The Korean Language in America

SUBMISSION GUIDELINES FOR AUTHORS
ARTICLES, BOOK REIVEWS, AND FORUM PIECES

General Submission Criteria

- *The Korean Language in America* uses a double-blind review process. Please be sure to remove all references to your identity as author(s) from the main text and footnotes.

- Tables, figures, appendices, and photos must be submitted as separate files / documents from the article text.

- Submissions should be accompanied by an Abstract of no more than **200** words to be entered directly on the Editorial Manager submission page.

- All submissions must include up to **five** key words.

- All submissions should provide a brief author bio-statement of up to **35** words.

- Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press with the author's publication contract.

- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.

- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration for publication by any other journal or press.

- Submissions should be written in English using an academic style and register that conforms to the norms of scholarly publications.   Prior to submission, manuscripts should be carefully edited for spelling, grammar, and style/register.

Manuscript Format

- Articles should be submitted as Microsoft Word files.

- All text, including notes and works cited should be formatted in **Times New Roman font, size 12 point**, with double line spacing throughout.

- Maximum length, including all text, footnotes, appendices, and bibliography is:
  - 8,000 words for articles.
  - 3,000 words for Best Practices for Teaching (BPT) Forum submissions.
  - 1,500 words for Voices from the Field (VFF) Forum submissions.
  - 1,000 words for book reviews.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages at the bottom right.
- No function of 'Track Changes' should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- 'Style' field should read 'Normal' throughout text.
- Use 'main headings' and 'subheadings.'
- Subheads may be placed in italic to distinguish them from a full heading.
- No automated lists – all numbers or bullets must be keyed
- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (" . . . and . . . "). When using a four period ellipsis, the first is a true period, and the following should be spaced as above.
- Epigraphs and extracts from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source. Please do not use an endnote.
- Use single spaces following periods between sentences throughout the manuscript.
- All footnotes to be converted to endnotes, double spaced, and rendered in 12-point Times Roman.
- Tables / figures / appendices:
  - Must be submitted as separate files / documents from the article text.
  - An indication in the text for placement should be given, for example:
    - <Table 1>, <Figure 2>, <Appendix 1>
  - Figures must be submitted in the original format at the size the author would like them to appear.

- Tables should be submitted in MS-Word. All tables may be included in one separate document.
- Charts and graphs should be submitted in MS-Excel or its original source file.
- Digital images should be submitted in either .tiff or .jpg files at 300 dpi at the size the images are to appear.
- If possible, all digital files (photos) should be grey scale.

Punctuation, Citations

- Use single spaces flowing periods between sentences throughout the manuscript.
- Ellipses:
  - When omitting part of a sentence with an ellipsis, use three periods with a space before, in between and after (" . . . and . . . ").
  - If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above.
  - Use a four dot ellipsis if an entire sentence is omitted.
  - Do not use ellipses at the beginning or end of a quotation (unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in midsentence).

- Endnotes are used to elaborate on information presented in the article text, e.g. supplementary information and/or commentary that is parenthetical to the content.
  - Endnotes must be numbered consecutively throughout the article and must be indicated by the superscript numerals following the punctuation.
  - The endnote numbers at the end of the article should not be superscript text. That is, they should be a normal number followed by a period.

    Endnotes example—at the end of the article:

    1. Bourdieu (1984:68) distinguishes *taste* from *gastronomy* in the following way: "Whereas taste is the *natural gift* of recognizing and loving perfection…"
  - All endnote entries must be double-spaced at the end of the article and must appear after the reference section.

- o If a source is cited in a particular endnote, the bibliographic information must be identical to that in the reference list.
  - o Automatic formatting is acceptable in endnotes.
- Citations:
  - o Manuscripts must consistently conform to *APA Style, 6th Edition (APA)*. Examples of reference citations for journal articles and books are shown below. For more examples, please check *APA*.
  - o Books and journals in the text: Reference citations in the article must be enclosed in parentheses and listed chronologically.
  - o In the case of works by multiple authors with three, four, or five authors, they should all be named for the first citation; in subsequent citations, use the name of the first author followed by et al. For six or more authors, use just the first author followed by et al. , as exemplified below:
    - ▪ (Poist and Alen 1999; Murphy 2000, 48–51; Pollan, Ward, and Burns 2007; Barnes et al. 2010).
  - o Books and journals in the reference list: References citing source materials must be listed at the end of the article and must include, in order, the following information:
    - o Journal: First author's last name, first initials, and Second author's last name, first initials. (Year of publication). Title of Article. *Title of Journal,* volume no. (issue no.), page numbers.
      - ▪ For example: Bischoff, G., S. Maertens, & Grimme, W. 2011. Airline Pricing Strategies Versus Consumer Rights. *Transportation Journal,* 14 (3), 232–50.
    - o Books: Author's last name, first initials. (Year of publication). *Title of Book.* City: name of publisher.
      - ▪ For example: Geary, S., and Vitasek, K. (2008). *Performance-Based Logistics: A Contractor's Guide to Life Cycle Product Support Management.* Bellevue, WA: Supply Chain Visions.

