



SUBMISSION AND PUBLISHING STYLE GUIDE

1 SUBMISSION OF MATERIAL

1.1 Peer-reviewed articles to *YILLIK: Annual of Istanbul Studies* should be submitted via DergiPark.

1.1.1 Peer-reviewed article submissions to DergiPark should include the main text, title page (including author info & acknowledgments), and the list of figures (including a link to the figures, uploaded on a cloud service such as Google Drive, MS OneNote, Dropbox, or Wetransfer).

1.1.2 The main text should include Turkish and English titles, Turkish and English abstracts (max. 250 words each), Turkish and English keywords (five each), and a bibliography. Authors' names should not be present anywhere in the text.

1.2 All other submissions to *YILLIK* should be made to istanbulstudies@iae.org.tr.

1.2.1 Submissions of reviews and Meclis pieces should include the main text and the list of figures (including a link to the figures, uploaded on a cloud service such as Google Drive, MS OneNote, Dropbox, or Wetransfer). Cabinet pieces are commissioned by the Editorial Board.

1.2.2 Reviews, Meclis and Cabinet pieces do not have abstracts, keywords, bilingual titles, and bibliographies. Authors' names and acknowledgments should be inserted in the text.

2 TYPOGRAPHIC STANDARDS

2.1 General

2.1.1 Set all text on 1.5-line spacing (single line in footnotes).

2.1.2 Type all text in 12 point (10 pt in footnotes) and Times New Roman.

2.1.3 Leave one single space after punctuation marks but none before.

2.1.4 For quotations longer than 3 lines, press enter once to separate it from the main text, indent 1 cm from left, change the text to 10 point, and do not put quotation marks. The main text continues after



pressing enter for another time.

2.1.5 Periods and commas precede closing quotation marks, whether double or single. Colons and semicolons unlike periods and commas follow closing quotation marks; question marks and exclamation points follow closing quotation marks unless they belong within the quoted matter.

Example

Take, for example, the first line of “To a Skylark”: “Hail to thee, blithe spirit!”

Which of Shakespeare’s characters said, “All the world’s a stage”?

2.1.6 Start lines and paragraphs at the left of the page and justify all text (including footnotes).

2.1.7 Finish paragraphs by pressing enter two times. Do not indent when starting the new paragraph.

2.1.8 Use one character word spacing only. Check the paragraph (¶) symbol in the home tab on the menu; this spacing should show up as one single dot.

2.1.9 Sub headings are set in bold, lower-level headings are bold-italic, and lowest level headings are italic only.

Example

Galata-Pera and Plague in the European Sources

Smells of Miasma, Touches of Contagion

Pera and Galata



2.2 Footnotes

- 2.2.1 Footnotes should be numbered continuously throughout the entire text.
- 2.2.2 Footnote numbers follow punctuation marks without extra spacing in between.
- 2.2.3 The line width should be equal to the main text without breaking into the margins.
- 2.2.4 Set line spacing at single.
- 2.2.5 The typeface for footnotes should be 10 pt Times New Roman.

2.3 Figures

- 2.3.1 All figures should be submitted digitally, separate from the text document, in TIFF (rather than JPEG if possible) and in a resolution of 300 dpi or higher.
- 2.3.2 Figures placed in the word document would not be accepted. All images should be uploaded and shared via a cloud service (such as Google Drive, MS OneNote, Dropbox, or Wetransfer), accompanied by a list of figures.
- 2.3.3 Figures containing text should be submitted in a format that lends itself to alteration during the editorial process. These files prepared on computers should be sent in their original digital format, such as (Adobe Illustrator .AI or editable .EPS).
- 2.3.4 All figures should be numbered continuously, beginning with 1 and set in red type as follows: (fig. 1), (fig. 2). Corresponding images should match this order.
- 2.3.5 In listing figure captions, follow the number with a colon and leave a word space; capitalize only the first initial, and type the rest in lower case (provided you follow the original title style).
- 2.3.6 Unless essential, never send images re-scanned from printed material as this process compromises reproduction quality, resulting in a moiré effect.
- 2.3.7 Any illustration taken in its entirety from another publication should be supported by credits following the name/description, and the publication included in the Bibliography.

Example

Figure. 1: Million Stone (Kuban, İstanbul Bir Kent Tarihi, 75).



Footnote:

Doğan Kuban, İstanbul Bir Kent Tarihi: Bizantion, Konstantinopolis, İstanbul (İstanbul: Tarih Vakfı Yurt Yayınları, 2004).

