

ISTANBUL RESEARCH INSTITUTE
SUBMISSION AND PUBLISHING STYLE GUIDE

1 SUBMISSION OF MATERIAL

1.1 The text should be submitted electronically, accompanied with all figures, to istanbulstudies@iae.org.tr.

1.1.1 Figures and all captions should be saved into a separate “Figures” folder.

1.1.2 The main text (and the captions list to be placed into the “Figures” folder) should be saved as a word file (.doc) before submission. The page layout of the document should be in default settings. In case a different software has been used of necessity, the type of software should be identified clearly.

2 TYPOGRAPHIC STANDARDS

2.1 General

2.1.1 The text should be typed on a computer in Times New Roman typeface (also known as “font”).

2.1.2 Page numbers should be placed at the top, ranged right (as in this document).

2.2 Typographic Standards

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

2.2.2 Type all text in 12 point (10 pt in footnotes).

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

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

2.2.5 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.

Examples

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”?

- 2.2.6 Start lines and paragraphs at the left of the page and justify all text (including footnotes).
- 2.2.7 Indent new paragraphs by one tab and one space and finish paragraphs by pressing enter. Do not add extra line spacing between paragraphs.
- 2.2.8 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.
- 2.2.9 Set main chapter headings in all upper case, in bold 14 pt type, subtitles in all upper case, bold 12 pt type, and lower-level headings in upper and lower case, bold 12 pt type.
- 2.2.10 Center main chapter headings, and range all other headings left. Separate main chapter headings, subtitles and lower-level headings by one extra line.

Example

III

THE VENETIAN QUARTER AND ITS TRANSFORMATION

THE QUAYS

The Jewish Quay

...

The Turkish Quay

...

2.3 Footnotes

- 2.3.1 Footnotes should be numbered continuously throughout the entire text.
- 2.3.2 Footnote numbers follow punctuation marks without extra spacing in between.
- 2.3.3 The line width should be equal to the main text without breaking into the margins.
- 2.3.4 Set line spacing at single.
- 2.3.5 The typeface should be 10 pt Times New Roman.

2.4 Figures

- 2.4.1 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. They should be readable by all relevant software such as Adobe Illustrator, Adobe Photoshop, or MS Office Picture Manager.
- 2.4.2 Figures placed in the word document would not be accepted. All images should be sent separately, and not as part of the text.
- 2.4.3 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).
- 2.4.4 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.
- 2.4.5 In listing figure captions, follow the number with a colon and leave a word space; capitalise only the first initial, and type the rest in lower case (provided you follow the original title style).
- 2.4.6 Figures are to be treated as discrete items, and in case Fig. 1a, 1b, 1c has been used, treat each one as an individual item.
- 2.4.7 Unless essential, never send images re-scanned from printed material as this process compromises reproduction quality, resulting in a moiré effect.
- 2.4.8 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:

Fig. 1: Milion Stone (Kuban, *İstanbul Bir Kent Tarihi*, 75).

Footnote:

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

Bibliography:

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

2.4.9 **YILLIK: Annual of Istanbul Studies** does not use a bibliography. In case the source publication is referred to in the footnote, a short reference is used as above, otherwise the full image credit is given in the caption.

2.4.10 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 is registered in is noted with a semicolon (;).

Examples:

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

Fig. 3: The Hippodrome in the 19th century (G. Berggren, 1902); Suna and İnan Kıraç Foundation Photograph Collection.

3 CITATION STYLE

3.1 İstanbul Research Institute's academic publications use *The Chicago Manual of Style's 17th Edition*, footnote-bibliography format for citation

(<http://www.chicagomanualofstyle.org/home.html>).

Articles published in **YILLIK: Annual of Istanbul Studies** cite their sources only in footnotes; the books published by the Institute, on the other hand, use footnotes and bibliography. For common uses, please refer to the guide below (and in the [link](#)).

