.

## **Manuscript Format** (Revised 8-1-2019)

- Articles should be submitted as Microsoft Word files.
- All text, including notes and works cited should be formatted in Times New Roman font, size 12point, with double line spacing throughout. Korean text should be formatted in 신명조 or 애플명조 font, size 11.5point.
- Maximum length, including all text, footnotes, appendices, and bibliography is:
  - 8,000 words for articles.
  - 3,000 words for Best Practices for Teaching (BPT) Forum submissions.
  - 1,500 words for Voices from the Field (VFF) Forum submissions.
  - 1,000 words for book reviews.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages at the bottom right.
- No function of ‘Track Changes’ should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- ‘Style’ field should read ‘Normal’ throughout text.
- Use ‘main headings’ and ‘subheadings.’
  - Subheads may be placed in italic to distinguish them from a full heading.
- No automated lists – all numbers or bullets must be keyed
- Use single spaces following periods between sentences throughout the manuscript.
- Endnotes are used to elaborate on information presented in the article text, e.g. supplementary information and/or commentary that is parenthetical to the content.
  - Endnotes must be numbered consecutively throughout the article and must be indicated by the superscript numerals following the punctuation.
  - The endnote numbers at the end of the article should not be superscript text. That is, they should be a normal number followed by a period.
  - Endnotes example—at the end of the article:
    1. Bourdieu (1984:68) distinguishes taste from gastronomy in the following way: “Whereas taste is the natural gift of recognizing and loving perfection...”
  - All endnote entries must be double-spaced at the end of the article and must appear after the reference section.
  - If a source is cited in a particular endnote, the bibliographic information must be identical to that in the reference list.
  - Automatic formatting is acceptable in endnotes.

- Epigraphs and extracts from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source.
- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (“ . . . and . . . ”). When using a four period ellipsis, the first is a true period, and the following should be spaced as above. Use a four dot ellipsis if an entire sentence is omitted. Do not use ellipses at the beginning or end of a quotation (unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in midsentence).

### *Citations*

- Manuscripts must consistently conform to APA Style, 6th Edition (APA). Examples of reference citations for journal articles and books are shown below. For more examples, please check APA.
- Books and journals in the text: Reference citations in the article must be enclosed in parentheses and listed chronologically.
- In the case of works by multiple authors with three, four, or five authors, they should all be named for the first citation; in subsequent citations, use the name of the first author followed by et al. For six or more authors, use just the first author followed by et al. , as exemplified below:
  - (Poist & Alen, 1999; Murphy, 2000, pp. 48–51; Pollan, Ward & Burns, 2007; Barnes et al., 2010).
- Books and journals in the reference list: References must be listed at the end of the article and must include, in order, the following information:
  - Journal: First author’s last name, first initials, and Second author’s last name, first initials. (Year of publication). Title of article. *Title of Journal*, volume no. (issue no.), page numbers.
    - For example: Bischoff, G., S. Maertens, & Grimme, W. (2011). Airline pricing strategies versus consumer rights. *Transportation Journal*, 14 (3), 232–50.
  - Books: Author’s last name, first initials. (Year of publication). *Title of Book*. City: name of publisher.
    - For example: Geary, S., & Vitasek, K. (2008). *Performance-Based Logistics: A Contractor's Guide to Life Cycle Product Support Management*. Bellevue, WA: Supply Chain Visions.
    - For example: Benn, G. (1961). *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. London: Bodley Head.
  - Manuscript references: When referring to manuscripts, citations should be as follows:

- Author, A. A. (year). *Title of manuscript*. Unpublished manuscript [or Manuscript submitted for publication or Manuscript in preparation.]
- Korean source materials must be cited in Korean in text and in the reference list. It is advised to provide English translations of the publication in the reference list.
  - For example, in text: “These studies can be grouped into those focusing on learner errors (e.g. 판황미트영 & 권순희, 2018; 곽셀 튀르퀴쥬, 2011; 양소영, 2013)...
  - In the reference list: 양소영. (2013). 터키인 한국어 학습자의 존대법 오류 분석 – 대조분석적 관점에서. *한국어교육*, 24(2), 205-231. [An analysis of the Turkish learners' errors of honorific expressions in Korean writing. *Journal of Korean Language Education*, 24(2), 205-231.]
- In general, translations from original documents should be accompanied by the original quotation in the endnotes.
- For other types of citations, please check the APA.

#### *Tables / figures / appendices*

- Tables / figures / appendices must be submitted as separate files from the article text.
- An indication in the text for placement should be given, for example: <Table 1>, <Figure 2>, <Appendix 1>
- Tables should be submitted in MS-Word. All tables may be included in one separate document.
- Figures must be submitted in **jpeg, tiff or pdf files** – separate files for each figure with the correct resolution (300 dpi at least). Providing them in the word version results in lower quality images. If possible, all digital files (photos) should be grey scale.
- Authors are responsible for securing permissions and paying the required fees for the use of any images and figures previously published elsewhere.

#### *Korean words, phrases and expressions, extended texts*

- English translations must be provided for all Korean words, phrases, expressions, extended excerpts, etc. Romanized language samples should appear in *italics* followed by the ‘English word(s)’ in single quotes.
- Korean words, phrases, expressions, and/or extended texts should appear in Hangeul or in the Yale system of Romanization. For example:
  - 돌장난 ‘playing with rocks’ (Hangeul and ‘English’)

- *cip* ‘house/home’ (*Yale Romanization* and ‘English’)
- Where morpheme-by-morpheme glosses are used, follow the standard 3-tiered representation system, with Korean in the first line (Hangul or Romanized), morpheme-by-morpheme glosses in the second line, and a ‘free English translation in the third lines.’ Please use an appendix to list the abbreviated terms designating each morpheme. For example:

영희가 쿠키를 만듭니다

Yenghui-NOM cookie-ACC make-SE.

‘Yenghui makes cookies.’