- For example: Benn, G. (1961). *Primal Vision*. Ed. E. B. Ashton; trans. M. Hamburger. London: Bodley Head.
- All subsequent references should follow the *APA* short title format: Author, date, page number.
  - For example: Savage and Watson, 1995, 2.
- Manuscript references: When referring to manuscripts, citations should be as follows: Author, A. A. (year) *Title of Manuscript.* Unpublished manuscript [or Manuscript submitted for publication or Manuscript in preparation.]
- For other types of citations, please check the *APA*.

KOREAN WORDS, PHRASES, EXPRESSIONS, EXTENDED TEXTS
(applicable to the use of all languages other than English)

o Korean words, phrases, expressions, and/or extended texts should appear in Hangul or in the Yale system of Romanization (see below for a general overview of the Yale Romanization system). Where morpheme-by-morpheme glosses are used, follow the standard 3-tired representation system, with Korean in the first line (Hangul or *Romanized*), morpheme-by-morpheme glosses in the second line, and a 'free English translation in the third lines.' Please use an appendix to list the abbreviated terms designating each morpheme.

o English translations must be provided for all Korean words, phrases, expressions, extended excerpts, etc. Romanized language samples should appear in *italics* followed by the 'English word(s)' in single quotes.

For example:

돌장난 'playing with rocks'   (Hangul and 'English')

cip   'house/home'   (*Yale Romanization* and 'English')

Yenghui-ka khwukhi-lul mandul-eyo   (3-tiered example with Korean,
Yenghui-NOM cookie-ACC make-SE.   interlinear morpheme-by-morpheme gloss,
'Yenghui makes cookies.'   and 'free translation into English')

o In general, translations from original documents should be accompanied by the original quotation in the endnotes.

Book reviews

The Korean Language in America accepts reviews of books related to various aspects of Korea, Korean language education, and general books in applied linguistics and second acquisition. Books to be reviewed may be textbooks, textbook supplements, books on Korean linguistics and pedagogy, as well as books in other areas including literature, history, art and media studies, anthropology, business, popular culture, and so forth, provided that the reviewer makes a clear connection to Korean language education. Reviewed books may be published in the U.S. and/or Korea. Book reviews should critically link potential applications of book contents and approaches to classroom practice, educational theory, theories of second language acquisition, etc.   The length of a review should be **no more than 1,000 words.**

General guidelines for review:
- A general description of the book: topic, organization, target audience(s).
- Information about the author/editor (e.g., professional background, affiliation).
- The main theme/ objectives of the book and how successfully they are achieved.
- A critical review of methods and sources used.
- A comparison of other books on similar subjects, if applicable.
- Comments on strengths, weaknesses, and potential for application of contents to Korean language teaching, learning, materials development, language assessment, and so forth.
- In the case of edited volumes, be sure to indicate the dominant main that ties together the individual chapters, in addition to the information as noted above.

The header of the review should include the following (see header sample below):
- Title of book (in italics and boldface type)
- Author'(s') or editor'(s') first and last name(s) (please indicate if it is an edited volume)

- Place of publication (City, State)

- Publisher

- Year of publication

- Number of pages

- Price (please indicate paperback or hard cover) if available

- 13-digit ISBN

(Sample header)

The 1.5 Generation: Becoming Korean American in Hawaii. Mary Yu Danico (Ed.). Honolulu, Hawaii: University of Hawaii Press. 2004. 240 pp. $23 (Paperback). ISBN: 9780824826956.

Reviewed by: Name, Title, Affiliation, brief bio statement (35 words max.)

FORUM Submission Instructions

The *Forum* section of *The KLA* includes short, non-research articles that provide readers with opportunities to share and reflect on current theory and pedagogical practices as they apply to classroom teaching issues.

The *Forum* section contains two general sub-categories: **Best Practices for Teaching** (practical application, empirical evidence) and **Voices from The Field** (opinion, commentary)

A. Best Practices for Teaching (BPT)   [Maximum length: 3,000 words]

(1) Content (including, but not limited to):

- Innovative curriculum design
- Exemplary teaching strategies
- Effective testing techniques
- Successful professional development/ teacher training

(2) Criteria

- Submissions should be the author's original work.
- BPT pieces should provide a rationale for methods/approaches, preferably supported in very general terms by previous research and/or theory.
- BPT pieces should provide evidence of effectiveness or success.

