

Convergence Education Review

Manuscript Submission Guidelines

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1. Manuscript Preparation

A. File Format: Manuscripts must be prepared using either HWP (Hangul Word Processor) (.hwp, .hwp) or Microsoft Word (.docx).

B. Language: Manuscripts may be written in Korean or English. If written in Korean, the title, author(s), and all content should be in Korean only. The use of Chinese characters (Hanja) in combination with Korean is not permitted. If Chinese or English terms are necessary for content clarity, they should be enclosed in parentheses after the Korean term.

C. Manuscript Structure: The manuscript must be structured in the following order: title (Korean), author information (Korean), abstract (Korean), main text, references, title (English), author information (English), and abstract (English).

1) The abstract (in both Korean and English) must include the research purpose, methods, results, and conclusion.

2) The Korean abstract should be no more than 750 characters (excluding spaces), and the English abstract should be no more than 250 words.

3) At the end of both the Korean and English abstracts, about five keywords must be listed, and

they must be identical.

D. Disclosures: Any disclosures (e.g., if the manuscript is derived from a thesis or dissertation, received research funding, etc.) should be noted in a footnote attached to the manuscript title.

1) If the submitted manuscript is a summary or part of a degree thesis/dissertation, or if it was presented at an academic conference, the source must be clearly stated. In such cases, the thesis/dissertation or conference paper must be listed in the references.

2) If the manuscript is a condensed version of a thesis/dissertation, it should be stated as follows:

Example: This paper is a condensed version of the first author Gildong Hong's [degree] thesis.

3) If the manuscript is an excerpt from a thesis/dissertation without additional research, it should be stated as follows:

Example: This paper is an excerpt from the first author Gildong Hong's [degree] thesis.

4) If content not present in the original thesis/dissertation has been added, it should be stated as follows:

Example: This paper was written based on the first author Gildong Hong's [degree] thesis with additional research.

5) If the manuscript was presented at an academic conference, it should be stated as follows:

Example: This paper is a revised and supplemented version of a paper presented at the 2024 Spring Conference of the Convergence Education Research Institute.

E. IRB Approval: If the study received approval from an Institutional Review Board (IRB), the approval number should be inserted in a section titled "Ethical Considerations" immediately before the references.

F. Author(s) Information:

- The first author is designated by a double asterisk (**) next to their name. A co-first author should also be marked with a double asterisk (**).

- The corresponding author is designated by a triple asterisk (***) next to their name. A co-corresponding author should also be marked with a triple asterisk (***)

- If there are two or more first authors or corresponding authors, the phrase "These authors contributed equally to this work" should be added below the author information.

- Author information should be presented as Author's Name (Affiliation). For multiple authors, a middle dot (·) should be used for separation.

- The corresponding author's information (affiliation, position, and email address) must be specified in a footnote on the first page.

G. Manuscript Length: The manuscript should be no longer than 20 pages in principle, though it may exceed this limit if necessary.

2. Formatting and Style (for MS Word)

A. Page Layout:

- Paper Size: B5 (188 x 257 mm)
- Margins: 2.54 cm (1 inch) on all sides (Top, Bottom, Left, Right).

B. Font and Paragraph Styles:

- Title: Times New Roman, 16 pt, Bold, Center Align, Double Spacing.
- Author Name(s): Times New Roman, 12 pt, Right Align, Double Spacing.
- Abstract: Times New Roman, 11 pt, Justify Align, Double Spacing.
- Main Body: Times New Roman, 12 pt, Left Align, Double Spacing, 1.27 cm (0.5 inch) first-line indent.
- Tables/Figures (Content): Times New Roman, 11 pt, Center Align, Single Spacing.
- Block Quotes: Times New Roman, 11 pt, Indent 1.27 cm (0.5 inch) from the left, Double Spacing.
- Footnotes: Times New Roman, 10 pt, Left Align, Single Spacing.
- References: Times New Roman, 12 pt, Left Align, Double Spacing, 1.27 cm (0.5 inch) hanging indent.

