Style Guideline

Enacted Sep 30, 2021

1. General Requirements

- The main document with manuscript text and tables should be prepared in an MS Word (docx) or RTF file format.
- The manuscript should be double spaced on 21.6×27.9 cm (letter size) or 21.0×29.7 cm (A4) paper with 3.0 cm margins at the top, bottom, right, and left margin.
- All manuscript pages are to be numbered at the bottom consecutively, beginning with the abstract as page 1. Neither the author's names nor their affiliations should appear on the manuscript pages.
- The authors should express all measurements according to International System (SI) units with some exceptions such as seconds, mmHg, or °C.
- Only standard abbreviations should be used. Abbreviations should be avoided in the title of the manuscript. Abbreviations should be spelled out when first used in the text—for example, extensible markup language (XML)— and the use of abbreviations should be kept to a minimum.
- The names and locations (city, state, and country only) of manufacturers should be given.
- When quoting from other sources, a reference number should be cited after the author's name or at the end of the quotation.

Manuscript preparation differs according to the publication type (original articles, research notes, book reviews, etc.). Other types of publications can be negotiated with the Editorial Board.

2. Original Articles

The manuscript for an original article should be organized in the following sequence: title page, abstract and keywords, main text, conflict of interest, acknowledgments, references. The figures should be received as separate files. Maximum length: 10,000 words of text (not including the abstract, tables, figures, and references) with no more than a total of 10 tables and/or figures.

2.1 **Title Page:** The following items should be included on the title page: 1) the title of the manuscript, 2) the list of authors, 3) each author's affiliation and information(cv, within 130 words), 4) the name and e-mail address of the corresponding author, 5) when applicable, the source of any research funding and a list of where and when a portion of the study has been presented elsewhere, and 6) a running title of fewer than 50 characters. 7) ORCID (Open Researcher and Contributor ID)

2.2 **Abstract and Keywords:** The abstract should be concise and equal to or less than 200 words. It should be written in a structured format including purpose, methods, results, and conclusion. Abbreviations or references are not allowed in the abstract. From 5 Up to 10 keywords should be listed at the bottom of the abstract to be used as index terms.

2.3 **Conflict(s) of interest:** Any potential conflict of interest that could influence the authors' interpretation of the data, such as financial support from or connections to companies, political pressure from interest groups, or academically related issues, must be stated.

2.4 **Acknowledgments:** All persons who have made substantial contributions, but who have not met the criteria for authorship, are to be acknowledged here. All sources of funding applicable to the study should be stated here explicitly.

2.5 **Funding:** The source of any research funding and a list of where and when a portion of the study has been presented elsewhere should be described.

2.6 **Appendix:** If any materials were insufficient for inclusion in the main text such as questionnaires, they can be listed in the Appendix.

2.7 **Supplementary Materials:** If there are any supplementary materials to aid readers in deeper understanding or if there was data that was too lengthy to be included in the main text, it may be placed as supplementary data. Not only text, audio, or video files, but also data files should be added here.

2.8 **References:** The list of references should be arranged alphabetically by authors' surnames. Use lower-case letters to distinguish references that would otherwise have identical citations: e.g., Smith (1993a), Smith (1993a, 1993b), or (Smith,1993a, 1993b). To cite references in the main text, refer to the author's surname (without initials) and the year of publication: e.g., "Since Lee (2001) has shown that..." or "This is in the agreement with results obtained later (Kim, 2006)." All

authors of a cited work should be listed if there are six or fewer authors. The first three authors should be listed followed by "et al." if there are more than six authors. If a reference has a digital object identifier (DOI), it should be supplied. Other types of references not described below should follow *The Chicago Manual of Style.*

2.8.1 Journal Articles:

-Introvigne, Massimo 2018. "Daesoon Jinrihoe An Introduction." *The Journal of CESNUR 2(5)*: 26-48. https://doi.org/10.26338/tjoc.2018.2.5.4

-Irons, Edward. "Bonbu and Bangmyeon: The Lineage Principle in Daesoon Jinrihoe" *The Journal of the Daesoon Academy of Sciences* 35: 427-476. https://doi.org/10.25050/jdaos.2020.35.0.427.

