GUIDELINES FOR ARTICLE SUBMISSION

Preparation of Manuscript

The entire manuscript, including footnotes and references, should be typed double-spaced in Times New Roman font size 12 and the pages should be numbered consecutively. The title of the article, the author's name, contact details, academic institution and years of enrollment should be typed on a cover page at the beginning of the article. The second page should contain the title of the article, but not the author’s name, and an abstract of the article of not more then 500 words. All materials must be submitted in electronic form, format Microsoft Word.

Page Formatting and Indentation

Documents should be formatted with 1” margins, top and bottom, and 1.25” margins on left and right through the entire document. Text formatting should be “Normal” (not Web formatting) throughout with all internet hyperlinks disabled (including bibliographic entries) before submitting.

Article Title and Section Headings

The guidelines for article titles and section headings are as follows (please do not underline): Article title and principal subheads: 14-point roman type, title case, bold, and set on a line separate from the text. Secondary subheads: 12-point roman type, title case, bold, and set on a line separate from the text. Sub-subheads (run-in subheads): 12-point roman type, title case, bold and italic, run-in at the beginning of a paragraph, and followed by a period.

Tables and Figures

Tables and figures should be numbered consecutively in separate series. Each table or figure should be typed or drawn on a separate sheet. Every table or figure should have a title or caption and at least one reference in the text to indicate its approximate location. Insert a text tag as follows:

[insert figure 1 here]

Spelling and Punctuation

Spelling and punctuation should be consistent within manuscript. Eurasian Studies uses spelling based on American convention (e.g., color, analyze, capitalize, etc.). Quotations using British English convention shall be left unchanged.

Numbers

Numerals or words: Spell out only single-digit numbers (1-9) except when beginning a sentence and use numerals for all others. Use numerals for percentages and spell out percent (e.g., 9 percent). Centuries should be spelled out and lower-case.

Decimal fractions: In the text, when a quantity equals less than 1.00, a zero appears before the decimal, (for example, 0.25). If the quantity is always less than 1.00, as in probabilities, correlation coefficients, etc., a zero is typically omitted before the decimal point (p < .05, R = .10)

Inclusive numbers: For information on inclusive numbers, see pages 395-97 of the Chicago Manual of Style, 15th edition.
**Guidelines for Article Submission**

**Capitalization**

Only acronyms should appear in all capital letters, and only after being spelt out once. Civil, military, religious, and professional titles and titles of nobility are capitalized only when they immediately precede a personal name and are thus used as part of the name. Article and section titles of any kind should be capitalized in title case.

**Italics**

Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers. Italicize a word on its first occurrence; thereafter they are best set in roman. Italics may be used for emphasis and on the first occurrence. Italicize names of books, newspapers, and journals; do not underline them.

**In-Text Citations**

Use the author-date system for citing work in text. For each work to which you refer, supply the author's last (family) name, date of publication of the work cited, and a page number(s) if needed. There should be a reference list entry for every text citation.

There should be no punctuation used between author name and date. For example: (Ross 2004, 24) or (Hoffman 2002, 37-40).

If you refer to an author in the text, the publication date and page numbers are a sufficient reference. For example: As Johnson argues (1997)...

If a work has two authors, use “and” in between the last names of the two authors. For example: (Baker and Glasser 2005).

If a work has three or more authors, use the name of the first author followed by “et al.” For example: (Martin et al. 2001, 117).

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: (Hellman 1999a; Hellman 1999b).

Assign letters to the dates of each work according to the alphabetical order of the titles of the works. For example: If you cite Finance and Growth and Law and Firm by Levine and both were published in 1987, cite Finance and Growth as (Levine 1987a) and Law and Firm as (Levine 1987b).

If the same author is cited for multiple works from different years, use “and” to separate the years. For example: (Williamson 1996 and 2001).

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

Numbered footnotes for references should be avoided however wherever required cite references in the text. If there are a few points that require discussion in the article but not in the body of the text, numbered footnotes may be used. Technical details, e.g. statistical points that would interrupt the flow of the text may be added in footnote. Numbered footnotes should be typed consecutively, single-spaced, at the bottom of the page using the in-text citation formatting as specified above.

**Quotations**

Quoted matter that runs four or more typed lines or that involves two or more paragraphs should be set off as a block quotation with 0.3” indents on both left and right; the quotation should start a new line, be set without quotation marks, and be set in 11-point type. Shorter quotations are run into the text and enclosed in quotation marks. Be sure to include the page number(s) where the quotation appeared.
Quotation marks should be used to set off a word of unusual meaning or an unfamiliar, excessively colloquial, or a coined word the first time it is used. Quotation marks are unnecessary thereafter. Commonly known facts and well-known proverbial, biblical and other literary expression, do not need to be enclosed in quotation marks.

References
At the end of the paper, all references should be consolidated in a single alphabetical list starting on a new page. Authors are particularly requested to verify that each text reference appears in the list, and vice versa. In addition to author(s) surname and first name(s) or initial(s), and the title of the book or article, references to books should always include the city of publication and publisher. For journal articles the volume and issue number must be included. Titles of book and journal articles must be typed in capitalized title case, not in lower case.

Book, single author:
In-text citation: (Hoffman 2002).

Book, multiple authors:
In-text citation: (Gaddy and Ickes 2002).

Book, edited work:
In-text citation: (Barker 1999, 420-5).

Chapter or selection in an edited book:
In-text citation: (Kandiyoti 2002).
In-text citation: (Пашин 2001).
Please note: no quotation marks around chapter title; please include page numbers.

Journal Article:
* «15» is the volume number, «1» is the issue number, and «115-140» is the page range.
In-text citation: (Ravallion 2001).

In-text citation: (Радаев 2001).
Please note: no quotation marks around article title.

Newspaper Articles:
In-text citation: (The Australian 2007).

Бобков В. В тесноте и обиде живут более 50 млн. россиян // Российская газета, 2006. 9 февраля.
In-text citation: (Бобков 2006).

Papers Presented at Meetings, Conferences, etc.:
In-text citation: (Gelman 2008).
Please note: month and day, as well as the city and state are included.

Public Documents/Reports and Documents:
In-text citation: (US DOJ 2001).

In-text citation: (Государственная программа 2005).

Website


Submission
All contributions should be submitted electronically to: evrazia@kookmin.ac.kr
Submission of an article or other items implies that it has not been published, accepted for publication, or currently under review for publication elsewhere.
Authors are responsible for obtaining permission to reproduce any material in which they do not own copyright, to be used in both print and electronic media, and for ensuring that the appropriate acknowledgements are included in their manuscript.

**Copyediting and proofreading**

The editors and publishers reserve the right to copyedit and proof all items accepted for publication. Authors will review their copyedited manuscripts only if substantial changes have been made. Manuscripts that do not conform to the requirements about style and format may be returned for retyping. Page proofs of articles will be sent to authors for correction of typographical errors only.

Authors must notify the editorial board of any corrections within one week of receipt or approval will be assumed.

*(Revised: 2 November 2010)*