

**ANKARA HACI BAYRAM VELİ UNIVERSITY
THE JOURNAL OF ASIAN STUDIES PUBLICATION
PRINCIPLES, WRITING RULES AND RESOURCES**

PUBLICATION PRINCIPLES

Purpose of the Journal

Ankara Hacı Bayram Veli University *The Journal of Asian Studies* is an international scientific and refereed journal published by Ankara Hacı Bayram Veli University Asian Studies Application and Research Center.

The journal aims to increase and disseminate scientific studies that contribute to the scientific development of all disciplines in the field of social and human sciences in Turkey and in the world.

Focus and Scope

Ankara Hacı Bayram Veli University *The Journal of Asian Studies* focuses on the scientific studies of the disciplines mentioned below in the field of social and human sciences:

Asian Archeology

Asian Anthropology

Central Asia Turkish History and Geography

Central Asian Turkish Culture, Folk Science and Art History

Central Asian Turkish Dialects and Literatures

Studies on Language, Literature and History of Asian Countries and Peoples

Economics and Administrative Sciences

International Relations and Politics

Education Science

Linguistics

Theology

Philosophy and Sociology

Information and Document Management

The submitted works should be genuine that contribute to the field and deeply examine and discuss the developments and problems related to the disciplines within the scope of the journal, present scientific topics with an objective view, develop practical suggestions based on scientific methods and approaching the problems realistically.

Studies not related to the purpose, focus and scope of the journal are not published. However, the Editorial Board can refer to other journals published in Ankara Hacı Bayram Veli University by evaluating the submitted work.

Publishing Frequency

Ankara Hacı Bayram Veli University Journal of Asian Studies is published twice a year in Spring and Autumn.

Publishing Language

Ankara Hacı Bayram Veli University Journal of Asian Studies accepts studies written in Turkish, English and Russian. The submitted works must be prepared in a comprehensible manner in which the language (in Turkish or English) is in accordance with the rules of linguistic knowledge and scientific methods. The works which do not meet these criterias are not evaluated.

Evaluation of Articles

The articles sent to the journal for publication are reviewed by the Editorial Board in terms of publication principles and sent for evaluation to two specialists of the field. The name of the author doesn't report to referees, and the name of the referee doesn't report to authors. The reports are keeping for 3 years. If one of the referee reports is positive and the other is negative, the article will be sent a third referee, or the Editorial Board can make a final decision by examining the referee reports. The authors consider the criticism and recommendations of the referee and editorial board. If they have not participated, they have the right to appeal with their reasons. The articles sent to the authors to be corrected in accordance with the referee reports must be returned to the journal within a month at the latest after the necessary corrections have been made. The corrected text, if it seems necessary, can be re-examined by referees who request changes. Written articles that was not accepted for publication are not returned to their authors.

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WRITING RULES

Studies submitted to Ankara Hacı Bayram Veli University Journal of Asian Studies should be suitable for the following conditions:

- The Works submitted to the journal should be in Turkish, English and Russian.
- Journal works should not have been published anywhere or have been submitted for publications.
- Studies that do not comply with the Magazine Writing Rules are not evaluated.
- Sent works should be like that:
 - Works should be prepared on vertical dimension of A4, the single spacing, the margins are 2.5cm from each side.
 - Except for the Summary and References page, the text portion of the work should not be less than 5000 words and not exceed 10000 words. It should create as a Microsoft Word file with Times New Roman 11point font
- The works should be structured in accordance with the following sections (respectively) and the regulatory guidelines for these sections:

Title: The title of the work must be written in the middle of the page with 12 uppercase bold. Capital Letters, and it must not be longer than 2 line, except for numbers and punctuation marks

Author / Authors: After the title is given, just author's name (the first letter is CAPITAL) and surname (WITH CAPITAL LETTERS) should be written bold-12 font size and on the right up. The asterisk (*) must be placed after the surname, the information about the author (title, institution and e-mail) should be given in footnote format in 10-point Italics after the asterisk mark to be placed under the title page.

Summary: 10 Punto in italics, must be typed in 1 line and must not exceed 300 words.

Keywords: At least five and up to seven Turkish keywords reflecting the topics of the study should be added. Only the first letter of each key word should be large, and all words must be given in italics.

English Title: The English title should be written in bold and italic and centered in small letters, with the first letter of each word being uppercase.

Abstract: The text in the «Summary» section of the Turkish language should be given in English.

English Keywords: At least five and at most seven English keywords reflecting the topics of the study should be given in the same order as the words given in Turkish. Only the first letter of each key word should be large, and all words must be given in italics.

Page Numbers should be placed in the header the left and right topside of the page in 9 points so that they do not appear on the first page.

Text and Paragraph: Subtitles in the main text should be written in 11 point and bold with small letters, with the initials of the words. The text should be 11 pt, based on two sides; 2,5 cm from the top, 2,5 cm from the bottom, 2,5 cm from the right, 2,5 cm from the left. There must be 3 pt between lines. Paragraphs are indented 0.8 cm from the left, and the paragraph spacing must be 6 pt.

