Koreastudies Style Guide

for BA3 Thesis Students

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This style guide has been formulated in the interest of achieving uniformity among Koreastudies thesis submissions, but all your BA3 work should follow *most* of these guidelines. If this document does not answer your questions, please refer to the most recent edition of the *Chicago Manual of Style*. For information about online access to the *Chicago Manual of Style*, see the penultimate section, "Further Information".

Table of Contents

Basic Requirements

i. The Koreastudies BA thesis contains a maximum of 10,000 words (±10%).

ii. Thesis and essay word counts <u>include</u> footnotes but <u>exclude</u> bibliographies and appendices.

iii. Body text <u>must</u> be in Times New Roman font (12 pt.) with line spacing 1.5 or 2.0. Footnotes <u>must</u> be in Times New Roman font (10 pt.) with line spacing 1.0. The text color <u>must</u> be black.

iv. All pages <u>must</u> be numbered except the title page.

v. The thesis <u>must</u> be written in grammatically correct, stylistically correct English or Dutch. <u>Do not</u> use colloquialisms or abbreviations and constrain your use of the passive voice and first-person narrative style.

vi. Unless writing in Dutch, use <u>either</u> British <u>or</u> American English, but do so consistently throughout. Be aware that in addition to spelling conventions, British and American English have different punctuation conventions that you should apply in accordance with your choice.

vii. <u>Do not</u> use line breaks (blank lines) except: (1) at the beginning of each new section within a chapter; and (2) before and after a long quote (more than three lines, which should stand alone and be indented).

viii. Indent all paragraphs with a tab except the first paragraph of the introduction and first paragraph of each new section.

ix. Foreign words and terms (other than those that have entered common usage in the language of the thesis) <u>must</u> be in *italics* except in long quotes.

    x.   Place a serial/Oxford comma before the "and" in a list.

Structure

The BA3 thesis and preceding essays consist of the following parts:

Title Page

Place the **title** and **subtitle** in the upper portion of the title page, with the student name / student number / email address / initials and surname of the first reader (supervisor) / degree title / academic year / word count (excluding bibliography and appendices) consecutively in the lower portion.

Abstract and Keywords

The title page is followed by an **abstract** of approximately 150 words. The abstract should describe briefly the topic of the thesis, the findings, and the conclusion. Immediately below the abstract there should be a **list of five keywords** that cover the scope of the research.

Main Body

The main body of your thesis should contain, in sequence, an **introduction** to the subject (what does your research [question] relate and respond to); **literature review** exploring how the subject has been treated previously and (where appropriate) **methodology** explaining how you are going to answer your question; **body chapters** that answer the question; and **conclusion** that wraps the thesis up.

The length of each chapter may differ. You will receive specific guidance during class and 1:1 supervision meetings of what the sections should contain in your particular case.

Bibliography

Provide a full **bibliography** (<u>not</u> a reference list) after the **conclusion**. A bibliography includes both the sources cited in the thesis plus others that informed the thinking behind the thesis but are not cited in it.

Be sure to format each reference in the **bibliography** with a hanging indent, which means that the first line of each reference entry is aligned flush with the left margin and each subsequent line has a hanging indent. An example of Chicago-style bibliographical entries is as follows:

Booth, C. Wayne, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, and William Y. FitzGerald. *The Craft of Research.* Fourth ed. The University of Chicago Press, 2016.

Further examples are available in the *Chicago Manual of Style*.

Footnoting

Use the "notes and bibliography" system with **footnotes** (<u>not</u> endnotes). Do not use the "author-date" system (which uses in-text citations). Follow the formatting standards set forth in the <u>notes and bibliography section</u> of the *Chicago Manual of Style*. For information about online access to the *Chicago Manual of Style*, see the section "Further Information" later in this document.

Examples of Chicago-style **footnotes** of English-language works are as follows:

Book:

Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (Penguin, 2006), 99–100.

Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (Simon & Schuster, 2015), 12.

Translated book:

Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (Alfred A. Knopf, 2016), 146.

Chapter in a book:

Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Graywolf Press, 2016), 177–78.

Journal article:

Joshua I. Weinstein, "The Market in Plato's Republic," *Classical Philology* 104:3 (2009): 440.

Media article:

Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010. https://www.nytimes.com/2010/02/28/us/politics/28health.html?pagewanted=all.

