

■ Manuscript Submission Guidelines for the 『Journal of Saemaul and International Development』

『Journal of Saemaul and International Development』
Submission Guidelines

1. General principles

1) **The Subject of publication**

Manuscripts submitted to the Journal of Saemaul and International Development (hereinafter called “the Journal”), an academic journal published by the Global Development Foundation (hereinafter called the “Foundation”), shall have academic value and originality as articles, in either Korean or English, related to the Saemaul Undong or international development, and shall be manuscripts which have not been published in other books or periodicals.

2) **Issuing dates**

Twice a year (Issue 1: June 30, Issue 2: Dec. 30)

3) **Receipt of the manuscript submitted**

The manuscripts to be published in the Journal may be submitted at any time around the year. However, the manuscripts to be reviewed for publishing in the first issue should be submitted by the end of April and those to be reviewed for publishing in the second issue should be submitted by the end of October, respectively, to the Foundation's editorial board .

4) **How to Submit the manuscript**

The author(s) shall submit the manuscript with an application for paper submission (attached Form 1), a written pledge for compliance with research ethics (attached Form 2), a written consent for transfer of copyright (attached Form 3) and the manuscript (in the form of a digital file) containing an English abstract if it is written in Korean to the editorial board of the Foundation (see the address below).

Address) Journal of Saemaul and International Development Editorial Board,
Global Development Foundation. 193, Dongbu-ro, Dong-gu, Daegu, Republic of
Korea (41230)

Phone) 053-745-7456

Email)

5) Fees for Reviewing and publication

- ① A publication fee of 150,000 won per paper shall be imposed for the author in a full-time position and 100,000 won for the author(s) in a non-full-time position, respectively. If the paper is supported by research funds, a publication fee of 300,000 won shall be imposed, in which case it will be noted as an acknowledgement.
- ② A total of 60,000 won per manuscript will be charged as a review fee (review fee for three reviewers).
- ③ The review fee shall be paid at the time when the manuscript is submitted, and the publication fee shall be paid at the time when the final version of revised manuscript is submitted after it has been accepted for publication.
- ④ If the final version of the manuscript submitted after the paper has been accepted for publication exceeds 30 pages in the editorial format of the Journal (attached Form 4) an additional 5,000 won per page will be charged.

6) Regarding to the copyright transfer agreement

- ① The publication of the paper shall be deemed for the author(s) to agree upon the use and disclosure of the paper by this Foundation.
- ② When the manuscript is submitted, the author(s) shall submit a written consent for transfer of copyright (attached Form 3) along with the manuscript and the copyright of the manuscript accepted for publication belongs to this Foundation.

7) Manuscript Submission by members of the Editorial Board

- ① Editorial board members may contribute their papers and the review of them must go through the same review process.
- ② Editorial board members who have submitted a manuscript shall not participate in the selection of the referees (reviewers) and the judgment of the review results for his/her manuscript.

8) Limiting the number of papers per person to be published in an issue

The maximum number of papers that can be published in a single issue shall be up to two per person, but up to one as a first author and up to two as co-authors.

2. Principles of writing manuscripts

1) General principles of writing manuscripts

- ① The papers published in this journal must be written in Korean or English, and must be accompanied by an abstract, and in the case of a paper in Korean, an English abstract shall be included.
- ② The manuscript shall be written using **Microsoft Word**, and the manuscript shall be submitted by an e-mail.
- ③ The length of the manuscript: In principle, the manuscript shall be no more than 5,000 words, including the text, footnotes, tables and figures, and reference documents, but shall not exceed 30 pages based on the editorial format of the Journal.
- ④ Abstract and key words: The English abstract includes the title and the author's name, and shall be written within 400 words. Key words in English are also presented at the bottom of the Korean and English abstracts, respectively.