Bibliography:

Kuban, Doğan. İstanbul Bir Kent Tarihi: Bizantion, Konstantinopolis, İstanbul. İstanbul: Tarih Vakfı Yurt Yayınları, 2004.

- 2.3.8** The copyright holder of the illustration (including date, if known), should be included in parentheses following the name/description. Any collection or archive the image belongs to should be cited.

Example

Figure 2: Burmalı Han, porch vaults (A. Ağır, 2012).

Figure 3: The Hippodrome in the nineteenth century (G. Berggren, 1902). Suna and İnan Kıraç Foundation Photography Collection.

3 CITATION STYLE

- 3.1** Istanbul Research Institute's academic publications, including *YILLIK: Annual of Istanbul Studies*, use *The Chicago Manual of Style*'s 17th Edition, footnote-bibliography format for citation. Reviews, Meclis and Cabinet pieces do not include bibliographies, only footnotes.

- 3.2** For common uses, please refer to the guide below:



Type of Entry	Footnote	Bibliography
Book	Otto Demus, <i>Byzantine Art and the West</i> (London: Weidenfeld and Nicolson, 1970), 22–36.	Demus, Otto. <i>Byzantine Art and the West</i> . London: Weidenfeld and Nicolson, 1970.
Edited volume	Ufuk Kocabaş, ed., <i>The ‘Old Ships’ of the ‘New Gate’/Yenikapı’nın Eski Gemileri</i> , v. 1 (Istanbul: Ege Yayınları, 2008).	Kocabaş, Ufuk, ed. <i>The ‘Old Ships’ of the ‘New Gate’/Yenikapı’nın Eski Gemileri</i> . Vol 1. Istanbul: Ege Yayınları, 2008.
Chapter in edited vol.	Christine Isom-Verhaaren, “A Princess Constructs Ottoman Dynastic Identity,” in <i>Living in the Ottoman Realm</i> , ed. Christine Isom-Verhaaren and Kent F. Schull (Bloomington: Indiana University, 2016), 159.	Isom-Verhaaren, Christine. “A Princess Constructs Ottoman Dynastic Identity.” In <i>Living in the Ottoman Realm</i> , edited by Christine Isom-Verhaaren and Kent F. Schull, 150–165. Bloomington: Indiana University, 2016.
Journal article	Fezanur Karaağaçlıoğlu, “Exotic and Toxic? Plague in Early Nineteenth-Century Galata-Pera,” <i>YILLIK: Annual of Istanbul Studies</i> 2 (2020): 11.*	Karaağaçlıoğlu, Fezanur. “Exotic and Toxic? Plague in Early Nineteenth-Century Galata-Pera.” <i>YILLIK: Annual of Istanbul Studies</i> 2 (2020): 7–34.**
	Janet L. Abu-Lughod, “The Islamic City – Historic Myth, Islamic Essence, and Contemporary Relevance,” <i>International Journal of Middle East Studies</i> 19, no. 2 (1987): 173. https://doi.org/10.1017/S0020743800031822 . *	Abu-Lughod, Janet L. “The Islamic City – Historic Myth, Islamic Essence, and Contemporary Relevance,” <i>International Journal of Middle East Studies</i> 19, no. 2 (1987): 155–176. https://doi.org/10.1017/S0020743800031822 . **
Dissertation	Lorans İzabel Baruh, “The Transformation of the “Modern” Axis of Nineteenth-Century Istanbul: Property, Investments and Elites from Taksim Square to Sirkeci Station” (PhD diss., Boğaziçi University, 2009).	Baruh, Lorans İzabel. “The Transformation of the “Modern” Axis of Nineteenth-Century Istanbul: Property, Investments and Elites from Taksim Square to Sirkeci Station.” PhD diss., Boğaziçi University, 2009.
Newspaper article	Victor-Marie de Launay, “Notice sur les fortifications de Galata,” <i>Journal de Constantinople</i> , December 1, 1864.	Launay, Victor-Marie de. “Notice sur les fortifications de Galata.” <i>Journal de Constantinople</i> , December 1, 1864.
Encyclopedia article	Filiz Yenişehirlioğlu, “Çömlekçilik,” <i>Dünden Bugüne İstanbul Ansiklopedisi</i> (Istanbul: Tarih Vakfı, 1994) 2:530.*	Yenişehirlioğlu, Filiz. “Çömlekçilik.” In <i>Dünden Bugüne İstanbul Ansiklopedisi</i> . Vol. 2, 529–531. Istanbul: Tarih Vakfı, 1994.**



