

KAUPA Letters Submission Guidelines for Papers

1. General Instructions

- Manuscripts should be submitted in English, though submissions in other languages (e.g., Korean) may be considered for inclusion in the Foreign Language section.
- All submissions must be original, unpublished work. Plagiarism will not be tolerated.
- Submissions should be made electronically via the KAUPA Letters website or email submission system.

2. Manuscript Format

- **File Format:** Microsoft Word (.doc or .docx)
- **Font:** Times New Roman, 12-point size
- **Line Spacing:** Double-spaced
- **Margins:** 1-inch (2.54 cm) on all sides
- **Page Numbers:** Pages must be numbered consecutively at the bottom center.
- **Length:** Articles should generally be between 3,000 to 8,000 words, including references and appendices.

3. Title Page

- **Title of the Paper:** Should be clear, concise, and accurately reflect the content.
- **Author(s):** Full name(s) and institutional affiliation(s) with email address.
- **Corresponding Author:** Name, email address, and phone number of the person responsible for communication.
- **Abstract:** A brief summary (150-250 words) of the article, outlining the research question, methodology, results, and conclusion.
- **Keywords:** 5-7 keywords that represent the main themes of the paper.

4. Structure

- **Introduction:** Provide context, objectives, and significance of the research.
- **Literature Review** (if applicable): Summarize relevant research to support the study.
- **Methodology:** Detail the research design, approach, and data collection methods.
- **Results:** Present findings clearly, supported by tables, charts, or figures if necessary.
- **Discussion:** Analyze results and compare with previous studies.

- **Conclusion:** Summarize key findings and implications, suggesting future research areas if applicable.
- **References:** Use APA style for citations and references. Ensure all references cited in the text are included in the reference list.

5. Author Biography

General Information:

- The **Author Biography** should be concise, no longer than **150-200 words**.
- It should be written in the **third person**.

Required Content:

- **Full Name:** The complete name(s) of the author(s).
- **Current Position:** Academic title (e.g., Professor, Doctor) and current position (e.g., Assistant Professor, Researcher) with the department and institution.
- **Academic Background:** Include degrees earned (e.g., Ph.D. in History, M.A. in Sociology), key institutions attended, and the field of study.
- **Research Interests:** A brief description of the author's primary research areas, including specific topics or themes of expertise.
- **Notable Publications/Contributions:** Highlight any significant published works, including books, peer-reviewed articles, or important contributions to the field.
- **Affiliation:** Name of the institution or organization the author is currently affiliated with.
- **Professional Memberships (Optional):** Any relevant memberships in academic societies or organizations (e.g., Member of the American Historical Association).

Optional Information:

- **Awards and Recognitions:** Any notable awards or honors related to the author's research field or academic achievements.
- **Contact Information:** Email address (optional, only if the author wishes to include it for professional correspondence).

Photograph:

- **Photograph Size:** Provide a professional, high-quality headshot (maximum size: 300x300 pixels, 72 dpi).
- **Photo Style:** The photo should be a formal, clear portrait of the author (preferably against a neutral background).

Example:

Dr. John Smith is an Assistant Professor in the Department of Sociology at XYZ University. He holds a Ph.D. in Sociology from ABC University and specializes in urban studies and social inequality. His research focuses on the intersection of race, class, and housing policy in metropolitan areas. Dr. Smith has published several articles in leading journals such as *Journal of Urban Affairs* and *Social Science Quarterly*. He is a member of the American Sociological Association and has received the XYZ University Award for Research Excellence. He can be reached at john.smith@xyz.edu.

6. Review Process

- Manuscripts will be peer-reviewed. The decision on acceptance or revision will be based on the quality and relevance of the paper to *KAUPA Letters*.

7. Submission Deadline & Contact Information

- All submissions must be received by the 15th of March 2025.
- For any questions, please contact kaupahq@gmail.com or visit <https://www.kaupa.org/kaupa-letters>.