

Submissions Guidelines

Manuscripts must:

- Be submitted to joeaa@inss.re.kr
 - Be written in English and follow the submission/style guidelines (see below)
 - Be 5,000-11,000 words in length (including all references)
 - Include an abstract (150-200 words) and 3-5 keywords
 - Be double-spaced, in 12pt Times New Roman font
 - Be submitted as two Word documents (no PDF or HWP files), one of which is formatted for anonymous review
 - Follow the Chicago Manual of Style (Author-Date) for all citations
(https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)
(Correct formatting is not required at time of submission, but all accepted papers must be correctly formatted by the authors)
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- Authors should also include a BRIEF CV with contact information.
 - Manuscript submissions are accepted on a rolling basis.
 - Submitted manuscripts must not be previously published or under consideration for publication elsewhere.
 - An honorarium will be provided for articles selected for publication.
 - All manuscripts should be submitted, together with the author's CV, via email to joeaa@inss.re.kr

General Information

Submissions should be manuscripts that have not been published previously and are not under consideration for publication elsewhere. The manuscript should be more than 20 and no longer than 45 pages (5,000 ~ 11,000 words), including an abstract of less 150-200 words, 3-5 keywords, footnotes, references, tables, figures, charts, and appendices. The page-size guideline is based on standard U.S. 8.5 x 11 inch paper. All material should be 11-point type,

double-spaced with outside margins of one inch using Microsoft Word.

Once a manuscript is formally accepted, authors will be asked to make additional revisions and to submit a final version via digital file. They will be required to assign the copyright for their article to the Institute for National Security Strategy. The copyright assignment is a condition of publication.

Manuscript Formatting

Consult the *Chicago Manual of Style*, 14th edition if you are in doubt about stylistic issues.

Cover Sheet

For the convenience of the blind review, place the title of the manuscript, names, affiliations, mailing addresses, voice and fax phone numbers, and email addresses on a separate page. If an article has more than one author, please designate one as the primary contact.

Bio Statement

Authors of articles should include a biographical sketch of 200 words (on a separate page, at the beginning of the manuscript), briefly providing information about their names, degree, educational background, position, organization, summary of publications, and professional interests.

* Example of Bio Statement: [Alexander J. Groth, Ph.D. \(Columbia University\)](#), is a research professor at the University of California, Davis, where he has taught comparative politics since 1962. He is the author and co-author of over one hundred scholarly articles and monographs, and author or editor of twelve books including *Comparative Politics: A Distributive Approach (1971)*; *Comparative Resource Allocation (1984)*; and *Revolution and Political Change (1996)*. His

research interests are focused on issues of political stability and comparative public policy.

Abstract

An abstract of 150-200 words should appear on a separate page. The abstract should include the central question addressed by the article and the author's findings and conclusions. Please list 3-5 keywords at the end of your abstract.

Tables, Figures, Charts, Appendices

Tables, figures, charts, and appendices should be kept to a minimum. Please do not use heavy borders or shading. If the table, figure, or chart requires fill effects, please use patterns, NOT shading. Each table or figure should be in the text, NOT on a separate page at the end of the manuscript.

Quotes

Quoted matter that runs 3 or more typed lines or that involves more than one paragraph should be set off from the text without quotation marks and set in 11-point type. Shorter quotations are usually run into the text in the same type and enclosed in quotation marks.

Article Title and Section Headings

The guidelines for article titles and section headings are as follows (please do not underline): Article title and principal subheadings: 14-point type, Times New Roman, bold, and set on a line separate from the text.

Secondary subheadings: 12-point type, Times New Roman, bold, and set on a line separate from the text.

Sub-subheadings: 12-point type, Times New Roman, bold, and run in at the beginning of the paragraph, set in italics, and followed by a period.

Italics

Do not italicize a foreign word or phrase that can be found as a regular entry in the dictionary (for example, “laissez faire”). Italicize names of books, newspapers, and journals. Do not underline them.

Numbers

Numbers from one to nine should be spelled out; the number 10 up to numbers in the thousands should be written as digits. Numbers in the millions and above should use a combination of digits and the appropriate word. Use digits for percentages (for instance, 9 percent).

