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 and maximum 12.000 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

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

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:

7.4. Newspapers
In case the reporter or columnist is not defined then

7.5. For special reports and official sources with unidentified authors

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
If the author is not defined:

7.8. Interviews

7.9. Thesis

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.


**Submitting the article**

All articles that are prepared according to the abovementioned writing guidelines should be sent to 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.