

**INSTRUCTIONS FOR AUTHORS**  
**WRITING AND STYLING GUIDELINES**

**All articles must conform to the following guidelines:**

- 1.** Title should reflect the content of the article. It should be in bold capital letters and center ranged. All subheadings should be concise. The first section should be titled as ‘Introduction’ and the subheadings should be numbered.
- 2.** Use lower case for the name of the author. The surname should be written in bold and capital letters. Put ‘\*’ on the surname and include the author’s affiliation information (i.e. institution, telephone number, e-mail) as a footnote on the first page.
- 3.** All articles should have an abstract composed of 150 words maximum. It should be in both Turkish and English and include a one line keywords section composed of three to five words.
- 4.** The article should be written in MS Word, A4 paper dimension (29.7x21 cm.), Times New Roman, 11 pt. and single space. Page margins should be defined as 3.5 cm. from above, 2.5 cm. from below and left, and 3.0 cm. from right. Footnotes should be 9 pt. and single spaced. The manuscript (including the abstract and bibliography) should be minimum 5.000 words. The author is free to highlight words or expressions that should be in bold and italic.
- 5.** Each table and figures should be used inside the text. It should be named, numbered and indented to the left while its source/bibliographic information should be written below of it.
- 6.** Quotation marks - “ ” - should be used for all quotations. The ones less than five sentences should be given as a part of the sentence while quotations more than five sentences should be given in a separate paragraph, indented 1 cm. from the right, single space and 10 pt.
- 7.** All references must stick to the general reference styling and footnotes should be given below of each page. All manuscripts should abide by the following rules of referencing:

**7.1. Books and journals**

Andrew Baruch Wachtel, *Dünya Tarihinde Balkanlar*, (transl.) Ali Cevat Akkoyunlu, Doğan Kitap, İstanbul 2009, p. 58.

Bülent Akyay, “Yunanistan’da Filortodoks Komplo’nun Ortaya Çıkışı (1839) ve Osmanlı İmparatorluğu”, *Tarih İncelemeleri Dergisi*, Volume XXVI, Number 2, December 2011, p. 338.

In case the same source is used in the following footnote then;

Wachtel, *ibid.*, p. 13.

For references to the same source later in the same article

Wachtel, *op.cit.*, p. 15.

In case another source of the same author is used then;

Wachtel, *Southeast Europe: Culture and Connection*, p. 42.

All footnotes should finish with full stop.

**7.2** For co-authored books and articles “and” should be used between the names of authors.

**7.3.** Articles from edited books should be written as follows:

Ruxandra Ivan, “La politique à l’égard des minorités nationales en Roumanie aux années 1980”, *Minorities in the Balkans: State Policy and Interethnic Relations (1804-2004)*, (ed.) Dušan T. Bataković, Institute for Balkan Studies of the Serbian Academy of Sciences and Arts, Special Editions 111, Belgrade 2011, p. 260.

**7.4.** Newspapers

Yalçın Bayer, “Balkan Tarihi Yeniden Yazılacak”, *Hürriyet*, 6 December 2012, p. 9.

In case the reporter or columnist is not defined then

“Makedonya’da Türkler İlgi Bekliyor”, *Yeniçağ*, 25 May 2014, p. 11.

**7.5.** For special reports and official sources with unidentified authors

*Arnavutluk Ülke Raporu*, TİKA Yayınları, Ankara 1995, p. 19.

**7.6.** Archival Sources

The name of the archive and the full title of the files should be specified

For an example regarding an archival source belonging to the Ottoman Archives of the Prime Ministry-Republic of Turkey:

BOA, *HR.SYS*, 1119/64.

**7.7.** Internet Sources

Kader Özlem, “Unutulan Balkan Türkleri”, *21. Yüzyıl Türkiye Enstitüsü*, 30 July 2011, [http://www.21yzyt.org/tr/yazi6245-Unutulan\\_Balkan\\_Turkleri.html](http://www.21yzyt.org/tr/yazi6245-Unutulan_Balkan_Turkleri.html), (07.08.2012).

If the author is not defined:

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

**7.8.** Interviews

Interview with Süleyman Demirel in Istanbul, 25 November 2008.

#### 7.9. Thesis

Sevim Hacıođlu, *Bulgaristan Türklerinin Sosyo-Kültürel Deđişimi (1944-1989)*, Istanbul University Institute of Social Sciences, Unpublished Masters Thesis, Supervisor: Prof. Dr. Mehmet Saray, Istanbul 2002, p. 78.

8. Bibliography: All sources should be written in an alphabetical order. Each source starts with the surname of the author written in capital letters and followed by name, title, publisher and date. Also, page numbers of articles should be included.

CLAYER, Nathalie, *Arnavut Milliyetçiliđinin Kökenleri: Avrupa'da Çođunluđu Müslüman Bir Ulusun Dođuşu*, (transl.) Ali Berkday, İstanbul Bilgi Üniversitesi Yayınları, İstanbul 2013.

KIRLIDÖKME, Utku, “Yunanistan’da Uluslararası İlişkiler Kuramlarının Dış Politika Olaylarına Uygulanması”, *Journal of Balkan Research Institute*, Volume 3, Number 2, December 2013, pp. 27-50.

#### Submitting the article

All articles that are prepared according to the abovementioned writing guidelines should be sent to Assist. Prof. Dr. Vahit Cemil URHAN: baedergisi@trakya.edu.tr, baedergisi@gmail.com

All articles that contradict with guidelines of the JBRI are not considered for publication. All authors are responsible for making necessary changes based on reports given by reviewers and send the amended version back to the JBRI. Else, articles are either rejected or postponed since it may be included for the next issues of the JBRI. The editorial board may make minor corrections on articles that will not affect the content.

Authors are responsible for the content of their articles.