2) Composition of manuscripts

- ① The manuscripts to be submitted shall consist of the title, the names and affiliation of the authors, the acknowledgement, the text (including footnotes, tables and figures), references, and the abstract and key words.
- ② Subdivision of the main text - numbered sections
 - the 1st level: I, II, III ...
 - the 2nd level: 1, 2, 3 ...
 - the 3rd level: 1), 2), 3) ...
 - the 4th level: (1), (2), (3) ...
- ③ Footnotes are used only when supplementary content or additional explanation is required, or when it is difficult to include in the main text. Footnote numbers shall be assigned as serial numbers throughout the paper, and shall be displayed in the appropriate place of the text (where there is a punctuation mark), and the footnote shall be placed at the bottom of the relevant page of the text. Footnotes that simply reveal the source of the data shall be avoided, and the following "citation guidelines" shall be followed to clarify the source of the resources in the text.
- ④ Reference list begins at the end of the main text with the title "References." Reference list shall be in accordance with the "Guidelines for Presenting References" below.
- ⑤ Tables and figures shall be numbered in series and inserted in a suitable

place within the text in the form of "<Table 1> Table title" or "<Figure 1> Figure title". The title of tables shall be placed at the top of the table, and the title of figures shall be placed at the bottom of the relevant figure. The source of the table or figure should be presented as "Source: ..." at the bottom of the relevant table or figure.

3) Quoting

If the quotation is less than three lines, it shall be described using quotation marks (" ") in the text, and if more than three lines, it shall be separately described in the text. In the latter case, the upper and lower parts of the quoted section are emptied one line from the text and three letters are indented both left and right.

4) Anonymity of the author

In order to maintain the anonymity of the author(s) during the review process, any mention related with the identity of the author should be avoided anywhere in the body of the paper and footnotes of the manuscript. The editorial board shall refer the manuscript to the reviewers after deleting the author's name and affiliation from the manuscript.

5) Writing Korean Proper Nouns in English

In the case of writing Korean proper nouns or special concepts in English, the new Romanization of Korean (announced by Ministry of Culture, Sports and Tourism) shall be followed. However, an exception is allowed in the case of proper nouns that are widely used internationally, such as the "Saemaul Undong".

Ex. 1) 두레 → dure, 향약 → hyangyak,
대구 → Daegu, 경상북도 → Gyeongsangbuk-do
Ex. 2) 새마을 → Saemaul, 태권도 → Taekwondo,
박정희 → Park Chung Hee

3. Guidelines for Marking Citations

1) General principles

① The source indication shall be in parentheses in the proper place of the text and footnotes, and shall be accompanied by the author's name, year of publication, and, if necessary, the number of pages.

② Mark of author(s) name: only last name shall be marked for the source indication.

- ③ In the case the author is an organization: If the name of the organization is long, it may be marked with the appropriate abbreviation. In this case, the acronym must be included in the list of references.
- ④ If the same literature is mentioned again, it is treated as the same as it was at first time. Don't use expressions such as "the same article", "the same book", "the previous one", "ibid" or "op cit" that can cause confusion.

2) Specific Examples of marking citations

(1) In the case that the author's name of cited literature appears in the text

- ① The year of publication of the literature shall be indicated in parentheses, and the number of pages shall be included as necessary. The year of issue and the number of pages are divided by a colon (:). The same is true when the author is an agency.

Ex) - Regarding the establishment 'Journal of Saemaulogy (or Saemaul Studies)', Choi (2013) ...

- Park (2005: 135-182) explains Saemaul Education as ...
- According to an assessment by the Ministry of the Interior (1980) on the achievements of the Saemaul Undong, ...

(2) In the case the author's name of cited literature does not appear in the text.

The name of the author and the year of issue shall be indicated in parentheses, which shall be placed before the punctuation mark (period or comma). If necessary, the number of pages shall also be stated, but the year of issue and the number of pages shall be divided by a colon (:).

Ex) - ... should be noted (Hong, 2008).

- ... carried out projects such as ... (Ministry of Internal Affairs, 1980: 45-47), and further ...
- ... that view of the Saemaul Undong (Brandt, 1981) ...

(3) In the case of multiple authors of cited literature.

Names of all authors up to three shall be marked but the name of the first author only shall be marked if the number of authors is four or more followed by "○○ et al".

Ex) - ... (Lee, Lee, and Kim, 2013),

... (Baek, Kim, and Lee, 2012).

- ... Hong et al. (2010: 123) said ...,

... should be noted (Park et al., 2013).

(4) In the case multiple literature should be mentioned at once.

Each different literature is divided by a semi colon (;), and in the case of several different literature of the same author, the author's name is not repeated and is marked only by the year of publication.

Ex) - ... (Kim, 2009: 242-269; Park and Lee, 1997; Lee, 2014; Hong, 2013; 2014; Douglass, 2013; Reed, 1981; 2010).

