

GUIDELINES FOR CONTRIBUTORS

The *International Journal of Intangible Heritage* (hereafter, IJIH) is a professional, academic journal published annually in both English and Korean. It is dedicated to the promotion of the understanding intangible heritage all over the world and to the advanced communication of research activities and sharing case studies.

Contributions, refereeing and the publication process

- ① Paper (article) submission is open 24/7. Articles submitted before August 31st will be subjected to the publication process and discussed in the Editorial Board meeting in October of that year.
- ② Work must be original and related to intangible heritage. It must not have been published or submitted to be refereed in other journals or publications. In case a submitted manuscript has already been published/submitted elsewhere, or ethical issues are detected, the Editorial Board will withdraw the publication and its author(s) will be banned from submission for three years.
- ③ An author cannot submit more than one article to the same volume of the journal.
- ④ The author shall agree to assign copyright to the IJIH.

Articles must be submitted in English – author(s) shall provide articles written in English on an academic level.

Submitted articles undergo a refereeing process:

- 1 Initial assessment of the relevance to the theme and correspondence to the IJIH instructions. Ineligible articles are immediately notified to the author(s).
- 2 Eligible articles are evaluated by three referees, as an academic review, by the following criteria:
 - (1) academic relevance of the theme,
 - (2) academic relevance of the research method,
 - (3) professionalism and level of technical description,
 - (4) the research carried out and logic of the outcome,
 - (5) academic contribution of the research outcome.

- 3 The article can be revised or reassessed in accordance with the assessment results as follows:

	Referee #1	Referee #2	Referee #3	Result
1	A	A	A	Accept for publication
2	A	A	B	Accept for publication
3	A	B	B	Publish after revision
4	B	B	B	Publish after revision
5	A	A	C	Publish after revision
6	A	B	C	2nd review after revision
7	B	B	C	2nd review after revision
8	B	C	C	Non-acceptance
9	A	C	C	Non-acceptance

* A : Accept for publication / B : Publish after revision / C : Non-acceptance

- 4 The Secretariat copy-edits and proofreads the accepted articles for publication. The Secretariat shall request a Copyright License Agreement with the author.
- 5 A proof copy of the final edited script will be provided to the author(s) for final review prior to publication.

Author's notification and declaration

Please read the following instructions carefully before submitting an article.

Length

Articles should consist of 8,000 words or less – excluding notes, bibliography and captions for illustrations. Short reports and reviews should consist of 2,000 words or less. Unlimited length is allowed only when considered necessary.

Format

Documents should be in MS Word (docx.) format, using a single size font for the text and heading. Left-hand justification only – **no** embedded formatting of capitals, spacing, etc.

Notes

Endnotes or Harvard system – **no** footnotes.

Bibliography

Supply if appropriate. There are no restrictions as to length but do not make it longer than strictly necessary. Please use the system laid out in *The Chicago Manual of Style*. (http://www.chicagomanualofstyle.org/tools_citationguide.html). If in doubt, refer to the 'References' sections of articles recently published in previous volumes of the IJH.

Photographs and images

These do not need to be provided until the article is accepted for publication. The IJH can usually accommodate no more than eight images to accompany each article. Photographs or other illustrations should be submitted in digital form in high resolution JPG, EPS or TIFF formats. They should be submitted in a separate document, not embedded in the text.

Copyright and permissions

Captions should also be submitted in a separate document and should include the source of the image, photographer's name and actual or approximate date taken. It is the author's responsibility to obtain any necessary permissions for the use of copyrighted materials and to acknowledge them as requested. The IJH may request permission to use the images (both printed and online versions) if necessary.

In addition, the author must supply the following information:

Name

The name(s) of the author, and co-author if applicable, **with** details of main academic qualification(s), name(s) of affiliated organisation(s) and nationality or nationalities.

Abstract

A brief synopsis of the article, approximately 250 words or less.

Keywords

About 10 keywords or search terms. **Do not** include 'intangible cultural heritage', 'intangible heritage' or 'ICH' as keywords.

Biography

A brief biography of no more than 150–200 words, listing academic qualifications, posts held, current position and research interests. (See previous issues of the IJH for examples.)