

Author's Checklist

Revision will be requested if any of the terms of the author's checklist is not satisfied.

Please check ✓ for the confirmation of each term.

___ The manuscript is prepared by a word-processing program (한컴오피스 한글 is recommended) and formatted properly by the template provided.

Title page

___ Titles are written in both Korean and English and is a concise and clear expression of the paper.

___ The first letter of each word of the English title is capitalized except for articles, propositions and conjunctions. No subtitle is allowed.

___ English name is written in order of first name and family name. (example: Kil-Dong Hong)

___ Corresponding author is a regular member of COSEIK and the number of co-authors does not exceed 5.

___ Corresponding author is marked with a dagger† and his or her telephone number and email address is written in a footnote placed at the bottom left of the first page.

Abstract

___ Abstract is a concise but comprehensive summary of the subject, discussion and result of the research.

___ Abstract is written in both Korean and English. The English abstract is placed in the very front and the Korean abstract is at the very last of the manuscript.

___ The English abstract does not exceed 200 words while the Korean one does not exceed 400 characters.

___ Minimum of 3 and maximum of 7 keywords are provided.

Introduction

___ Introduction is stated in short and clear words to describe the subject, scope and method of the research that anyone can understand without referring to other papers.

Main body

___ Main body describes the details of basic assumption, basic theory, new theory and method, and if it is a research based on an experiment, the method and contents of that experiment is described in detail and is compared with other references to prove its validity.

___ The paper is written either in Korean or in English. When a foreign word is necessary to be written in the original language because its meaning is not recognized well even when translated into Korean, the foreign language of the word must be written in parenthesis(' ') together with the translated Korean word. Words in English are not capitalizes, and the first letter or all letters of an abbreviation or a proper noun can be capitalized.

___ The length of papers is normally no more than eight pages in printed version including drawings, tables, and pictures. No paper can exceed sixteen pages in total.

___ Formulas, signs and symbols used in the text should be

the ones generally used. All units should comply with SI units.

___ Title and description of drawings, pictures and tables are written in English.

___ In citing a reference book or an article, the name of the author and the publication year must be given. Full name must be used for both Korean and English.

[example, result of Zcho(1934) ~ is ongoing (Hong et. al., 1988 ; Park et. al., 1993)]

Tables

___ Tables must be inserted using insert>table option not line drawing.

___ The title of a table must be clear and concise and placed in the top center of the table.

___ Abbreviations used in the tables should be just below the table.

___ Table is self-contained.

___ The numbering of tables must be consecutive throughout the entire paper.

Drawings and Pictures

___ In cases where a drawing or a picture is used, a letter-quality original, which is not copied, should be used if possible and the author should make such drawing or picture considering the print size. Even when its size is so large that a size reduction is required, the drawing or the picture should not be too small to be vague.

___ Drawings and pictures must be consecutively numbered throughout the entire paper. The title and description of drawings and pictures must be placed in the bottom center. Only the first letter of the title and description must be capitalized.

___ In cases where drawings and tables are interrelated, marks including (a), (b) or (c) can be used and an explanation or a description can be added.

References

___ Ensure that every reference cited in the text is also present in the reference list, and is written in English.

___ Citation must follow the COSEIK reference style.

___ COSEIK issued journal should be cited.

___ Reference books and articles must be arranged alphabetically by the last name of the corresponding author. When the corresponding authors are same, they must be arranged in the alphabetical order of the name of the second author.

___ Maximum of 5 co-authors should be listed.

___ In case of using a journal of academic conference, the entire name of the academic conference should be used.