4. Guidelines for Writing References

1) General principles

- ① Reference list aims to reveal the detailed bibliography of all the literature mentioned in the text and footnotes. In principle, it shall not include literature not mentioned in the main text or footnotes.
- ② The order of the reference list is based on the last name of the author in the case of individual authors and on the official full-name of the organization not the abbreviation in the case of organizational authors, respectively.
- ③ More than one literature of the same author shall be arranged in the order of the year of publication, and if there are more than one literature published in the same year, a, b, and c shall be added after the year of publication in the order mentioned in the text.
- ④ The bibliography of books in the reference list shall include the author's name, year of publication, title of the paper or book, and other bibliographical information. Each item is divided by a period (.) by default.
- ⑤ The titles of the papers, articles, etc. are enclosed in double quotes, and the titles of the books and magazines are expressed in italic.
- ⑥ For the first line of each literature, you have to write out four spaces.

2) Examples of marking references

(1) In the case of a book

① In the case of one author

· Haggard, Stephan (1990). *Pathways from the Periphery: The Politics of Growth in the Newly Industrializing Countries*. Ithaca, NY: Cornell University Press.

② **In the case of two or more authors:** In the text and footnotes, it is marked "et al." with the name of the first author but in the reference list,

the names of all co-authors are written. If the cover of the book says "et al." from the beginning, it shall be marked as it is.

- Armstrong, Philip, Andrew Glyn, and John Harrison (1991). *Capitalism since 1945*. Oxford, UK: Basil Blackwell.

③ **In the case of the author of compiled books:** The 'ed' (in the case of multiple authors, 'eds') is written after the author's name.

- Lee Man-Gap ed. (1981). *Toward a New Community: Reports of International Research Seminar on the Saemaul Movement*. Seoul: Institute of Saemaul Undong, Seoul National University.

(2) A paper published in a periodical

- Baek In Rib, Kim Pan Suk, and Lee Soo Chul (2012). "Contributions and Limitations of Saemaul Undong in Korea for Regional Development and Welfare Improvement in Less Developed Countries." *Public Administration and Development* 32(4): 416-429.
- Baek In Rib, Kim Pan Suk, and Lee Soo Chul (2012). "Contributions and Limitations of Saemaul Undong in Korea for Regional Development and Welfare Improvement in Less Developed Countries." *Public Administration and Development* 32(4): 416-429.

※ Instead of using the words "volume or number", only the numbers corresponding to "vol(no.)" shall be displayed as shown above, and the number of pages shall be marked behind a colon (:) and a space.

(3) **A paper in a compiled book**

- Brandt, Vincent S. R. (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.
- Brandt, Vincent S. R. (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.

※ The pages of the literature referring to shall be marked after the title followed by a comma (,) and a space.

(4) **Dissertations, articles in the proceedings of academic conferences, unpublished reports, etc.**

- Looney, Kristen Elizabeth (2012). "The Rural Developmental State: Modernization Campaigns and Peasant Politics in China, Taiwan and South Korea." Doctoral dissertation, Harvard University, USA.
- Park Seung Woo and Choi Oe-Chool (2012). "Some Controversial Issues in *Saemaul Undong* in Korea and Their Implications for Its Transferability." Paper presented at the 5th Conference of the Korean Studies Association of Southeast Asia, 28-31 August, Hanoi, Vietnam.
- Looney, Kristen Elizabeth (2012). "The Rural Developmental State: Modernization Campaigns and Peasant Politics in China, Taiwan and South Korea." Doctoral dissertation, Harvard University, USA.
- Park Seung Woo and Choi Oe-Chool (2012). "Some Controversial Issues in *Saemaul Undong* in Korea and Their Implications for Its Transferability." Paper presented at the 5th Conference of the Korean Studies Association of Southeast Asia, 28-31 August, Hanoi, Vietnam.

(5) An article and column of daily newspapers or weekly newspapers

- Choi Oe-Chool (2007, November 8). We have to develop it into 'Saemaology'. *The Saemaul News*, p. 9.

(6) Data searched in the Internet: The name of the author, the year of publication, the title of the data, the web address, and the date of the search (in parentheses).

- United Nations Development Programme (UNDP) (2013). "Human Development Report 2013." <http://hdr.undp.org/en/2013-report> (검색일: 2014. 12.01.)
- United Nations Development Programme (UNDP) (2013). "Human Development Report 2013." <http://hdr.undp.org/en/2013-report> (access date: 2014. 12.01.)