Archival document	BOA, MF.MKT. 77/54 (24 Zilkade 1299 [October 7, 1882]).	Prime Ministry Ottoman Archives (Başbakanlık Osmanlı Arşivleri, BOA) Maarif Nezareti Mektubi Kalemî (MF.MKT)
Published Primary Source	Osman Nuri Ergin, <i>Mecelle-i Umur-i Belediye</i> (Istanbul: İstanbul Büyükşehir Belediyesi, 1995 [1914–1922]).	Ergin, Osman Nuri. <i>Mecelle-i Umur-i Belediye</i> . Istanbul: İstanbul Büyükşehir Belediyesi, 1995 [1914–1922].
Published antique source	Strabo, <i>Geography</i> 7.6.2, 12.3.11, trans. Horace Leonard Jones (Cambridge: Harvard University Press, 1917).	Strabo, <i>Geography</i> , 7.6.2, 12.3.11, translated by Horace Leonard Jones. Cambridge: Harvard University Press, 1917.
Web source	Bruno Latour, <i>Paris: The Invisible City</i> , 1998, accessed October 31, 2018, http://www.bruno-latour.fr/virtual/EN/index.html .	Latour, Bruno. <i>Paris: The Invisible City</i> , 1998. Accessed October 31, 2018. http://www.bruno-latour.fr/virtual/EN/index.html .
*	Give specific page numbers if the citation is to specific pages; if the citation is to the entire article/chapter, write down the entire page interval.	
**	Always give the entire page interval in the bibliography. Cite the article's DOI number if there is one, both in the footnote and in the bibliography.	
***	<u>If the publication you are preparing is in English, use this guide; if it is in Turkish, refer to the guide in the link.</u>	

3.3 Dates and page numbers are separated by en dash (–), rather than a hyphen (-), everywhere in the text, including citations.

Example

Koçu, Reşat Ekrem. “Eski İstanbul’da Ahlak Zabıtası.” *Hayat Tarih Mecmuası* 5 (June 1970): 13–18.

Bahrani, Zainab, Zeynep Çelik, and Edhem Eldem, eds. *Scramble for the Past: A Story of Archaeology in the Ottoman Empire, 1753–1914*. Istanbul: SALT, 2011.

3.4 Years and page numbers should always be written in full everywhere in the text, including citations.

Example

1870–1871, rather than 1870–1 or 1870–71.

3.5 In the bibliography, a 3-em dash followed by a period represents the same author or



editor named in the preceding entry (—, pressed three times).

Example

- Koçu, Reşat Ekrem. “Eski İstanbul’da Ahlak Zabıtası.” *Hayat Tarih Mecmuası* 5 (June 1970): 13–18.
- . “Eski İstanbul’da Bekâr Uşakları.” *Hayat Tarih Mecmuası* 3 (April 1972): 12–18.
- . *İstanbul Tulumbacıları*. İstanbul: Doğan Kitap, 2005.

3.6 Publications in the bibliography are grouped under “Archival Sources,” “Published Primary Sources,” and “Secondary Literature” categories.

3.7 Multilingual book title entries include titles in all languages separated by a forward slash (/).

3.8 Conference/symposium proceedings are cited as edited volumes. Papers in these volumes are cited as chapters in edited volumes (see 3.2).

3.9 Sources with multiple authors

3.9.1 In citing a publication with two authors, separate the full names with “and” in the footnote. In the bibliography, invert the first author’s name (separated with a comma), followed by “and,” and then the second author’s name and surname.

Example

Footnote:

Doğan Kuban and Yegan Kahya, “Hippodrom,” in *Dünden Bugüne İstanbul Ansiklopedisi* (İstanbul: Tarih Vakfı, 1994), 4:77.

Bibliography:

Kuban, Doğan, and Yegan Kahya. “Hippodrom.” In *Dünden Bugüne İstanbul Ansiklopedisi*. Vol. 4, 76–77. İstanbul: Tarih Vakfı, 1994.

3.9.2 In citing a publication with three authors, separate the first two names with comma, and the third one with “and” in the footnote. In the bibliography, invert the first author’s name and surname (separated with a comma), followed by a comma, the second author’s name and surname, followed by “and” the third author’s name and surname.



Example

Footnote:

Zeinab Bahrani, Zeynep Çelik, and Edhem Eldem, eds., *Scramble for the Past: A Story of Archaeology in the Ottoman Empire, 1753–1914* (Istanbul: SALT, 2011).

Bibliography:

Bahrani, Zainab, Zeynep Çelik, and Edhem Eldem, eds. *Scramble for the Past: A Story of Archaeology in the Ottoman Empire, 1753–1914*. Istanbul: SALT, 2011.

