

and by the editorial board. If they disagree, they are entitled to counterpresent their views and justifications. Final decision rests with the editorial board. Only original copies of the declined articles are returned upon request.

The royalty rights of the accepted articles are considered transferred to Ahmet Yesevi University Board of Trustees. However the overall responsibility for the published articles belongs to the author of the article. Quotations from articles including pictures are permitted with full reference to the article.

### **The Language**

Turkish is the language of the journal. Articles in English or in other Turkish dialects may be published, not to exceed one third of an issue. Articles submitted in other Turkish dialects may be published after they are translated into Turkish, upon the decision of the Editorial Board as necessary.

### **Writing Rules**

In general, following rules are to apply to writing for *bilig* articles:

- 1. Title of the article:** Title should be suitable for the content and one that expresses it best, and should be in bold letters.
- 2. Name(s) and address(es) of the author(s):** Names and surnames are written in capital letters and bold, addresses in normal italic letters; the institution the author is associated with, his/her contact and e-mail addresses should also be specified.
- 3. Abstract:** At the beginning, the article should include an abstract in Turkish, briefly and laconically expressing the subject in maximum 150 words. There should be no reference to used sources, figure and chart numbers. Leaving one line empty after the body of abstract, there should be key words, minimum 3 and maximum 8 words. At the end of the article there should be titles, abstracts and key words in English and Russian. In case Russian abstract is not submitted it will be included by the journal. (An English abstract should also accompany the articles in Turkish)
- 4. Main Text:** Should be typed in MS Word program in Times New Roman or similar font type, 10 type size and 1,5 line on A4 format (29/7x21cm) paper. There should 3 cm free space on the margins and pages should be numbered. Articles should not exceed 10.000 words. Passages that need emphasizing should not be bold but in italic. Quotations should be in italic and with quotation marks; inquotations less than 5 lines between lines and those longer than 5 lines should be typed with indent of 1,5 cm in block and with 1 line space.
- 5. Section Headings:** Main, interval and sub-headings can be used in order to obtain the well-arranged narration of information in the article and these headings may be numbered if necessary. Main headings (main sections, references and appendices) should be in capital letters; interval and sub-

headings should be bold and their first letters in capital letters; at the end of the sub-headings writing should continue on the same line after a colon (:).

6. **Figures and Tables:** Figures should be drawn on tracing or white paper in ink so as not to cause problems in printing or reducing the size. Each figure should be on a separate page. Figures should be numbered with a caption of the title in Turkish first and English below it.

Tables should also be numbered and an explanation have the title in Turkish first and English below it. The titles of the figures and tables, and also explanations should be clear and concise. The first letter of each word should be capitalized. When necessary footnotes and acronyms should be placed below the captions.

7. **Pictures:** Should be on highly contrasted photo papers. Furthermore, rules for figures and tables are applied to pictures as well. In special cases, color pictures may be printed.

The number of pages for figures, tables and pictures should not exceed 10 pages. (one-third of article) Authors having the necessary technical equipment and software may themselves insert the related figures, drawings and pictures into the text. Those without, shall leave the proportional size of empty spaces for pictures within the text, numbering them.

8. **Indicating sources:** Endnotes should only be used for explanation, and at the end of the text.

References within the text should be given in parentheses as follow:

(Köprülü 1944); (Köprülü 1944: 15)

When sources with several authors are referred, the name of the first author is given and for others 'et. al' is added.

(Gökay et al. 2002)

Full reference, including the names of all authors should be given in the list of references. If the name of the referred author is given within the text, then only the publication date should be written:

“Tanpınar (1976: 131) on this issue ....”

In the sources and manuscripts with no publication date, only the name of the author; in encyclopedias and other sources without authors, only the name of the source should be written.

In secondary sources quoted, original source should also be pointed to:

“Köprülü (1926) .....” (in Çelik 1998).

Personal interviews can be indicated by giving the last name(s) and the date(s); moreover they should be stated in the references.

www.tdk.gov.tr/bilterim (15.12.2002)

9. **References:** Should be at the end of the text in alphabetical order, in one of the ways shown below. If there are more than one source by the same author,

then they will be listed according to their publication date; sources of the same author published in the same year will be shown as (1980a, 1980b):  
Köprülü, Mehmet Fuat (1961), *Azeri Edebiyatının Tekamülü*, İstanbul: MEB Yay.  
Timurtaş, F.Kadri (1951), “Fatih Devri Şairlerinden Cemalî ve Eserleri”, *İÜ Türk Dili ve Edebiyatı Dergisi, IV (3)* : 189-213.  
Shaw, S. (1982), *Osmanlı İmparatorluğu*, çev. M. Harmancı, İstanbul: Sermet Matb.

### **How to Forward Articles**

The articles duly prepared in accordance with the principles set forth are to be sent in three copies; one original, two photocopied forms with a floppy disk or compact disc, to **bilig** at the address given below. The last corrected fair copies in diskettes and original figures are to reach **bilig** not later than one month. Minor editing may be done by the Editorial Board.

### **Correspondence Address**

Ahmet Yesevi Üniversitesi

**bilig** Dergisi

Taşkent Caddesi, 10. Sok. Nu: 30

06490 Bahçelievler - ANKARA / TÜRKİYE

Tel: (0312) 215 22 06 Fax: (0312) 215 22 09

[www.yesevi.edu.tr/bilig](http://www.yesevi.edu.tr/bilig)

[bilig@yesevi.edu.tr](mailto:bilig@yesevi.edu.tr)