(7) More than one literature of the same author: From the second literature by the same author, a underline (of the length of three letters) is marked instead of the author's name followed by the year of publication in the parentheses.

- Ministry of Interior (1973). 『Saemaul Undong: From beginning to today』. Seoul: Ministry of Interior.
- _____ (1975). 『Saemaul Undong Guideline』. Seoul.
- _____ (1980). 『Ten Years of the Saemaul Undong』. Seoul: Ministry of Interior.

<Attached Form 1>

The Application for Paper Submission to 『Journal of Saemaul and International Development』

[illegible]

<Attached Form 2>

<p>『Journal of Saemaul and International Development』</p> <p>The Pledge for Compliance with Research Ethics</p>

1. Personal information of the authors

Author 1) Name		D.O.B.	
Contact	(Work)	(Mobile)	
Affiliation (Ex. Univ/Dept.)		E-mail	
Author 2) Name		D.O.B.	
Affiliation (Ex. Univ/Dept.)			

2. Summary of the manuscript

Title	
Key words	
Summary	

3. The Pledge for Compliance with Research Ethics

The contributors to this paper recognize the author's obligation to comply with the research ethics regulations of the 『Journal of Saemaul and International Development』 by directly reading and confirming the research ethics regulations, and at the same time pledge that the manuscript faithfully follows the research ethics regulations. In the event of a breach, the contributors also vow to take full responsibility in accordance with the relevant procedures of the Foundation and the editorial board.

YYYY. MM. DD.

Affiliation:

Contributor:

Position:

(signature)

<Attached Form 3>

The Consent for Transfer of Copyright

Title of the manuscript:

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The author(s) hopes that this paper will be published in **<Journal of Saemaul and International Development>**, an academic journal of the Global Development Foundation, and agrees with the following matters.

1. The author(s) confirms that this paper is creative and does not infringe upon the copyright of any other paper.
2. The author(s) has made a practical and intellectual contribution to this paper and is responsible for the contents of the paper.
3. This paper has never been published in the past. This paper is not currently under review process for publication and will not be submitted for publication in other journals.
4. The publisher of this journal has the right to dispute copyright infringement by others without the permission of the author(s) or the publisher of this journal.
5. When this paper is published in the **<Journal of Saemaul and International Development>**, an academic journal of the Global Development Foundation, the author(s) will transfer all rights, interests, copyrights, and digital copyrights under this paper to the Global Development Foundation.

Role	Name	Affiliation & Position	Email	Phone	Signature
The 1 st author					
Co-author					

YYYY. MM. DD.

To the president (chairman of the board) of the Global Development Foundation

<Attached Form 4>

The Editorial Format of the 『Journal of Saemaul and International Development』

1. Layout

- o Page Size: 148mm x 225mm
- o Margins: Upper 20mm, Header 12mm,
Left 20mm, Right 20mm, Bind 0.0mm
Lower 10.0mm, Footer 10mm

2. Font and style

※TNR: Times New Roman

		Title	Author(s)	Abstract	Key words	Text
Font	Font	TNR	TNR	TNR	TNR	TNR
	Size	16 pt	10.5 pt	10 pt	10 pt	10.5 pt
	Scale	100%	100%	100%	100%	100%
	Spacing	0%	0%	0%	0%	0%
	Style	Bold				
Paragraph	Alignment	Center	Right	Justify	Left	Justify
	Margins	0	0	0	Left 10pt Right 10pt	0
	First line	-	-	Indent 20pt	Outdent 55pt	Indent 20pt
	Line Spacing	120%	160%	150%	145%	150%
		Chapter {1}	Section {2}	Paragraph {3}	Footnote	References
Font	Font	TNR	TNR	TNR	TNR	TNR
	Size	14 pt	12 pt	10.5 pt	9.5 pt	10 pt
	Scale	100%	100%	100%	100%	100%
	Spacing	0%	0%	0%	0%	0%
Paragraph	Alignment	Center	Left	Left	Justify	Left
	Margins	0	Left 20pt	Left 20pt	Left 4pt	0
	First Line	-	Outdent 16pt	Outdent 15pt	Outdent 10pt	Outdent 40pt
	Line Spacing	Upper 12pt 130%	135%	140%	130%	145%

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