

## Author Guidelines

The manuscripts must be prepared in the way stated below:

- 1) The title must represent the content well and be written in bold and aligned left. The manuscript must be separated into meaningful subtitles. The word “Introduction” should be used as a title, and the subtitles should be numbered.
- 2) The name of the author must be written in small and the surname in capital letters and bold. It must feature an asterisk indicating the author’s institution, correspondence, and e-mail address.
- 3) At the beginning of the manuscript, there should be an abstract (*maximum of 150 words*) in Turkish, German, or English, depending on the written language. Just below the abstract, five keywords should be mentioned.
- 4) The text must be written on A4 paper size (29.7 x 21 cm), in Word, Times New Roman font, 12-font size, and 1.5 line spacing. Paper format (top 3.5 cm, bottom 2.5 cm, left 2.5 cm, right 3.0 cm) and the page numbers must be given at the top and outside. Footnotes must be written in 10-font size in a single space. Articles should contain max. 13.000 words, including abstract and footnotes. Words should not be stressed within the text with bold and italic letters.
- 5) Each table or graphic should be numbered as it is seen below and an appropriate title must be given. The number of tables or graphics must be written left-justified; the Data source or the graphic should be placed just below the table.

Table 1: The Ethnic Diversity of the Population of Edirne

Nations	Years			
	1858	1882	1911	1918
Turks/Muslims	35.000	20.000	25.000	47.289
Greeks	45.000	25.000	25.950	19.608
Armenians	5.000	6.000	3.500	4.005
Jews	4.000	15.000	9.500	14.466
Bulgarians	5.000	8.000	1.504	2.324
Total	94.000	74.000	65.454	87.692

Data source: Balta, Evangelista, “Edirne Rum Cemaati (19. yy. Ortası -1922)”, Işıl, E. Nedret, Koz, M. Sabri (Haz.), *Edirne: Serhattaki Payitaht*, Yapı Kredi Yayınları, İstanbul 1998, p. 231.

6) Less than five lines of quotes must be written in the running text. They must be given opening and closing quotation marks, and quotations of more than five lines must be written disjointedly from the running text with a 1.5 cm indent from both left and right sides of the main text, with 11-font size in single space.

7) Classical footnotes system should be used for the references, and these (references) should be placed at the bottom of the page. While giving the references, the points below must be attached to maximum importance.

7.1.) Book or article by single author should be written as follows:

Andican, Ahat, Değişim Sürecinde Türk Dünyası, Emre Yayınları, İstanbul 1996, p. 115.

Türk, Fahri, Wirtschaft als Ordnungsfaktor? Die türkischen Wirtschaftsbeziehungen mit dem Nordirak, Internationale Politik und Gesellschaft, No 4, 2008, p.35.

If the same work is to be cited again, it should be written after the surname of the author as follows:

Andican, *ibid.*, p.13.

If another work of the same author is used, the work's title used should be written after the author's surname.

Andican, Ceditizmden Bağımsızlığa Türkistan Mücadelesi, p.27.

If citing from the same page of the same work without intervening with other works, the phrase

"*ibid.*" should be used.

If citing from another page of the same work without intervening with any books or articles, the phrase

“ Andican, *ibid.*, p.236.” should be used.

At the end of every footnote, there should be a full stop.

7.2.) In a book or article by two authors, the conjunction "and" should be placed between the authors' names. The first author's surname and name followed by the „et al.” phrase must be specified in a book or article by more than two authors.

7.3.) Article in an edited book should be written as follows:

Polat, Abdumannob, “Can Uzbekistan Build Democracy and Civil Society,” Ruffin, Holt; Waugh Daniel (ed.) Civil Society in Central Asia, University of Washington Press. Seattle and London 1999, p.137.

7.4.) Translated Book

Heyd, Uriel, Türk Milliyetçiliğinin Kökleri, Yalçın, Adem (trans.), Pınar Yayınları, İstanbul 2001, p. 15.

7.5.) Newspaper Article

Batum, Süheyl , Bu yılki 10 Kasım'ın düşündürdükleri, Vatan November 12 2009, p. 19.

Anonymous newspaper articles:

Dünya turizmi %7 daraldı sadece Türkiye büyüdü, Vatan November 12 2009, p. 11.

7.6.) Anonymous Official Publications, Reports, etc.

Türkiye Atom Enerjisi Raporu, Devlet Planlama Teşkilatı, March 2000, p. 19.

7.7.) Archive Documents

Erzberger an Enver Pascha, 5 Ekim 1916, Politisches Archiv des Auswärtigen Amtes Konstantinopel 344, Num. 262, Vol. 2.

7.8.) Online Sources

Türk, Fahri, Die jungtürkische Revolution von 1908 und die Rolle Deutschlands, Eurasisches Magazin, 11 July 2007,

<http://www.eurasischesmagazin.de/artikel/?artikelID=20071109&marker=Fahri%20türk>, (12.11.2009)

Anonymous online sources

<http://www.dw-world.de/dw/article/0,2144,1983134,00.html>, (01.12.2007).

7.9.) Interview

Interview with Süleyman Demirel in Istanbul on 25th November 2008.

7.10.) Master's Thesis, Ph.D. Thesis and Habilitation Thesis

Türk, Fahri, Die deutsch-türkischen Beziehungen von Bismarcks Sturz bis zur Machtübernahme der Jungtürken unter besonderer Berücksichtigung der deutschen "Weltpolitik" 1890-1908, Unpublished Master Thesis, Berlin Hür Üniversite 1997, p.25.

8) Bibliography should be given at the end of the article in alphabetical order beginning with the first letter of the writer's surname, as it is shown below:

Writer's surname, name, title, publishing house, publishing place, and publishing date.

Polat, Abdumannob, "Can Uzbekistan Build Democracy and Civil Society," Ruffin, Holt; Waugh Daniel (der.) *Civil Society in Central Asia*, University of Washington Press, Seattle 1999, p. 135-157

Hayıt, Baymirza, *Basmatschi. Nationaler Kampf Turkestans in den Jahren 1917 bis 1934*, Dreisam Verlag, Köln 1992.