Names of Books, Journals, etc.: Books, journal, congresses, conferences, symposiums and panel names are written italic in the text. For example: Resources of the Central Asia Turkish History, Belleten, The International Congress of Human and Society, Past to Present The Conference of Aleppo and Turkmen, the International Folklore Symposium.

Use of Numbers: At the beginning the codes and numerical expressions are given as words, following by numbers. For example: “*Twenty of the thirty theses done were related to the Turkish history and the remaining 10 related to Mongolian history.*”

Use of Abbreviations: Abbreviations are taken in brackets just for the first time in the text, not on their next use. For example: “*in 1957 in order to pay ex-*

ternal debt, it was necessary to apply International Monetary Fund (IMF). The IMF has entered the Turkish economy as an important figure with this debt.”

Use of Quotations in Text: The short quotations in the text should be quoted with quotation marks (“...”) and in italics. Quotations shorter than five lines must be written between the lines, quotations longer than five lines must be written one centimeter inside from the left side and the right side of the line, one block and one line spacing.

Visual Materials: Photographs, diagrams, etc. in text. If visual material is used, the source should be shown. The legal responsibility for permission or copy-right belongs solely to the authors of the work.

Footnote Display: Articles should be prepared in the style of the Modern Languages Association (MLA) in terms of the reference system, the style of showing source and arrange bibliography. Resources should be prepared as internal notes instead of footnote system. Sources that given in the text, year of publication and page number of the sources will be given as follows:

- Footnotes in the text are numbered on the relevant page, not placed at the end of the text. Footnotes should be written in 9-point single-spacing. The alignment should be two-sided, and the paragraph indent must be 0.5 cm. The footnote should not be a separator line.
- If a general reference is mentioned in the text and the whole text is referred to (author’s surname, year), to write is sufficiently. For example (Togan, 1981).
- If a page quoted or the related ideas were taken from a section, the resource is written with the page as follows: (Köker, 1998, p. 42).
- An author’s works with the same date are written as follows (Zizek, 2009a) and (Zizek, 2009b).
- If the number of authors is between three and five, all names should be written in the first submission, then only the first article is sufficient. For example, when the resource first crosses (Kejanlioglu, Adaklı & Çelenk, 2004), it takes place as the next pass (Kejanlioglu et., 2004).
- If two authors sources are specified in the text, the names of the two authors are specified each time; if more than two authors, all of them specified just for the first time, and after the only the first author is specified in the text. For example: Kafesoğlu, Yıldız and Merçil (1998).
- The number of authors is three or more, then only the first name and others are abbreviated in the first use (Arat et., 1991).
- A slanting line (/) is used if an old source has been reprinted in the text. For example: Freud (1923/1961) for the first time suggested that the daily life of language tramps is a sort of outsider of repressed representations in the subconscious.

- Except the resources shown in the text, the classical footnote method, be used for these. Measures to be used for statements: Justified, left and right indentation: 0 cm, before and after spacing: Onk, line spacing: single.

End-Text Referencing

At the end of the article, all sources used in it must be specified. Authors should be sorted alphabetically by last name.

Author surname and first letter of name should be in capital letters, and if the title is book after point and comma, it should be written in bold italic and article should be written in quotation. After the title of study, the publication place and year of books and the journal title, year, number, and volume number should be given.

Examples:

For Single Written Books:

İNALCIK, Halil, (2003). Osmanlı İmparatorluğu Klasik Çağ (1300- 1600), Ruşen Sezer (Çev), Yapı Kredi Yayınları, İstanbul.

For Many Written Books:

Abisel, N., Arslan, UT, Behçetoğulları, P., Karadoğan, A., Öztürk, SR& Ulu-say, N. (2005). Çok Tuhaf Çok Tanıdık. İstanbul: Metis.

For with Editor Books:

Özbek, M. (Ed.) (2005). Kamusal Alan. İstanbul.

- If there are multiple works published in the same year by the same author in the book, the works are written in the order of the new works. Sources with the same date are sorted by letter.

TOGAN Z. Velidi, (1912), Türk ve Tatar Tarihi, Kazan, (1981), Umumi Türk Tarihine Giriş, İstanbul.

ARAT R Rahmeti., (1947a) Kutadgu Bilig- I Metin, Türk Dil Kurumu Ya-yınları No: 458, Ankara.

ARAT R Rahmeti., (1947) Kutadgu Bilig-II Tercüme, Türk Dil Kurumu Ya-yınları No: 459, Ankara.

For Electronic Printed Books:

- Reference information for resources received from electronic media (internet) should be shown in the same way as printed sources. If the page number is not specified in the used online source, page number is not specified in parentheses.

O'Keefe, E. (nd). Egoism & the CNSTs in Western values. Access [http://www.onlineoriginals.com/showitem .asp litem I 135](http://www.onlineoriginals.com/showitem.asp?item I 135)