

## **BILIG / EDITORIAL PRINCIPLES**

BILIG is published quarterly: Spring, Summer, Autumn and Winter. At the end of each year, an annual indice series will be offered. Each issue will be forwarded to the subscribers and to the libraries and international institutions to be determined by the editorial board within one month after its publication,

### ***GOALS AND OBJECTIVES***

The goals in publishing BILIG are ;

To bring forth the cultural riches, historical and current realities of the Turkish World in a scholarly manner.

To reach the experts and scholars who show interest in and produce and/or offer ideas related to the Turkish World.

To follow the studies related to the Turkish World internationally and inform about them to the experts, scholars and public.

### ***SUBJECT MATTERS***

BILIG is the social science journal of the Turkish World. The articles to be published in this journal should be dealing with the historical and current issues and problems and suggesting solutions for the Turkish World.

### ***CONTENTS***

The contents of the articles to be published in BILIG are to include;

Those that are based on an original research which contribute knowlegde and scientific information in its area.

Those that bring forth new views and perspectives on previously written scholarly works based on extensive research and resources.

Those that are the result(s) of studies/researches executed by well reputed individuals and research groups in the Turkish World on contract basis.

Those that inform/announce briefly about new/original works, articles, indiviuals and activities related to the Turkish World.

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 publication if stated so beforehand.

### ***EVALUATION OF ARTICLES***

The articles forwarded to be published in BILIG are first studied by the Editorial Board in view of the journal's objectives, subject matter, rules and reguiations in writing. Those that are found acceptable are then sent to two referees who are authorities in their field for scientific evaluation. Referee reports are confidential and safe-kept for five years. In case one referee report is negative and one is favourable, 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 editorial board and referees. If they are in disagreement with the editorial board and/or the referees, 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 the 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 of 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 submitted in other Turkish dialects can be published in their own dialects after the Editorial Board's decision if necessary, but on condition that they are written in Latin letters.

Abstracts in English and Russian along with Turkish are given for each article published in BILIG.

### ***WRITING RULES***

#### ***The Structure of the Articles***

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

1. Title of the Article
2. Name(s) and address(es) of the author(s). (Ali in Latin letters names and surnames are in capital letters. Addresses in normal italic letters)
3. Abstracts (with key words)
4. Each article is to begin with an introductory section stating the purpose, scope and methods utilised; and should continue with main section to include data, observations, views, comments and discussions (pros and cons) and should end with a final section to include important results and conclusion.
5. Acknowledgements (if necessary)
6. List of references.
7. Title and abstract in English (as in Turkish Abstract)
8. Title and abstract in Russian (as in Turkish Abstract)

### ***TITLE***

Should state the subject clearly. Should not exceed 12 words and should be in bold.

### ***ABSTRACT***

Should not exceed 250 words. It should be written in a clear, concise and complete way to reflect the purpose and conclusion of the study so that it could be re-published separately from other parts of the article. The summary and its title should be written in different font types. Within abstract no references, figures and tables should be given. At least 3, maximum 8 key words should be given at the bottom of the abstracts after a double space.

### ***MAIN SECTION***

Articles should be written in computer 10 points (Times New Roman or similar other characters with double space on A4 (29.7\*21 cms) papers. 3cms margins should be left on both ends of the pages. Pages should be numbered. Each article should be composed of at least four thousands and maximum ten thousands words.

### ***SUB-SECTIONS***

In order to provide an orderly transition of information and ideas of the main text and to determine a clear structure of the article other subtitles may be used for different sections and parts of the article.

**Main Heading:** These can be used for the summary, sections of the main text, acknowledgement (if any), references and appendice (if any). THESE HEADINGS SHOULD BE CAPITALISED.

**Interval Headings:** should be in bold and should be in a smaller font size than main heading; only the first letters of each word should be in capital, At the end of each Interval Heading a new paragraph should be started.

Sub-headings: should be in bold; only the first letter of the first word should be in capital and the writing should continue on the same line after a colon(:).

### **FIGURES AND TABLES**

Figures should be drawn on transparent or vvhite paper in ink so as not to cause problems in printing or reducing in size. Each figure should be on a separate page and should be numbered with a caption of the title below it.

Tables should also be numbered. They should have titles below. The titles of the figures and tables should be clear and concise. The first letters of each word should be capitalised. When necessary footnotes and acronyms should be below the captions.

### **PICTURES**

Should be on highly contrasted photo papers. Rules for figures and tables are applied for pictures as well. In special cases colored-pictures may be printed.

The number of pages for figures, tables and pictures should not exceed ten pages. Authors having the necessary technical facilities may themselves insert the related figures, drawings and pictures into the text. Those without any technical facilities will leave the pro-portional sizes of empty space for pictures within the text numbering them.

Stating the Source Within the Text:

The following examples should be observed when giving the source within the text. Sources will not be given as footnotes.

a. Quoting a single or multi-authored source; first the last name of the author is written and then the date is written in parenthesis as shown in the example.

.....Köksoy (1998)

.....Some authors (Bilgegil 1970; Kaplan 1974; Aktaş 1990)

b. When multi-authored sources are mentioned, the name of first author is written forothers (et. al) is added.

.....İpekten, et. al., (1975).

Full reference including ali the names should be given in the list of references at the end of the article.

c. If an unreachable source is quoted within the text from an available source it should be indicated as follows:

.....Köprülü (1911: in Çelik 1998)

d. Personal Communications can be indicated by giving the last name(s), the date(s) but full references should be stated at the end of the article.

### **LIST OF REFERENCES**

#### **a. For periodicals:**

The name(s) of authors), date, the title of the article, the name of the periodical in full, volume, issue and page numbers should be quoted.

#### **b. For papers submitted at conferences and lor symposiums:**

The name(s) of author(s), the date, the title of the paper(s), the name/title of the conference/symposium, editor(s), publishing company, volume number, place of organization and page number should be indicated

***c. For books***

The name(s) of author(s) , the date, the title of the book (first letters capitalised) publishing company, the city where it was published , number of pages should be specified.

***d. For reports, theses and dissertations***

The name(s) of author(s), the date, the title of the theses or report, name of the institution or university, archives number, published or unpublished should be specified.

***HOW TO FORWARD THE ARTICLES***

The articles duly prepared in accordance with the principles set forth on the foregoing pages are to be sent in three copies (one original, two copied forms and a diskette) to BILIG for publication 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. Minor editing and re-arrangements may be done by the editorial board.

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