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Fifth International Symposium on Gallipoli Peninsula and Troy

05-07 October 2018

Style Guide

General

You may submit your paper either in English or Turkish. Works written by authors whose first language is not English must be proof read and corrected by a native English speaker prior to submission. Submissions should be produced in a PC-compatible format using a generic font, such as Times New Roman, with ample margins. Automatic text formatting, such as paragraph indenting, bullet points or numbering should be avoided.

Use two spaces between sentences.

The British or Australian system of spelling should be used (for example, ‘colour’ rather than ‘color’ and ‘artefact’ rather than ‘artifact’).

Abbreviations should be avoided wherever possible, except for ‘Dr’, ‘ed.’, ‘eds’, ‘fig.’, ‘figs.’, ‘pl.’, ‘pls.’ ‘tr.’ (translated by).

Capital letters should be avoided except for proper names and titles.

Numerals

Numbers one to ten should be spelt out except when preceding a unit (for example, ‘2mm’).

First to tenth should be spelt out.

Numbers above ten should be written as numerals, except at the beginning of a sentence.

Runs of numbers: 148-49, 48-49, and 1148-49

Cardinal points

There should be no initial capital letter and abbreviations should be avoided (i.e., do not use ‘N’, ‘SE’, etc.) along with hyphens (for example, ‘southwest’ not ‘Southwest’ or ‘south-west’).

Parentheses

Where necessary, square brackets should be used inside round brackets.

Italics

Use of italics should be kept to a minimum. Italics should be used for emphasising isolated words or phrases, and for short quotations in a foreign language. Longer quotations, set out as a separate paragraph, should not be italicised.

Transliteration

Be consistent

Quotations

For short quotes use ‘ within normal text.

For quotes of more than four lines of typescript insert paragraph breaks.

Use “ inside quotes where necessary.

Do not italicise quotations.

Footnotes

See details below.

Bibliography

A full bibliography should be given at the end of the text. The bibliography should contain only those works referred to in the text.

Article titles in English should include capitals for proper names only. For other languages the conventions normal to each language should be followed.

Include the names of all authors (i.e., do not use 'et al.' in the bibliography).

Do not use abbreviations for journal titles.

Include *place* of publication, but not the publisher.

Examples

- Ameling, W. 1988: 'Drei Studien zu den Gerichtsbezirken der Provinz Asia in republikanischer Zeit' *Epigraphica Anatolica* 12: 9-24.
- Beck, H.G. 1959: *Kirche und theologische Literatur im byzantinischen Reich*. Munich.
- *Corpus Inscriptionum Latinarum* (= *CIL*). Ed. T. Mommsen. Berlin 1863-
- Carter, T. 2005: 'Chipped stone. Team Poznan' *Çatalhöyük 2005 Archive Report*. http://www.catalhoyuk.com/archive_reports/2005/ar05_31.html
- Coulton, J.J., Milner, N.P., Reyes, A.T. 1988: 'Balboursa Survey: Onesimos and Meleager, part 1' *Anatolian Studies* 38: 121-46.
- Dodd, L.S. 2002: *The Ancient Past in the Ancient Present: Cultural Identity in Gurgum during the Late Bronze Age Early Iron Age Transition in North Syria*. PhD thesis, University of California, Los Angeles.
- Dörner, F.K. 1941: *Inschriften und Denkmäler aus Bithynien*. Berlin.
- Gough, M. 1954: *The Plain and the Rough Places*. London.
- Gough, M.R.E. 1972: 'The Emperor Zeno and some Cilician churches' *Anatolian Studies* 22: 199-212.
 - 1973: *The Origins of Christian Art*. London.
 - 1974: 'Three forgotten martyrs of Anazarbus in Cilicia' in J.R. O'Donnel (ed.), *Essays in Honour of Anton Charles Pegis*. Toronto: 262-67.
- Honigsmann, E. 1936: 'Un itinéraire arabe à travers le Pont' *Annuaire de l'Institut de Philologie et Histoire orientales et slaves* 4: 261-71.
- Janin, R. 1975: *Les églises et les monastères des grands centres byzantins*. Paris.