2.8.2 Books and Book Chapters:

-Daesoon Institute for Religion and Culture (DIRC). 2020. *The Canonical Scripture*, Yeoju: Daesoon Jinrihoe Press. http://dirc.kr/dictionary/app/dt/scripture/dic.php?idx=2#e

-Baker, Don.2016. "Daesoon Sasang: A Quintessential Korean Philosophy." In *Daesoon Jinrihoe: A New Religion Emerging from Traditional East Asian Philosophy*, edited by The Daesoon Academy of Sciences, 199–216. Yeoju: Daesoon Jinrihoe Press. http://eng.daesoon.org/upload/resource/resource62314_0.pdf

-Kim, David W. 2020. *Daesoon Jinrihoe in Modern Korea Society: Emergence, Transformation and Transmission of a New Religious Movement.* Newcastle: Cambridge Scholars Publishing

2.8.3 Online Sources:

-Introvigne, Massimo.2017. "Daesoon-Jinrihoe." *World Religions and Spirituality Project.* Last modified 2017. https://wrldrels.org/2017/02/26/daesoon-jinrihoe/.

-Daesoon Jinrihoe.2020. "About Us." Daesoon Jinrihoe. Accessed Jun 9, 2020. http://eng.daesoon.org/app/en/introduction/aboutus

2.8.4 Conference Papers:

- Ko, Namsik. 2016. "Study on the Relations between Kang Jeungsan and Cho Jeongsan." Paper presented at the CESNUR 2016 international conference, Pocheon City, Korea, 5-10 July 2016. https://www.cesnur.org/2016/daejin_sik.pdf (Accessed March 28, 2020)

2.8.5 News Articles:

-Headquater. The Holding of the Inaugural Yeoju Eco-Forum on the Theme: Interfaith Dialogue for Ecological Civilization. Daesoon Jinrihoe Video News [Internet]. 2019 Nov 3 [cited 2020 Sep 25]. Available from: http://eng.daesoon.org/app/en/communition/photo#123

2.8.6 Dissertations:

-Nilsson, Sanja. 2019. "Presentations of Childhood in the Knutby Filadelfia Congregation Before and After the Dissolution of the Congregation." Ph. D. "Performing Perfectly" dissertation, Dalarna University.

2.8.7 Tables

Tables are to be numbered in the order in which they are cited in the text. A table title should concisely describe the content of the table so that a reader can understand the table without referring to the text. Each table must be simple and typed on a separate page with its heading above it. Explanatory matter is placed in footnotes below the tabular matter and not included in the heading. All non-standard abbreviations are explained in the footnotes. Footnotes should be indicated by [a], [b], [c], ... Statistical measures such as standard deviation (SD) or standard error (SE) should be identified. Vertical rules and horizontal rules between entries should be omitted.

2.8.8 Figures and Legends for Illustrations:

Figures should be numbered, using Arabic numerals, in the order in which they are cited. Each figure should be uploaded as a single image file in either uncompressed EPS, TIFF, PSD, JPEG, or PPT format over 600 dots per inch (dpi) or 3 million pixels (less than 6 megabytes). Written permission should be obtained for the use of all previously published illustrations (and copies of permission letters should be included). In the case of multiple prints bearing the same number, English letters should be used after the numerals to indicate the correct order (e.g., Fig. 1A; Fig. 2B, C).

3. Research notes

Research Notes is a broad category of writings that includes reviews (writings invited by the editor that provide comprehensive analyses of specific topics), essays (writings on the experience and ideas of researchers for dissemination to their colleague researchers), and editorials (writings invited by the editor which comment on articles published recently in the journal). Review notes are to be organized as follows: title page, abstract, main text (introduction, text, and conclusion-applicable to essay style review notes), conflicts of interest, acknowledgments, references, tables, figure legends, and figures. There should be an unstructured abstract of no more than 200 words. The length of the text excluding references, tables, and figures should not exceed 4,000 words. The number of references is limited to 70.

4. Book Reviews

Book reviews are solicited by the editor. These will cover recently published books in fields relevant to the journal. The length of the text excluding references, tables, and figures should not exceed 1,000 words.

5. Commissioned or Unsolicited Manuscripts\

Unsolicited manuscripts such as original articles, Research Notes, can be submitted. Other publication types are all commissioned or requested by the Editorial Board.

Table 1 shows the recommended maximum limits for manuscripts according to their publication type; however, these requirements are negotiable with the editor.

Table 1. Recommended maximums for articles submitted to JDTREA

Type of article	Abstract (word)	Text (word)[a)]	References	Tables & figures
Original article	200	10,000	70	10
Research notes	200	4,000	70	10
Book review	No	1,000	10	3

[a)] Maximum number of words is exclusive of the abstract, references, tables, and figure legends.

5. Contact Us

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