Webpage:

"About Yale: Yale Facts," Yale University, accessed May 1, 2017. https://www.yale.edu/about-yale/yale-facts.

Audio interview:

Kory Stamper, "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English," interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25. http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.

YouTube video:

CrashCourse, "The Constitution, the Articles, and Federalism: Crash Course in US History #8," *YouTube* video, 13:03. March 21, 2013. https://youtu.be/bO7FQsCcbD8.

Refer to the *Chicago Manual of Style* for information on how to cite other types of source. For information on how to format **bibliography** entries, refer to the relevant sub-section of the **Structure** section above.

Romanization and Use of Han'gŭl

Use McCune-Reischauer (MCR) for romanizations (transliterations) of Korean words. Exceptions are made for the names of people and places that already have well-known alternative spellings in the public domain (including but not limited to: Kim Il Sung, Kim Jong Il, Kim Jong Un, Park Chung-hee, Park Geun-hye, Moon Jae-in, Heonik Kwon, and Syngman Rhee).

Also:

i.   When adding books, journal articles, and other materials in Korean to your **footnotes** and **bibliography**, please include the following elements: romanized author name (with family name first); romanized title of the work; and original Korean title of the work (in brackets). Then add the additional information that you include when citing English-language works. If there is not a recognized romanization of the author's name, produce one using MCR. <u>Do not include translations of titles into English.</u>

Example of a book (in **footnote**): Paek Haksun, *Pukhan kwŏllyŏgŭi yŏksa: sasang, chŏngch'esŏng, kujo* [북한 권력의 역사: 사상, 정체성, 구조], (Hanul, 2010), 115.

Example of a book (in **bibliography**): Paek, Haksun. *Pukhan kwŏllyŏgŭi yŏksa: sasang, chŏngch'esŏng, kujo* [북한 권력의 역사: 사상, 정체성, 구조]. Hanul, 2010.

Example of a journal article (in **footnote**): Koh Yuhwan, "Pundan 70nyŏn pukhanyŏn'gu kyŏnghyange kwanhan koch'al [분단 70 년 북한연구 경향에 관한 고찰]," *Unification Policy Studies* [통일정책연구] 24:1 (2015): 36.

Example of a journal article (in **bibliography**): Koh, Yuhwan. "Pundan 70nyŏn pukhanyŏn'gu kyŏnghyange kwanhan koch'al [분단 70 년 북한연구 경향에 관한 고찰]." *Unification Policy Studies* [통일정책연구] 24:1 (2015): 29-54.

ii.   Some Korean media companies have English-language websites with a different name to the Korean version of the website. One example is *The Chosun Daily*, the English website of the *Chosun Ilbo*. In these cases, please use the English-language name, adding the Han'gŭl for clarity.

Example (in **bibliography**): The Chosun Daily [조선일보]. "Exclusive: 'My mother doesn't even know I'm here' — North Korean POW on capture, family, and uncertainty." February 20, 2025. https://www.chosun.com/english/north-korea-en/2025/02/20/AWH5WTP44JH3VKCOTY4KIRYAHU/.

iii. When translating complete, or mostly complete, sentences, place the original Korean inside brackets if doing so is helpful for clarity.

Example: "Only 23.4% said he has to join the Democratic Party (DP) [민주당에 입당해야 한다]."

iv.   When translating names of institutions and organizations whose English name may not exist or may not be familiar to the reader, place the original Korean name inside parentheses.

Example: Korea Society Opinion Institute (KSOI) (한국사회여론연구소)

Further Information

For further information and when seeking to resolve conflicts of understanding, refer to the latest edition of the *Chicago Manual of Style*. The university library holds physical copies as well as a subscription to the online reference version, which you can access via the library catalogue using your ULCN login.

A section on the Korean language was added to the 18th edition of the *Chicago Manual of Style*. Refer to chapter eleven ("Languages Other than English"), sections 11.95-11.99 for general principles. 11.99 explains how to properly incorporate Korean characters into your essays. In respect of full citations of Korean works, refer to this Style Guide.

Finally, if your problem isn't addressed in the *Chicago Manual of Style* or this Style Guide, resolve it using a consistent and transparent method. Ultimately, consistency is the key.

Thesis Submission

The definitive final version of the BA thesis must be submitted to your supervisor via email. For resits and late submissions, consult your supervisor.

In all cases, the file name of your submission must adhere to the following format: [LAST NAME_First name_ student number_BAKS Eindwerkstuk]