

38 North Submission Guidelines

- 1. Code of Conduct:** 38 North seeks to publish informed policy and technical analysis with adherence to the listed editorial standards. Editors welcome critical and/or contrarian opinions, so long as they are substantiated by credible sources and presented in a respectful manner that advances meaningful dialogue on relevant issues on and around the Korean Peninsula. Pieces submitted to 38 North must be original, policy-relevant and informed by quantitative and/or qualitative data.

We assume that any piece submitted for consideration is being offered exclusively and that no piece accepted for publication will be published elsewhere in any form.

- 2. Editors' Goals:** The editors view the editing process as an opportunity to improve the strength of the author's arguments, the clarity of article's policy relevance and the overall readability of each piece. They strive to help contributors make as convincing a case as possible, so they are "heard" among decision makers in Washington, Seoul and beyond. They reserve the right to request significant edits to help achieve these goals. This will improve the reception of the individual piece and boost readership of 38 North by relevant target audiences.
- 3. Plagiarism:** 38 North does not tolerate plagiarism of any kind. In adherence with the Stimson Center's [Academic Integrity Policy](#), all 38 North pieces must undergo review for plagiarism and fact checking. Examples of plagiarism include but are not limited to: representing the work of another as one's own; failing to properly credit or paraphrase another author's work; and reusing language from one's previous publications without a citation (self-plagiarism).
- 4. Artificial Intelligence:** In adherence with [Elsevier's AI policy for authors](#), "Authorship implies responsibilities and tasks that can only be attributed to and performed by humans." Authors should only use generative artificial intelligence (AI) technologies to improve readability, such as tools for checking grammar, spelling, references etc.
- 5. Review Process:**
 - a.** Editors will typically review submissions and send a notice of acceptance/rejection within 48 hours of receipt, though the process is sometimes delayed by high submission volume.

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- b. Editors will make comments and suggested edits using “Track Changes” in Microsoft Word. Authors should accept/reject changes and respond to editors’ comments and questions using “Track Changes” as well.
 - c. The review process generally requires two to three rounds of edits. Editors aim to publish all pieces within one to 15 business days, although more difficult pieces may take longer due to more rigorous editing.
 - d. If a submission is time sensitive, editors will attempt to work out an expedited timeline.
6. **Length:** 38 North prefers submissions between 1,500-2,000 words. We may consider longer pieces, but generally discourage submissions that fall outside the stated range. The editors may return any article that exceeds the recommended word limit and will not consider it for publication until it has been shortened per 38 North requirements.
7. **Introduction:** Rather than traditional academic introductions, 38 North prefers contributors to articulate their main argument/takeaways in the first few sentences. Editors may return submissions that lack a clear bottom line up front or insist upon this during editing process.
8. **Citations:** 38 North prefers the use of hyperlinks embedded in the text to cite online sources. Authors should cite all figures, quotes, common as well as lesser-known facts, and others’ work.
- a. Whenever possible, authors should use primary sources instead of secondary or tertiary references. Wikipedia is not considered to be an acceptable source.
 - b. Direct hyperlinks to North Korean media sources (such as Korean Central News Agency or Rodong Sinmun) are preferred over reprints in other media.
 - c. For sources and/or explanations that cannot be hyperlinked, footnotes that follow the [Chicago Manual of Style \(CMOS\)](#) are required.
 - d. If a source is not in English, please provide a translation followed by the vernacular. For example:

South Korean authorities stated that two out of the three missiles launched failed shortly after launch. See: “북한 발사한 지대공 미사일, 3 발 중 2 발 ‘실패’ 징후” [Two out of three North Korean missiles fired showed sign of “failure”],” *VOA*, April 5, 2016, <https://www.voakorea.com/a/3269876.html>.

9. Format and Style:

- a. **Submission:** All submissions should be in Word (.doc or .docx). Format text to Times New Roman, size 12, single line spacing, alignment of left, with one 12 pt space between paragraphs. Use US English and US English spelling conventions (color vs. colour). Section headings should be bold, and subsections should be bold and italicized.
 - b. **Text Style:** Small changes may be made in the final proofreading stage to reflect 38 North's house style.
 - c. **Abbreviations and Acronyms:** Spell out the full name the first time it appears (e.g., intercontinental ballistic missile (ICBM)) and use the acronym in subsequent instances.
 - d. **Quotes:** Use double quotation marks (“ ”) for quotations and single quotation marks (‘ ’) for a quotation within a quotation. Block quotes without quotation marks are appropriate for quotes longer than four lines of text.
 - e. **US versus United States:** “United States” should be spelled out when used as a noun, and “US” can be used as an adjective.
 - f. **Audience:** Authors should bear in mind that 38 North's readership is international. Contributors should assume readers have a basic familiarity with North Korea, but not necessarily in-depth expertise. Avoid using jargon unless explanatory notes are provided.
 - g. **Romanization:** 38 North does not use McCune-Reischauer or any phonetic symbols. For South Korean proper nouns, authors should use [Revised Romanization of Korean](#). For North Korean proper nouns, authors should follow North Korean spellings. Korean Central News Agency (KCNA) articles in English are the best guide for those.
- 10. Promotion:** Authors should provide relevant X (formerly Twitter) handles and bios upon submission for promotion on social media.
- 11. Title:** Editors reserve the right to change any article title and have final say for marketing and promotion purposes.
- 12. Data Visualization:** Consider submitting graphics with your article if appropriate. 38 North staff can reformat visualizations using [Datawrapper](#) for accessibility. Attribution for all visualizations must be included.