

## **Guidelines for Thesis Submission and Preparation**

1. The paper should be written either in Korean or in English. Academic terms that first appear in the text should be put in parenthesis in the original language followed by its Korean or English translation.
2. The manuscript should be about 100 pages including footnotes, bibliography, tables and figures on a 200-square manuscript paper (approximately **15 pages in an A4 paper**). The font size should be 12 points for the main text and 11 points for footnotes.

Margins (A4): Top 20 mm / Bottom 15 mm / Left 30 mm / Right 30 mm  
Header 15 mm / Footer 15 mm / Binding 0 mm

Main body

Font Style: Batang (Times New Roman in MS Word) /

Size: 12 points / Set width: 100% / Letter spacing: 0% / Line spacing: 160%

3. The paper, when written in Korean, should be prepared in the order of title, author, summary, key words, main body, bibliography, title in English, author in English, summary in English, key words in English and introduction of the author.
4. The title should be written on the first page of the main body. There should be no such phrase in the title that may give a hint about the personal identity of the author to the judges.
5. The numbering of chapters, paragraphs, clauses and items should follow the order of "I", "1", "1)" and "(1)."
6. The authors should use "< " ">" for short quotations in the main body, indentation should be used for long quotations, and "< ' ' ">" should be used when emphasizing a text.
7. When citing the original text, the text could be used as it is (without changing the text) with the use of direct quotations.
8. Numbers should be marked on the top of the tables and figures (e.g., Table 3-3, Fig 2-5) and their sources should be cited below. The complete information should be put in a footnote.
9. The footnote should be concise and used only when deemed necessary. The names, book titles and article titles should be written in their original languages. When Chinese characters are included in the text, Hangul (Korean alphabet) should be used to replace them as a principle. The footnotes should be used according to the following rules:
  - When a book is first cited, the entire information including the name of the author, the title of the book (article), publication information (the place of publication, the publisher's name, the year of publication in the case of a book; the name, volume and number of the journal and the journal's publication year and month in the case of an article) and pages should be included in the footnote. When more than one book is cited in a footnote, they should be listed using semi-colons (;) without using a period.