AUTHOR CHECKLIST

This checklist is meant to assist you as you prepare your manuscript so that it can be handed over to our production team in an accurate and efficient manner. We are only able to turn over manuscripts to production that are complete. Manuscripts that are incomplete will not be turned over to production until all outstanding elements have been received.

Article title: __________________________________________________________

Author(s) (as you want your name to appear in the published article):
________________________________________

If more than one author, who will be the contact author during the production process (the one who will review the edited article and proofs?)
________________________________________

Should materials be sent to the contact author’s home or office? ______________

Office address of contact author:
________________________________ Phone: ___________
________________________________ e-mail: ___________
________________________________

Home address of contact author:
________________________________ Phone: ___________
________________________________ e-mail: ___________
________________________________
Spelling and grammar
Spellings follow *Merriam-Webster's Collegiate Dictionary*, 11th ed. (W11), and *Webster’s Third New International Dictionary.*

Style and format
The typescript is double-spaced throughout
Abbreviations, capitalization, quotations, terms, titles, numbers, dates and times, and punctuation conform to the JKS Style Guide and *The Chicago Manual of Style*, 17th ed. (CMS).
Figure and table captions conform to the JKS Style Guide
The article uses inclusive language whenever possible and use of pronouns conforms to the JKS Style Guide.
Acknowledgements are made in the first, unnumbered note and written in the first person.
Each contributor’s note includes the author’s name, rank, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers’ names, are given for books.

Documentation and bibliography
All quotations have sources
End notes are used as the manuscript’s system of documentation.
Legal sources are cited in the main body of the manuscript.
Bibliography appears at the end of the article and contains complete bibliographic information for all works cited in the text (and only works cited in the text).
Short form citations in end notes and full citations in the bibliography are formatted according to the JKS Style Guide.
Epigraphic sources include the author’s name or the author’s name and the title of the work.

Romanization and translations
All Korean terms are romanized according to the McCune-Reischauer system
Non-English titles and translations of works conform to the JKS Style Guide

Permissions
If any part of your article contains previously published material (including material that you have written that has been previously published elsewhere), permissions are required.

No permissions were necessary

or

I’ve used material from other sources that require permission, including:
  quotations
  song lyrics
  letters
Please describe all material in the manuscript for which permissions were required in the space below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________