1. MANUSCRIPT SUBMISSION INSTRUCTIONS

● Paper contributors are responsible to obtain permissions for publication or use in electronic media for the materials they do not have copyright, and the fact that appropriate approvals have been made should be indicated in the manuscript.

● Papers should be submitted with the author’s name, institution, title, address, telephone/fax number, and other important information.

● Papers should be submitted to tongilej@ewha.ac.kr by email. Manuscripts should be typed in Microsoft Word format, at 12 pt font Times New Roman.

● Papers submitted to this journal must be original and have not been submitted or accepted to be published elsewhere. Once published in this journal, the copyright remains with the publishing institution of the journal. Submitted manuscripts are not returned.

● All authors of the papers submitted to the journal should hand in the Declaration of Ethical Conduct in Research and Copyright Transfer Agreement along with the manuscript. (Established on March 24, 2020)

● Research using humans and human-derived materials should be reviewed by the Institutional Review Board (IRB) in advance. (Established on March 24, 2020)

● For the papers funded for the research, an address of thanks to be indicated according to the form manual “3. The Manuscript Preparation.” (Established on March 24, 2020)

2. RESEARCH ETHICS REGULATIONS

Article 1 (Objectives)
The fundamental objective of Research Ethics Regulations is to prevent unjustified ethical conduct by the authors of Journal of Peace and Unification (JPU hereafter).

Article 2 (Scope of Unjustified Research Conduct)
Creating non-existent data or research results; plagiarism, i.e. using someone else’s research content or ideas without proper permission or indication of citation; and any other act that is not generally consented in the academic field are regarded as an unjustified research conduct.

Article 3 (Prohibition of Unjustified Research Conduct)
Manuscripts with content applicable to the unjustified research conduct specified in Article 2 shall not be published.

Article 4 (Research Ethics Committee)
The Research Ethics Committee consists of five experts, including at least three members of Editorial Board of JPU, and has the authority to investigate in case of any suspicion. JPU editors are appointed by the committee members and the committee.

Article 5 (Protection of Contributors)
Contributors to JPU have the right to use convenience of any communication in order to appeal to the accusation of unjustified research conduct against them. The committee will protect the interests of contributors.
Article 6 (Period of Investigation)
The committee should come up with a conclusion within two months from the beginning of an investigation.

Article 7 (Research on Humans)
All research regarding to humans or human-derived materials must be reviewed by the Institutional Review Board (IRB) in advance according to the 「Bioethics and Safety Act」. The Editorial Board may request submission of documents confirming whether the IRB has approved or deliberation on the subject was exempted. (Established on March 24, 2020)

Article 8 (Term of Validity)
The regulations are effective as of March 24, 2020 (the last revision date).

Article 9 (Revision of Regulations)
The Regulations can be revised by the decision of the Editorial Board of JPU.

3. MANUSCRIPT PREPARATION

All pages of a paper including references should be double-spaced. Each page should be given one inch margin on the top, bottom and left and right sides. Total word count should not exceed 8,000 words, including appendices, tables and references. The content of a manuscript should be divided into six parts: (1) titles and abstracts, (2) text with endnotes, (3) references, (4) tables, (5) figures or illustrations, and (6) appendices.

1) The title and abstract should be on one page. The abstract should not exceed 120 words, and any information about the author’s identity should not appear on the page. Below the abstract, a list of about five keywords representing the article should be included.

2) Format and Usage

(A) Titles and Subtitles should be typed in bold letters and write the initial letter of each content word in capitals. Headings should be numbered in Roman numerals, and subheadings as 1, 2, 3,…. ; (1), (2), (3), … ; A, B, C,… and so forth as follows:

I.
   I.
      (1)
      A.

(B) Tables and Figures should be appropriately arranged in the center to the relevant body of the text, and headings including sources and years should be shown on the top of tables and below figures as in the following:

Table 1. 2016-2019 Status of North Korean Defectors Entering South Korea
(Ministry of Unification, 2019)

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male (Number)</td>
<td>302</td>
<td>188</td>
<td>168</td>
</tr>
<tr>
<td>Female (Number)</td>
<td>1,116</td>
<td>939</td>
<td>969</td>
</tr>
<tr>
<td>Total (Number)</td>
<td>1,418</td>
<td>1,127</td>
<td>1,137</td>
</tr>
</tbody>
</table>

Figure 1. Economic Growth Rate (Bank of Korea, 2020)
3) Indication of Sources

(A) **In-Text Citations and Reference List** follow the notation below.

- Notate the last name and the year of publication in parentheses: (Goulder, 1963).
- For joint authors, list the last names: (Smith & Goulder, 1988).
- For institutional authorship, note a full identity information: (U.S. Bureau of the Census, 1963)
- Set apart a series of references with semi-colons: (Gibson & Bingham, 1985; Gross & Kinder 1996; Marcus et al. 1995).
- Use a period at the end of a sentence. If parentheses come at the end of a sentence, put a period after the parentheses: …. (Kim, 2007) → … (Kim, 2007).
- When writing a list of references, for materials only in Korean without English titles, the titles should be Romanized according to the rules of Revised Romanization System established in 2000 by the Ministry of Culture, Sports and Tourism. Use a hyphen (-) in front of a postposition.
- Depending on the type of data, the format in the examples below should be followed.

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Notation Form in the Text Citation</th>
<th>Notation Form in the References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

(B) Exceptional Considerations

- For the materials from North Korean origins, Digital Object identifier (DOI) numbers can be omitted.
- If two authors share the same last name and the same publication year, the initials of the first names are attached. If the author’s name is unknown, the reference begins with the title.

(C) Footnotes should be marked below the relevant text, if necessary, and should be a minimum without exceeding three sentences. Citations and references are not written as footnotes. When citing within a footnote, the method is the same as noting in-text citation.

4) An Appendix must be marked separately, and a title and source are required.

5) An Address of Thanks should be written at the bottom of the first page of the paper as a comment before footnotes.

(A) If Research Grants are offered, list the institution or foundation that funded: This paper was supported by an NRF (National Research Foundation of Korea) Grant funded by the Korean Government (NRF-2019-****).

(B) If the research was previously presented at an academic conference, it should be specified.