Type of Entry	Footnote	Bibliography (not used in the YILLIK)
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 (İstanbul: Ege Yayınları, 2008).	Kocabaş, Ufuk, ed. <i>The 'Old Ships' of the 'New Gate'/ Yenikapı'nın Eski Gemileri</i> . Vol 1. Ege Yayınları: İstanbul, 2008.
Chapter in edited vol.	Sait Başaran, "'Iron Ways' and an ancient harbour on the Marmara coast," in <i>The 'Old Ships' of the 'New Gate'/Yenikapı'nın Eski Gemileri</i> , v. 1, ed. Ufuk Kocabaş (İstanbul: Ege Yayınları, 2008), 3.*	Sait Başaran, "'Iron Ways' and an ancient harbour on the Marmara coast." <i>The 'Old Ships' of the 'New Gate'/Yenikapı'nın Eski Gemileri</i> , vol. 1, edited by Ufuk Kocabaş, 1-22. İstanbul: Ege Yayınları, 2008.**
Journal Article	Reşat Ekrem Koçu, "Eski İstanbul'da Ahlak Zabıtası," <i>Hayat Tarih Mecmuası</i> 5 (Haziran 1970): 13-18.* Janet L. Abu-Lughod, "The Islamic City – Historic Myth, Islamic Essence, and Contemporary Relevance," <i>International Journal of Middle East Studies</i> 19, v. 2 (1987): 173. https://doi.org/10.1017/S0020743800031822 .**	Koçu, Reşat Ekrem. "Eski İstanbul'da Ahlak Zabıtası." <i>Hayat Tarih</i> 5 (Haziran 1970): 13-18.** Abu-Lughod, Janet L. "The Islamic City – Historic Myth, Islamic Essence, and Contemporary Relevance." <i>International Journal of Middle East Studies</i> 19, v. 2 (1987): 155-76. https://doi.org/10.1017/S0020743800031822 .**
Dissertation	Lorans İzabel Baruh, "The Transformation of the "Modern" Axis of Nineteenth-Century İstanbul: 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 İstanbul: 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> , v. 2 (İstanbul: Tarih Vakfı, 1994), 530.*	Yenişehirlioğlu, Filiz. "Çömlekçilik." <i>Dünden Bugüne İstanbul Ansiklopedisi</i> . Vol. 2, 529-531. İstanbul: Tarih Vakfı, 1994.**
Archival document	BOA, MF.MKT. 77/54 (24 Zilkade 1299 [October 7, 1882]).	Başbakanlık Osmanlı Arşivleri, BOA Maarif Nezareti Mektubi Kalemi (MF.MKT)
Published primary source	Osman Nuri Ergin, <i>Mecelle-i Umur-i Belediyye</i> (İstanbul: İstanbul Büyükşehir Belediyesi, 1995 [1914-1922]).	Ergin, Osman Nuri. <i>Mecelle-i Umur-i Belediyye</i> . İstanbul: 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.

*** If the publication you are preparing is in English, use this guide; if it is in Turkish, refer to the guide in the [link](#).

3.2 In the bibliography, a 3-em dash followed by a period represents the same author or editor named in the preceding entry (character code: 151, 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.

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

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

Example

Footnote:

Ufuk Kocabaş, ed., *The ‘Old Ships’ of the ‘New Gate’/Yenikapı’nın Eski Gemileri*, v. 1 (Istanbul: Ege Yayınları, 2008).

Bibliography:

Kocabaş, Ufuk, ed. *The ‘Old Ships’ of the ‘New Gate’/Yenikapı’nın Eski Gemileri*. Vol. 1. Istanbul: Ege Yayınları, 2008.

3.5 Conference/symposium proceedings are cited as edited volumes. Papers in these volumes are cited as chapters in edited volumes (see 3.1).

3.6 Sources with multiple authors

3.6.1 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,” *Dünden Bugüne İstanbul Ansiklopedisi*, v. 4 (İstanbul: Tarih Vakfı, 1994), 77.

Bibliography:

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

3.6.2 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.

- 3.6.3 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.

3.7 Citing the same publication/author multiple times

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

Example

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

- 3.7.2 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.

Examples

Demus, *Byzantine Art*, 25-28.

Bahrani ed., *Scramble for the Past*.

Kuban ve Kahya, “Hippodrom,” 76.

- 3.7.3 If the same footnote includes various publications by the same author, only the first reference would contain the author’s name, the subsequent citations would be separated by semicolons

(;).

Example

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

- 3.7.4 In citing more than one article/item in a single journal of one author do not repeat author’s name and the volume title, but add article/item title, and pages cited, all separated by semicolons.

Örnek

Semavi Eyice, “Ayasofya,” *Dünden Bugüne İstanbul Ansiklopedisi*, v. 1 (Istanbul: Tarih Vakfı, 1993), 446–457; “Ayasofya İmareti,” 458–459.