

Journal of Saemaology

Manuscript Preparation Manual

The *Journal of Saemaology (JOS)* is published biannually in June and December by the Park Chung Hee Saemaul Undong Institute (PSI) at Yeungnam Universty, Republic of Korea.

The *JOS* articles should be no longer than 20 pages. All pages must be typed. Font should be ‘Times New Roman’; 12-point type is preferred, double-spaced on A4-size paper. Margins must be at least 3 centimeters on all four sides.

Your manuscript may include the following sections: (1) title page, (2) abstract and keywords, (3) text, (4) references, (5) notes, (6) tables, and (7) figures, illustrations, or photographs.

1. The **title page** should include the full title of the article, the author(s)’ name(s) (listed vertically if more than one) and institutional affiliation(s). Use an asterisk (*) to add a title footnote that lists acknowledgments, credits, and/or grant numbers.

2. The **abstract** should be fewer than 1,000 words. Provide 5 to 8 **keywords** at the bottom of the abstract.

3. Begin the **text** of your manuscript on a new page headed by the title. *JOS* uses anonymous peer reviewers to evaluate manuscripts; please make an effort to keep the text of your manuscript anonymous. For example, if you cite your own work, write “Smith (1992) concluded . . .” but not “I concluded (Smith, 1992). . . .”

- a. *Headings and subheadings* in the text indicate the organization of the content. Generally, three heading levels are sufficient for a full-length article.
- b. *References in the text* cite the surname of the author and year of publication. Include page numbers whenever your text quotes directly from a work or refers to specific passages in the cited work. Cite only those works needed to provide evidence for assertions and to guide readers to important sources on your topic. Examples follow:
 - If author’s name is in the text, follow it with the year in parentheses – “. . . Choi (2013)”;
 - if author’s name is not in the text, enclose the surname followed by a comma and year in parentheses – “. . . (Reed, 1981).”
 - Pagination follows the year of publication after a colon – “. . . (Park and Choi, 2016: 14-18).”
 - Give both surnames for joint authors – “. . . (Rajapakse and Lee, 2016).”
 - For works with three authors, list all surnames on the first citation in the text; thereafter use “et al.” – “. . . (Baek, Kim, and Lee, 2012)”;
 - and later, “. . . (Baek et al., 2012).”
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- For unpublished materials, use “forthcoming” to indicate material scheduled for publication. For dissertations and unpublished papers, cite the date. If no date, use “n.d.” in place of the date – “. . . Park (forthcoming) and Jones (n.d.).”
- c. Number *notes in the text* consecutively throughout the article using superscript Arabic numerals.

4. **References** follow the text in a section headed “References.” All references used in the text must be listed in the reference section, and vice versa. Publication information for each must be complete and correct.

List the references *in alphabetical order by authors’ surnames*; include given names and middle names (or initials) for all authors when available. If the author’s surname is his/her last name, the name should be inverted with the surname going first followed by a comma. For multiple authorship, only the name of the first author is inverted (e.g., “Turner, Jonathan H., Leonard Beeghley, and Charles H. Powers”). List all authors; using “et al.” in the reference section is not acceptable.

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If two or more works are by the same author(s) within the same year, list them in alphabetical order by title and distinguish them by adding the letter a, b, c, etc., to the year.

For illustration, a few examples are set out below:

- *Books*
 - Armstrong, Philip, Andrew Glyn, and John Harrison (1991). *Capitalism since 1945*. Oxford, UK: Basil Blackwell.
 - Haggard, Stephan (1990). *Pathways from the Periphery*. Ithaca, NY: Cornell University Press.
 - Ministry of Home Affairs (MHA), Republic of Korea (1980a). *Saemaul Undong 10-nyeonsa* [Ten-Year History of Saemaul Undong] (in Korean). Seoul: Ministry of Home Affairs.
 - (1980b). *Saemaul Undong 10-nyeonsa: Jaryo-pyeon* [Ten-Year History of Saemaul Undong: Data] (in Korean). Seoul: Ministry of Home Affairs.
 - Park Jin-Hwan (1998). *The Saemaul Movement: Korea’s Approach to Rural Modernization in the 1970s*. Seoul: Korea Rural Economic Institute.
- *Periodicals*
 - Choi Oe-Chool (2013). “Analyzing the Research Trends in Saemaul Undong and Establishing Its Studies as an Academic Discipline” (in Korean). *Journal of Korean Local Autonomy Administration* 27(1): 61-93.
 - Park Seung Woo and Choi Oe-Chool (2016). “Some Controversial Issues in Saemaul Undong in Korea and Their Implications for Its Transferability.” *Journal of Saemaology* 1(1): 5-30.

- *Collections* Brandt, Vincent S. (1981). "Value and Attitude Change and the Saemaul Movement." Lee Man-Gap (ed.), *Toward a New Community*, pp. 483-507. Seoul: Institute of Saemaul Undong Studies, Seoul National University.
- *Collections* Park Seung Woo (2012). "Political Opportunity Structures for Post-transitional Social Movements in the Philippines." Cho Hee-Yeon, Andrew Aeria, and Hur Songwoo (eds.), *From Unity to Multiplicities: Social Movement Transformation and Democratization in Asia*, pp. 239-257. Petaling Jaya, Malaysia: Strategic Information and Research Development Centre.
- *Dissertations & Conference Proceedings* Looney, Kristen Elizabeth (2012). "The Rural Developmental State: Modernization Campaigns and Peasant Politics in China, Taiwan and South Korea." Ph.D. dissertation, Harvard University, USA.
- *Dissertations & Conference Proceedings* Reed, Edward P. (2010). "Is Saemaul Undong a Model for Developing Countries Today?" Paper presented at the International Symposium in Commemoration of the 40th Anniversary of Saemaul Undong, hosted by Korea Saemaul Undong Center, 30 September, Seoul, Korea.
- *Other materials* Haberman, Clyde (1985). "Ideas and Trends: South Korea Goes from Wasteland to Woodland." *New York Times*, 7 July.
- *Other materials* United Nations Development Programme (UNDP) (2013). "Human Development Report 2013." <http://hdr.undp.org/en/2013-report> (accessed 15 December 2014).

5. **Notes** should be put as footnotes at the bottom of the page. Begin each note with the superscript numeral to which it is keyed in the text (e.g., ". . . rural society in Korea.¹⁾ The movement" Long notes distract the reader; use them only when you must.

6. Number **tables** consecutively throughout the text. Each table must include a descriptive title and headings for columns and rows.

7. Number **figures, illustrations, or photographs** consecutively throughout the text. Each should have a caption. Figures, illustrations, and photographs must be black-and-white and must be legible when reduced or enlarged to fit the page. Author(s) are responsible for securing permission to reproduce all copy-righted figures, illustrations, and photographs before they are published by the **JOS**.