B. Voices from the Field (VFF)   [Maximum length 1,500 words]

(1) Content (including, but not limited to):

- Opinions on current teaching trends and practices
- Dialogue initiated by commentary on articles published in *The KLA* with responses provided by original authors.
- Commentary on articles published elsewhere (must relate to Korean language/culture pedagogy).

(2) Criteria

- Topics must be relevant to the general interests of the KLA readership.

- VFF pieces should offer thought-provoking ideas and constructive critiques.

- Arguments should be supported in very general terms by previous research and/or theory.

Format:

Manuscripts submitted to The KLA Forum should be organized as follows:

- Text
- Appendices
- References
- Author's bio-statement (2 lines)

Yale Romanization HANGUL TO-ROMANIZATION CORRESPONDENCE CHARTS

The general guideline is that Yale Romanization adheres to representing underlying phonemes (형태음소론적 표기); it does not represent alternations (음운변화) such as intervocalic voicing (b, d, g), or make reference to other languages' phonics systems (such as *uh* or *ŏ*).

Simple Consonants   **Complex Consonants**

ㄱ	ㄴ	ㄷ	ㄹ	ㅁ	ㅂ	ㅅ	ㅇ	ㅈ	ㅊ	ㅋ	ㅌ	ㅍ	ㅎ	ㄲ	ㄸ	ㅃ	ㅆ	ㅉ
k	n	t	l	m	p	s	ng	c	ch	kh	th	ph	h	kk	tt	pp	ss	cc
☹ Do not use the following ☹																		
g		d	r		b	sh		j, ch	ch'	k, k'	t, t'	p, p'		gg	dd	bb		jj, tch

Simple Vowels

ㅏ	ㅑ	ㅓ	ㅕ	ㅗ	ㅛ	ㅜ	ㅠ	ㅡ	ㅣ
a	ya	e	ye	o	yo	wu	yu	u	i
☹Do not use the following ☹									
		ŏ, eo, uh	yŏ, yeo, yuh					ŭ, eu	

Complex Vowels

ㅐ	ㅒ	ㅔ	ㅖ	ㅘ	ㅙ	ㅚ	ㅝ	ㅞ	ㅟ	ㅢ
ay	yay	ey	yey	wa	way	oy	we	wey	wi	uy
☹Do not use the following ☹										
ae	yae	e	ye		wae	oe	wŏ, wo	we		ŭi

1. Yale Romanization uses **no** voiced stop consonant letters such as b, d, g.
For example, 장미 'rose' *changm*i and **not** *jangmi*; 여기 'here' *yeki* and **not** *yegi*

2. Yale Romanization does not use diacritic marks for consonant letters.
For example, 토요일 'Saturday' *thoyoil* and **not** *t'oyoil*

3. Yale Romanization does **not** reflect sound changes. Thus, no sound changes should be reflected on the surface. For example,

북미한국어교육학회 American Association of Teachers of Korean
*pwu**k**mihan**k**wu**k**ekyoyukhakhoy* **not** *pwu**ng**miha**ng**wuke**g**yoyukhakhoy*

4. Yale Romanization uses *e* for the vowel ㅓ. It does **not** use **any diacritics** (accent or tilde) over the vowels.
For example, 여성 'women' *yeseng* and **not** *yuhsuhng* or *yŏsŏng* or *yeoseong.*

5. Yale Romanization uses *y* to indicate an addition of the high-vowel /i/ for complex vowels.
For example, 예시 'sample demonstration' *yeysi* and **not** *yesi* or *yeshi.*

6. Yale Romanization uses *wu* to represent ㅜand *u* to represent ㅡ.
For example, 우리 'we, us' *wuri* and **not** *uri* or 가능성 possibility *kanungseng* and **not** *kaneungseng.*

7. A period can be used to indicate the orthographic syllable or note any sound changes:
For example, 같이 'together' as *kath.i* or *kathi.*

8. More Yale Romanization examples:
a) 택시를 타면 택시기사한테 어떻게 말하세요?
thayksilul thamyen thayksikisahanthey ettehkey malhaseyyo?
b) 옛날에는 겨울에 거리에서 군밤을 많이 팔았어요.
yeysnaleynun kyewuley kelieyse kwunpamul manhi phalasseyo.
c) 영화가 너무 재미있어서 넋을 잃고 봤어요.
yenghwaka nemwu caymiissese neksul ilhko pwasseyo.

For help with conventions regarding word-internal or cross-word divisions, refer to the complete guidelines:
Martin, Samuel E. (1992). *Yale Romanization: A Reference Grammar of Korean* (1st ed.). Rutland and Tokyo: Charles E. Tuttle Publishing. pp. 8 ff. ISBN 0-8048-1887-8.
Hangul to Yale Romanization Converter: http://asaokitan.net/tools/hangul2yale/
* This website converts Hangul to Yale Romanization. However, all users are advised to confirm that the converted Romanization is correct.