C. Heading Levels:

- Level 1: I, II, III... (Times New Roman, 13 pt, Bold, Center Align)
- Level 2: 1, 2, 3... (Times New Roman, 12 pt, Bold, Left Align)
- Level 3: 1), 2), 3)... (Times New Roman, 12 pt, 1.27 cm indent)
- Level 4: (1), (2), (3)... (Times New Roman, 12 pt, Italic, 1.27 cm indent)

D. Tables and Figures:

- Vertical lines in tables should be omitted. The top and bottom borders should be single, solid lines.
- The size of tables and figures should be adjusted for clarity and readability.
- Table and figure objects should be treated as "in line with text." This setting can be disabled if they span across pages.
- Table titles must be placed above the table, centered, and formatted as Table 1.
- Figure titles must be placed below the figure, centered, and formatted as Figure 1.

3. In-Text Citations

A. Direct Quotations:

- 1) Short quotations should be enclosed in double quotation marks (" ") and integrated into the text.
- 2) Quotations of three or more lines should be set off as a block quote, single-spaced and indented from the left margin, without quotation marks.
- 3) Place the citation in parentheses after the final punctuation mark of the quotation.

B. Indirect Quotations (Paraphrasing):

- 1) Clearly indicate the source by including the author's last name and publication year in parentheses.

C. Source Indication:

- 1) If the author's name is not mentioned in the narrative, include both the name and year in parentheses: (Hong, 2024).
- 2) To cite multiple works by the same author, separate the years with commas: (Hong, 2022, 2024). To cite works by different authors, list them alphabetically and separate them with semicolons: (Kim, 2023; Park, 2021).
- 3) When citing multiple works, list them in the following order: Korean sources, then English sources, then sources in other languages, each alphabetized by the author's last name.
- 4) For secondary sources, cite as: (Smith, 1999, as cited in Lee, 2024).

D. Author Display in Citations (Important Revision):

- 1) For one author: (Hong, 2024).
- 2) For two authors: (Hong & Kim, 2024).
- 3) For three authors, cite all names in the first instance: (Hong, Kim, & Park, 2024). In subsequent citations, use: (Hong et al., 2024).
- 4) For four or more authors, cite only the first author's last name followed by "et al." from the very first citation: (Hong et al., 2024).

4. Reference List

A. General Rules:

- 1) When citing works from multiple countries, list them in the following order: Korean, Chinese, Japanese, and then Western-language sources.
- 2) The principle is to list all authors, regardless of the number. The use of "et al." in the reference list is not permitted.

B. Formatting Examples (Based on APA 7th Edition):

- Journal Article:

Schommer, M. (1993). Epistemological development and academic performance among secondary students. *Journal of Educational Psychology*, 85(3), 406–411.

- Book:

Hanson, N. R. (1961). *Patterns of discovery: An inquiry into the conceptual foundations of science*. Cambridge University Press.

- Book Chapter:

Hong, Y. H. (1998). Participatory observation and in-depth interview. In *The Society for Educational Anthropology (Ed.), Qualitative approaches to educational research: Methods and issues* (pp. 33–53). Gwangju National University of Education.

- Doctoral Dissertation:

Gold, N. C. (1981). *Meta-evaluation of selected bilingual education projects* [Unpublished doctoral dissertation]. University of Massachusetts.

- Online Source:

American Psychological Association. (2020, August 1). APA style for electronic resources. Retrieved September 5, 2024, from https://www.apastyle.org/elec_ref.html

C. Other Guidelines:

- Any matters not specified in these guidelines shall follow the Publication Manual of the American Psychological Association (APA), 7th Edition.

5. Plagiarism Check

A. Upon submission, authors must provide a similarity check report from either the Korea Citation Index (KCI) Plagiarism Check service or the Copykiller service.

B. The manuscript will be rejected if the overall similarity index is 15% or higher.

Bylaw

This regulation shall take effect from the date of its promulgation.