- 3.9.3** For a book with four or more authors, list all the authors in the bibliography entry. Word order and punctuation are the same as for two or three authors. In the footnote, however, cite only the name of the first-listed author, followed by et al.

3.10 Citing translated books

- 3.10.1** Translators should be cited whenever a translated work is cited. For modern books, translator's name should follow the title.

Example

Footnote:

Jürgen Habermas, *Kamusallığın Yapısal Dönüşümü*, trans. Tanıl Bora and Mithat Sancar (Istanbul: İletişim Yayınları, 1997), 35.

Bibliography:

Habermas, Jürgen. *Kamusallığın Yapısal Dönüşümü*. Translated by Tanıl Bora and Mithat Sancar. Istanbul: İletişim Yayınları, 1997.

- 3.10.2** For classical works cited through their translations, the author may choose to write the translator's name first.



Example

Footnote:

Emily Wilson, trans., *The Odyssey* by Homer (New York: W. W. Norton & Company, 2018), 429.

Bibliography:

Wilson, Emily, trans. *The Odyssey*, by Homer. New York: W. W. Norton & Company, 2018.

3.11 Citing the same publication/author multiple times

3.11.1 In citing a publication in sequential footnotes, use “ibid.” and then write the page numbers.

Example

1. Jürgen Habermas, *Kamusalığın Yapısal Dönüşümü*, trans. Tanıl Bora and Mithat Sancar (Istanbul: İletişim Yayınları, 1997), 35.
2. Ibid., 36.

3.11.2 When a publication is repeated in a non-sequential footnote, give the first author’s surname and if necessary, add “et. al.”; abbreviate the title.

Example

Demus, *Byzantine Art*, 25–28.

Bahrani ed., *Scramble for the Past*.

Kuban and Kahya, “Hippodrom,” 76.

3.11.3 If the same footnote includes various publications by the same author, only the first reference would contain the author’s full name, the following references in the same footnote only include their surname, all separated by semicolons.

Example

Semavi Eyice, “Ayasofya,” in *Türkiye Diyanet Vakfı İslâm Ansiklopedisi* (Istanbul: Diyanet Vakfı, 1991), 4:206–210; Eyice, “Ayasofya,” in *Dünden Bugüne İstanbul Ansiklopedisi* (Istanbul: Tarih Vakfı, 1993), 1:446–457.



4 WORD SPELLINGS AND ORTHOGROPHICAL CONVENTIONS

- 4.1 We use American spelling for English words. We refer to the *Merriam-Webster Dictionary* for word spellings in English; *Türk Dil Kurumu* and *Türkçe Yazım Kılavuzu* by Necmiye Alpay (Metis, 2018) for word spellings in Turkish. For scientific terminology, we normally follow the usage at *The Chicago Manual of Style 17th Edition*, and refer to field-specific sources such as *Oxford Dictionary of Byzantium*, *TDV İslam Ansiklopedisi*, *International Journal of Middle East Studies*, Herkül Millas’s “Yunanca’nın Türkçe Harflerle Yazılışı,” and Library of Congress’s “transliteration from Greek” table when needed, depending on the article’s language.
- 4.2 Unless otherwise necessitated by the argument of the publication, we do not use full extent of Arabic diacritics for Arabic, Ottoman Turkish, or Persian words. Only ayn (◌), hamza (◌), and circumflex (◌) are used, as recommended by *the Chicago Manual of Style*.
- 4.3 In articles written in English, if a certain Arabic, Ottoman Turkish, or Persian word is included in the *Merriam Webster Dictionary*, we use the spelling preferred by Merriam Webster.
- 4.4 In articles written in English, if a certain Greek word is included in the *Merriam Webster Dictionary*, we use the spelling preferred by Merriam Webster. If the Greek word is a Byzantine name or term, we use the spelling in *Oxford Dictionary of Byzantium*, if it is included there. For all the others, we refer to the Library of Congress’s “transliteration from Greek” table.
- 4.5 In articles written in Turkish, if a certain Arabic, Ottoman Turkish, or Persian word has an accepted convention in modern Turkish, we use that spelling.
- 4.6 In articles written in Turkish, Byzantine names and terms should be spelled as instructed in Herkül Millas’s “Yunanca’nın Türkçe Harflerle Yazılışı.”
- 4.7 Please refer to our list of preferred usages for words and concepts with multiple accepted uses (e.g. Bosphorus vs. Bosphorus, mekan vs. mekân, etc.). This is a regularly updated source.