- Lloyd, S. 1972: *Beycesultan* 3.1 (British Institute of Archaeology at Ankara Occasional Publications 11). London.
- Procopius, *Historia arcana* (=HA). Ed. J. Haury. Leipzig 1906.
- *Scriptores Originum Constantinopolitanarum* (= SOConst). Ed. T. Preger. Leipzig 1907.
- Solin, H., Salomies, O. 1994: *Repertorium Nominum Gentilium et Cognominum Latinorum*. Hildesheim.
- Villehardouin, *La conquête de Constantinople*. Ed. and tr. E. Faral. Paris 1961.
- *Vita Theophylacti*: A. Vogt, 'S Théophylacte de Nicomédie' *Analecta Bollandiana* 50: 67-82.

Illustrations

General

- Figures are printed as black and white illustrations.
- Figures should be presented in a continuous sequence (i.e., not divided into 'figures' and 'plates') with reference made in the text to each illustration.
- Each illustration must have a caption which should include the source, and, where applicable, acknowledgement of permission having been granted by the copyright holder to reproduce the image.
- All illustrations (whether submitted electronically or as hard copies) must be clearly identified by the author's surname and the figure number.
- Contributors should indicate in the text approximately where each illustration should appear. The editor will try to match this as far as possible, but practical considerations also apply.
- Images may be somewhat reduced in printing; if special reduction factors are wanted, this should be discussed with the editor.
- While it is helpful if contributors give an indication of how they wish illustrations to appear, it may not always be possible to follow their wishes. In the interests of layout or space, the editor may use different reduction factors, or use fewer illustrations.

Electronic photographs

- Each illustration must be submitted as a separate file.
- Avoid frame lines.
- Final print quality is dependent on original supply of correct format and resolution.

Electronic line drawings

- Line drawings must be submitted as 1-bit black and white image files (i.e. not greyscale or colour images) at 600dpi at either column (8.1cm) or page (16.7cm) width.
- Each illustration must be submitted as a separate file.
- Where possible, similar items should be drawn to appear at the same scale (for example, 1/3 life-size for pots).
- Avoid frame lines.
- Maps and plans must include a north arrow and a scale, and drawings of objects must include a scale.
- The spelling used in legends and of other identifying text must be consistent with the text of the article.
- Avoid unnecessary lettering on drawings.
- Final print quality is dependent on original supply of correct format and resolution.

Hard copy photographs

- Glossy prints should normally be supplied. Colour prints may be submitted, but some distinctions, clear in colour, may be lost when reproduced in black and white.

- Indicate on the reverse, which areas of the image should, or may be cropped, particularly if this involves any tilting of the image. Indicate also on the reverse the top of the image.

Hard copy line drawings

- Original drawings in black ink on tracing paper or good quality white paper should be submitted.
- Drawings should be produced to allow for reduction.
- Where possible, similar items should be drawn to appear at the same scale (for example, 1/3 life-size for pots).
- Avoid frame lines.
- Maps and plans must include a north arrow and a scale, and drawings of objects must include a scale.
- The spelling used in legends and of other identifying text must be consistent with the text of the article.
- Avoid unnecessary lettering on drawings.

Paper outlines

1. Please align your article left, Times New Roman, 12 pts, 1,5 space.
2. The article should not be longer than 20 pages, including illustrations and tables.
3. Title of the article (bold) and name of the author (institution, place). i.e.:

Introduction to the Turkish Documents: An Evaluation and Interpretation

Mehdi Ilhan (Australian National University, Canberra)

Abstract

4. Please do not use tabulators or spaces at the beginning of paragraphs.
5. Subtitles and headings are set in Times New Roman, 12 pts, as well. Leave a space line before and after the subtitle/heading.

6. Titles and names of books, manuscripts, illustrations, images, audiovisual media, and institutions in the text are to be written in *italic* without quotation marks. The same rule is applicable to technical terms and foreign words.
7. If you cite a verbatim-quotation in a foreign language, you have to translate it in the footnote.
8. Footnotes are made in Times New Roman, 10 pts, and single line spacing and numbered progressively starting with 1, 2, 3, and so forth.
9. Footnotes should not be used for lengthy explanations.

