

bilig

Journal of Social Sciences of the Turkish World

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Editorial Principles

bilig is published quarterly: Winter/January, Spring/April, Summer/July and Autumn/October. At the end of each year, an annual index is prepared and published in Winter issue. Each issue is forwarded to the subscribers, Hbraries and international indexing institutions within one month after its pubücation.

bilig is published to bring forth the cultural riches, historical and actual reaüties of the Turkish World in a scholarly manner; to inform the pubüc opinion about the scientific studies on the international level concerning Turkish World.

The articles firstly related to social sciences subjects and dealing with the historical and current issues and problems and suggesting solutions for the Turkish World are published in *bilig*.

An article sent to *bilig* should be an original article which contribute knowledge and scientific information to its field or a study that bring forth new views and perspectives on previously written scholarly works. Articles introducing works and personalities, announcing new activities related to the Turkish world can also be published in *bilig*.

In order for any article to be published in *bilig*, it should not have been previously published or accepted to be published elsewhere. Papers presented at a conference or symposium may be accepted for pubücation if stated so beforehand.

Evaluation of Articles

The articles forwarded to *bilig* are first studied by the Editorial Board in terms of the journal's principles those found acceptable are sent to two referees who are well-known for their works in that field. Names of the referees are confidential and referee reports are safe-kept for five years. In case one referee report is negative and the other is favorable, the article may be sent to a third referee for re-evaluation. The authors of the articles are to consider the criticisms, suggestions and corrections of the referees and editorial board. If they disagree, they are entitled to counterpresent their views and justifications. Only the original copy of the unaccepted articles may be 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 during full reference to the articles.

Payments to the authors and referees for their contributions are made within one month after publication. The amounts of payments are determined by the Editorial Board subject to the approval by the Board of Trustees.

The Language of the Journal

Türkiye Turkish is the Language of the journal. Articles presented in English or other Turkish dialects may be published not exceeding one third of an issue. Articles submitted in Turkish dialects may be published after they are translated into Türkiye Turkish upon the decision of the Editorial Board if necessary.

Writing Rules

In general the following are to be observed in writing the articles for *bittg*:

1. **Title of the Article:** Title should be in suitable for the content and the one that expresses it best, and should be bold letters.
2. **Name(s) and address(es) of the author(s):** Names and surnames are in capital letters and bold, addresses in normal italic letters; institution the author works at, contact and e-mail addresses should be specified.
3. **Abstract:** In the beginning of the article there should be 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 abstract body there should be key words, minimum 3 and maximum 8 words. At the end of the article there should titles, abstracts and key words in English and Russian. in case Russian abstract is not submitted it will be attached by the journal.
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 (29/7x21 cm) 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; in quotations 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 can be numbered if necessary. Main headings (main sections, references and appendixes) 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 in 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 have the title in Turkish first and English below it. The titles of the figures and tables should be clear and concise, and the first letters of each word should be capitalized. When necessary footnotes and acronyms should be below the captions.

7. **Pictures:** Should be on highly contrasted photo papers. Rules for figures and tables are applied for 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. Authors having the necessary technical facilities may themselves insert the related figures, drawings and pictures into text. Those without any technical facilities will leave the proportional sizes of empty space for pictures within the text numbering them.

8. **Stating the Source:** Endnotes should be only for explanation and explanations should be at the end of the text.

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

(Köksoy 2000); (Köksoy 2000: 15)

When sources with several authors are mentioned, the name of first author is written and for others (et. al) is added.

(İsen et al. 2002)

Full reference including all the names of authors should be given in the list of references. If there is name of the referred authors 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 author; in encyclopedias and other sources without authors only the name of the source should be written

In the secondary sources quoted original source should also be pointed:

"Köprülü (1926). . . ." (in Çelik 1998).

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

<http://www.tdk.gov.tr/bilterim> (15.12.2002)

9. References: Should be at the end of the text in the alphabetic order as shown in the example below. If there are more than one source of an author then they will be listed according to their publication date; sources of the same author published in the same year will shown as (1980a, 1980b):

KÖKSOY, Mümin (2000), *Türk Yükseköğretiminde Yabancı Dille Eğitim, Bilimlik Dergiler ve Türkçemiz*, Ankara: Bilig Yay.

TIMURTAŞ, F.Kadri (1951), "Fatih Devri Şairlerinden Cemali 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 the Articles

The articles duly prepared in accordance with the principles set forth are to be sent in three copies, one original and two photocopied forms with a floppy disk to **bilig** to the address given below. The last corrected fair copies in diskettes and original figures are to reach **bilig** within not later than one month. Minör editing may be done by the editorial board.

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