Citing Works within the Text

To cite works you used in developing your article, use a parenthetical-reference system (also called the author-date system). For each work to which you refer, supply the author's surname, date of publication, and page numbers (Please note, no comma between author and date).

* For example:

(Mattli 1999, 50) or (Schick 2001, 55 - 71)

If you refer to an author in the text, the publication date and page numbers are a sufficient reference.

* For example:

As Mattli argues (1999, 50)

If a work has more than three authors, use the name of the first author followed by et al.

* For example:

(Reischauer et al. 2002, 95)

If you cite more than one work by the same author produced in the same year, distinguish among the works with an alphabetical identifier after the date.

* For example:

(Krugman 1995a, 37; Krugman 1996b, 45).

If you cite an electronic source, include the author's last name (or file name if author's name is not available [for example, cgos.html]) and the date of publication or last revision (or date accessed if publication date is not available).

Notes

Please **DO NOT** use endnotes. Use footnotes to elaborate or comment on material in the text and place them at the end of the text. Footnotes should be 9-point type, Times New Roman, and set on a line separate from the text.

References

Prepare a list of all the works you cite in the text and arrange them alphabetically by author (please include only the works that are cited in the text). If you cite more than one work by the same author, arrange them by the year of publication in ascending order (earliest to latest). If you cite more than one work by the same author published in the same year, arrange them alphabetically by title and differentiate among them by putting a letter after the year of publication. For clarification, please refer to the *Chicago Manual of Style*. Examples of some of the more common reference list entries are as follows:

* Book, single author:

Mattli, Walter. 1999. *The Logic of Regional Integration: Europe and Beyond*. Cambridge, United Kingdom: Cambridge University Press.

* Book, multiple authors:

Fishlow, Albert and Stephen Haggard. 1992. *The United States and the Regionalisation of the World Economy*. Paris, France: OECD.

* Book, edited:

Bell, Roger J., Tim MacDonald, and Alan Tidwell, eds. 1996. *Negotiating the Pacific Century: The New Asia, the United States and Australia*. Sydney, Australia: Allen and Unwin.

* Chapter or selection in an edited book:

Please note: no quotation marks around chapter title. Please include page numbers.

Saxonhouse, Gary R. 1996. Regionalism and United States Trade Policy in Asia in *The Economics of Preferential Trade Agreements*, edited by Jagdish Bhagwati and Arvind Panagariya, 108-35. Washington, DC: AEI Press.

* Journal Article:

Please note: no quotation marks around article title. In the example below, "9" is the volume number, "2" is the issue number, and "230-56" is the page range. If possible, please use issue number rather than the month.

Bowles, Paul. 2002. Asia's Post-Crisis Regionalism: Bringing the State Back In, Keeping the United States Out. *Review of International Political Economy* 9(2): 230-56.

* Newspaper Article:

Krugman, Paul. 2003. A Fiscal Train Wreck. *New York Times*. March 11, A2.

* Works in Languages Other than English:

Title of works in languages other than English are treated the same as English titles. An English translation should be provided for all titles (book titles, journal titles, journal article titles, newspapers, etc.). The translation should follow the title and is enclosed in parentheses. The translation is set in roman type, without quotation marks, and only the first word (of title and subtitle) and proper nouns and adjectives are capitalized.

Einfuehrung, Eine. 1975. *Theorie der Einkommensverteilung* (Theory of Income Distribution). Heidelberg, Germany: Springer-Verlag.

* Papers Presented at Meetings, Conferences, etc.:

Please include month and days, as well as the city, state, and country.

Yin, Tehwan. 1997. The Development of Measurement Tools on Decentralization in Developing Countries. Paper presented at the 58th National Conference of the American Society for Public Administration, July 26-July 30, Philadelphia, Pennsylvania, US.

* Electronic Sources:

Include the author's last and first name, date of publication, title of document, title of complete work in italics (if applicable), the protocol and address, including the path or directories necessary to access the document, and the date accessed. The address should be set in italics.

Mayer, William. G. Front-loading the Primaries: The Wrong Approach to Presidential Politics?

Available <http://www.brook.edu/comm/events/20040114.htm> Accessed January 29, 2003.

III. Contact Us

All manuscripts should be submitted, together with the author's CV, via email to:

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