

## **Author Guidelines**

### **Page Layout**

Left margin is to be 4 cm and other margins are to be 2.5 cm. Footnotes if any are to remain within these limits. In all first pages (contents, abbreviations, list of tables, graphs and symbols, preface, abstracts, parts, bibliography, appendix etc.), there is to be 5 cm upper page margin for the heading. Lines are to be justified.

Texts are written with 1.5 spaces. Abbreviations, list of tables, graphs and symbols, preface, abstracts, bibliography, appendix, names and explanations of tables, graphs, photos etc. in the article/essay are written with 1 space. Subtitles are not to be the last sentences of a page. If it is not possible to write at least 2 more lines, the title is to be on the next page. Similarly, first sentence of a paragraph cannot be the last sentence of a page and last sentence of a paragraph is not to be the first sentence of a page.

Before and after paragraphs spacing is to be 6 pt.

Heading spacing is to be as follows:

First headings: Before 71 pt., after 18 pt.

Second headings: Before 18 pt., after 12 pt.

Third and Fourth headings: Before 12 pt., after 6 pt.

After fourth headings, no more sub-headings are allowed.

### **Fonts and Size**

Times New Roman characters are to be used on the condition that those other alphabets save for Turkish can also be used for quotations or writing borrowed concepts from another language. Font size is to be 12 for main text, 10 for footnotes and 14 for titles and subtitles.

### **Abstract**

Abstract is the section explaining the most concise summary of an article's scope. In an abstract, issues, methods, technics and results of the article are emphasized together with the title of the article and name of the author at the beginning of the page. English and Turkish abstracts each of which is not over 250 words are to be prepared.

### **Citations (References)**

Citations made from other sources are either exactly quoted or summarized/commented by the author without changing the essence of them. In both cases citations are absolutely to be made to the source(s) including texts, tables, graphs etc. Principles below are followed on this subject:

- a. Exact quotations from sources are shown by double quotation marks (“.....”). In citations where the essence of information in the source remains unchanged but the style is changed, double quotation marks are not used. In both cases, citations are certainly to be made to the related source(s) and footnote system is used.
- b. In the article, either all the information from the source or only some parts of it as sentences, paragraphs or pages can be given. In the latter case, omitted sections are emphasized with three dots (...) to demonstrate the fact that some sentences, paragraphs or pages are skipped.
- c. In cases of exact quotations from sources, all mistakes including punctuation and translation errors and those in letters, sentences, dates and places etc. are repeated too. If the author wishes to correct such mistakes, true information are shown just after the incorrect information in brackets.
- d. If exact quotations from sources are not over one sentence, they are given within the main text of the article. For longer quotations, minimum 2 spaces are to be left between the first and last sentence of the quotation and the main text of the article in order to distinguish the quotation from the text. For such quotations, font size is to be smaller than that of the main text of article.

### **Rules for Reference Footnotes**

In footnotes, if a reference is made to the related source for the first time, all bibliographical information about the source is given in the following order:

Author’s name and surname; title of the source; editor(s); translator’s name and surname; volume, printing and publication information (number of volumes, editions, series name, publication place, publisher, publication date), volume number and page number(s).

Examples:

Bülent Tanör, **Osmanlı-Türk Anayasal Gelişmeleri**, İstanbul, Der Yayınları, 1992, s.25.

Bülent Gökay, **Bolşevizm İle Emperyalizm Arasında Türkiye**, Çev. Sermet Yalçın, İstanbul, Tarih Vakfı Yurt Yayınları, 1977, s.97.

If second or more citations are made to the same source in reference footnotes, the information above is abbreviated as follows:

Following second reference to the same source:

**A.e.** (Turkish articles) or **Ibid.**

Following second reference to the same source with different page number:

**A.e.**, s.40. (Turkish articles) or **Ibid**, p.40.

Reference again to Bülent Tanör’s book when other references are interceded:

Tanör, **Osmanlı-Türk Anayasal Gelişmeleri**, s.22. (Turkish articles) or

Tanör, **a.g.e.**, s.22. (Turkish articles) or

Tanör, **ibid**, p.22.

Reference to an article in an edited book:

Cemal Kafadar, “Osmanlı Siyasal Düşüncesinin Kaynakları Üzerine Gözlemler”, **Tanzimat ve Meşrutiyet’in Birikimi**, Ed. Mehmet Ö. Alkan, İstanbul, İletişim Yayınları, 2004, s.30.

Reference to an article in a periodical:

Ernst E. Hirsch, “İktidar ve Hukuk,” Çev. Hayrettin Ökçesiz, **Hukuk Araştırmaları**, C.II, No:3 (Eylül-Aralık 1987), s.44.

Reference to newspapers’ articles or reports:

**Yeni Ziraat Gazetesi**, Sayı:10 (1 Şubat 1337), s.16.

“Çiftçi Fırkası”, **İkdam**, 22 Kanun-i sani 1336, s.2.

Reference to archival documents:

**BOA.**, İ. Şura-yı Devlet, 4434 (11 Şaban 1302/26 Mayıs 1885).

**BOA.**, DH.MB.HPS., 33/20 (29 C.ahir 1336/11 Nisan 1918).

Reference to electronic sources:

John N.Berry, “Educate Library Leaders,” **Library Journal**, February 15, 1998, (Çevrimiçi/Online) <http://www.epnet.com/ehost>, 3 Nisan 2000.

Bill Crowley-Bill Brace, “A Choice of Futures: Is It Libraries Versus Information?”, (Çevrimiçi/Online) <http://www.epnet.com/ehost>, 30 Mart 2000.

**Bibliography**

Examples:

Homans, George C.: “Social Behavior as Exchange”, **Small Groups**, Ed. By A. Paul Hare, Edgar R. Bogotta, Robert F. Bales, New York, Alfred A. Knopf, 1962, pp. 170-183.

Kaboğlu, İbrahim Ö.: “Düşünce Özgürlüğü: Avrupa Ölçütleri ve Türkiye”, **İnsan Hakları Yıllığı**, C.XV, 1993, s. 45-53.

Sartori, Giovanni: **Demokrasi Kuramı**, Çev. Deniz Baykal, Ankara, Siyasi İlimler Türk Derneği Yayınları, [t.y.].

Tanör, Bülent: **Osmanlı-Türk Anayasal Gelişmeleri**, İstanbul, Der Yayınları, 1992.

**Appendix:**

In the appendix section of an article, there are tables, forms, lists of survey questions, copies of hard-to-find documents, photos, maps, etc. For such one material there is just one appendix, for more than one material, if necessary, there are to be more than one appendix. If there are appendices necessary to differentiate from one another, they are numbered with big Roman or Arabic numerals in a consecutive order. A title emphasizing the content of the appendix is suggested to be placed next to the appendix number. If information in the appendix is cited from other sources, references are definitely to be indicated.

**Numbering of Headings:**

Numbering style of titles in an article is shown below:

1.XXXXXX.....
1.1. Xxxx Xxxx.....
1.1.1. Xxxx Xxxx.....
1.1.2. Xxxx Xxxx.....
1.2. Xxxx Xxx.....
2. Xxxx Xxxx.....
2.1. Xxxx Xxxx.....
2.1.1. Xxxx Xxxx.....
2.1.2. Xxxx Xxxx.....
2.2. Xxxx Xxxx.....