Manuscript Writing Guidelines for *Asia Review*

\*This guideline is only for an English-written paper.

1. Thesis and Similar Papers

1) For manuscripts based on a thesis, this fact must be indicated with a footnote on the first page of the manuscript.

2) If the submitted manuscript has already been published in another form, the applicant must provide bibliographic information of the published paper and submit a separate statement explaining how the submitted manuscript is substantially different from the published paper to the editorial board.

2. Bibliographic Information

1) The title of the paper, the author's name, affiliation, and position should be centered. If there is a subtitle, it should be placed after the main title with a colon (:).

2) Acknowledgments or information about research support should be indicated with an asterisk (\*) next to the paper title and listed in a footnote. The author's email address should be indicated with a double asterisk (\*\*) next to the author's name and also listed in a footnote.

3. Manuscript Length

Manuscripts should be prepared using the word processor Hangul or MS Word and should be 15-20 A4 pages long, including the main text, footnotes, references, abstract, and appendices (if necessary). When calculating the manuscript length in A4 pages, the default settings of Hangul 2022 word processor or MS Word should be used.

4. Manuscript Structure

1) Manuscripts should be organized in the following order: cover page, English abstract and keywords, main text and footnotes, references.

2) The cover page should include the paper title, author's name, affiliation and position, and contact information (phone number, email).

3) The English abstract should be around 200 words. Provide 4-7 keywords.

4) If there is a need to acknowledge financial support or express gratitude, it should be indicated with an asterisk (\*) next to the paper title and listed in a footnote.

5) The main text should start on a new page with the title written at the top. To maintain anonymity during the review process, avoid any references that could reveal the author's identity.

6) Footnotes should be used sparingly, only for additional explanations or references to related discussions, and kept as brief as possible.

7) References should start on a new page with the title "References," and the format should follow the guidelines provided below.

5. Writing the Main Text

1) Number the sections and subsections sequentially as follows: I, 1, 1).

2) For figures and tables, insert them in appropriate positions in the text, numbering them as <Figure 1>, <Table 1>, etc. Place the figure number below the figure and the table number above the table. Sources should be listed below figures and tables.

3) Cite sources in the main text and footnotes using a brief format, with full bibliographic information included in the "References" section at the end of the manuscript. Follow these guidelines for brief citations and include page numbers if necessary. Use the same method for repeated citations of the same source.

① If the author’s name is in the text (main text or footnote), include the publication year in parentheses. For foreign works, include the surname and publication year in parentheses.

Example: Gilpin(1990)

② If the author’s name is not in the text, include the surname (full name for Korean names or names with Chinese characters) and publication year in parentheses.

Example: (Gilpin, 1990), (Kim, 2022)

③ For page numbers, follow the publication year with a colon and the page numbers.

Example: (Evans, 1979: 56)

④ For works by two authors, connect the names with a middle dot (·) in Korean and "and" in English.

Example: (Buchmann and Hannum, 2001)

⑤ For works by three or more authors, list the first author followed by "et al." for foreign names, indicating multiple authors. List all authors in the references.

Example: (Evans et al., 1985)

⑥ For citing multiple sources simultaneously, separate them with semicolons within a single set of parentheses.

Example: (Cumings, 1981: 35-37; Evans, 1995: 73; Kim, 2000: 121)

⑦ For anonymous articles from newspapers, magazines, etc., include the publication name and date (for magazines, include the year and month) in parentheses.

Example: (Chosunilbo, 1995/03/15)

⑧ For forthcoming works, use "forthcoming". For unpublished works, indicate the year of writing. If the year is not available, use "n.d." (no date).

Example: Tilly (forthcoming); Jones (n.d.)

⑨ For institutional authors, provide identifiable information.

Example: (Institute of Foreign Affairs and National Security, 1992)

6. Guidelines for Compiling References

1) References should include only the sources cited or mentioned in the main text. List them in the following order: Korean references, East Asian references, Western references, and primary sources (government documents, newspaper articles, internet sources, etc.).

2) For multiple works by the same author, list them in chronological order of publication. If multiple works are from the same year, differentiate them by adding lowercase letters (a, b, c) following the publication year.

3) Follow these general principles for formatting references:

① Use quotation marks (“ ”) for article titles and double angle brackets (『 』) for book titles and journal names in Korean, Japanese, Chinese, or classical Chinese. Use italics for titles in European languages.

② Indicate pages with numbers only.

③ Indent the first line of each reference by five spaces.

4) Format each reference according to the following examples:

① For a book by a single author:

Example: John. 2010. The Art of Writing. Penguin Books.

② For a book by three or more authors: cite as ‘First Author et al.’ in main text and footnotes, but list all authors in the references. Yet, if the original book title indicates the authors as ‘First Author et al.’, it should be cited the same in the references page.

Example: Evans, Peter, Dietrich Rueschemeyer and Theda Skocpol, eds. 1985. *Bringing the State Back in*. Cambridge: Cambridge University Press.

③ For a journal article:

Example: Ziya, Onis. 1991. "The Logic of the Developmental State." *Comparative Politics* 24(3): 109-126.

④ For a book chapter:

Example: Johnson, Charlmers. 1987. "Political Institutions and Economic Performance: The Government-Business Relationship in Japan, South Korea, and Taiwan." in Frederic C. Deyo ed. *The Political Economy of the New Asian Industrialism*, 130-155. Ithaca: Cornell University Press.

⑤ For translated books (include Korean translations in Korean references):

Example: Robert, John. 2006. 『Social Capital and Democracy: Local Autonomy and Civic Tradition in Italy』. Translated by An Cheongshi. Seoul: Pakyoungsa.

⑥ For dissertations:

Example: Doe, John. 1990. "The Social Banditry in Late Imperial China." Ph. D. Diss., Robin Hood University.

⑦ For conference papers (proceedings):

Example: Kong, Sukki. 2010. "Transnational Activism in Korea: From Domestication to Externalization of Contention." The 8th East Asian Sociologists' Conference. Busan. October.

⑧ For signed articles and columns in newspapers or magazines:

Example: Juoro, Umar. 1993. "The Different Faces of Democracy." *Far Eastern Economic Review* (April 22), 23.

⑨ For citing internet sources, list the creator, creation year, subject, URL, and date of access.

Example: Smith. 2010. “For the Success of Korean-Style ODA” http://www.naeil.com/news/NewsDetail.aspnnum=586033 (Accessed: 2010. 12. 27).

Yet, for long documents without page numbers, indicate the position using the scroll bar. For instance, (1/10 Bar) refers to one tenth of the entire online text.

Example: Smith. 2010. “For the Success of Korean-Style ODA” http://news.mk.co.kr/newsRead.phpyear=2010&no=632242 (Accessed: 2010. 12. 27). (1/10 Bar).

5) For any issues not covered in these guidelines, contact the editorial board of SNUAC Asia review.