Citation rules

• Citations for footnotes

1. monograph

Author's last name, initial(s) (year of publication): *title. subtitle(s)*. place of publication [first place et.al. for in-text citation of works with more than three places of publication] number of edition, page number(s). i.e.:

- Treadgold, W. 1997: *A History of the Byzantine State and Society*. Stanford: Stanford University.
- Barzun, J. – Graff, H. F. 1957: *The Modern Researcher*. New York: Harcourt, Brace, and Company.

2. multi-volume work

Author's last name, initial(s) (year of publication): *Title of work: title of volume* (if applicable). Volume number: place of publication number of edition, page number(s). i.e.:

- Shaw, S. – Shaw, E. K. 1976: *History of the Ottoman Empire and Modern Turkey: The Empire of the Gazis*. Vol. I: Cambridge: Cambridge University Press, pp. 139-142.

3. series work

Author's last name, initial(s) (year of publication): Title of work. (= name of study; number). Place of publication number of edition, page number(s); direct page reference.

i.e.:

- Çağaptay, S. 2006: *Islam, Secularism, and Nationalism in Modern Turkey*. (= Routledge Studies in Middle Eastern History). New York.
- Çırakman, A. 2002: *From the “Terror of the World” to the “Sick Man of Europe”*. *European Images of Ottoman Empire and Society from the Sixteenth Century to the Nineteenth*. (= Studies in Modern European History; 43). Frankfurt am Main et al.
- Ramsaur, E. E., Jr. 1957: *The Young Turks. Prelude to the Revolution of 1908*. (= Princeton Oriental Studies; 2). Princeton.

4. editorial work

Author's last name, initial(s): "Title of article" in Title of work. Edited by first name last name [first editor's first name last name et.al. for in-text citation of works with more than three editors]. Place of publication year of publication number of edition, page number(s); direct page reference. i.e.:

- Mueckel, S.: "Islam in Germany" in *Islam and the European Union*. Edited by Richard Potz and Wolfgang Wieshaider. Leuven – Paris – Dudley, MA 2004, pp. 41-78.
- Karpát, K.: "The Ottoman Demography in the Nineteenth Century: Sources, Concepts, Methods" in *Économie et Sociétés dans l'Empire Ottoman. Fin du XVIIIe – Debut du XXe siècle*. Edited by Jeans-Louis Bacqué-Grammont and Paul Dumont. Paris 1983, pp. 207-218.

5. journal article

Author's last name, initial(s): "Title of article" in name of journal number of volume/more detailed information (place of publication year of publication), page number(s); direct page reference. i.e.:

- Isom-Verhaaren, C.: "An Ottoman Report about Martin Luther and the Emperor: New Evidence of the Ottoman Interest in the Protestant Challenge to the Power of Charles V." in *Turcica* 28 (Strasbourg 1996), pp. 299–317.

- Yurdusev, N.: “Turkey and Europe: The Other in Identity Formation” in *Zeitschrift für Türkeistudien* 13/1 (Essen 2000), pp. 85–94.

6. Encyclopaedia article

Author’s first name, initial(s) (year of publication): “name of article” in Title of Encyclopaedia, volume, editor(s): page number(s) s.v. [if applicable]. i.e.:

- Taeschner, F. 2008: “Amasya” in *Encyclopaedia of Islam*. Vol. 1, edited by: P. Bearman, Th. Bianquis, C.E. Bosworth, E. van Donzel and W.P. Heinrichs. Brill, p. 432.
- Buhl, FR. 1967: “Sıffin” MEB *İslam Ansiklopedisi*. Vol. 8, İstanbul: Milli Eğitim Basımevi, pp. 43-45.

7. Periodicals

Name of Magazine or Newspaper. Date of Issue. “Title of Article”, page numbers (author’s first name last name [if applicable]). i.e.:

- The Canberra Times. April 18, 2009. “One point in history”, pp. 6-7 (Michael Ruffles).

8. Internet sources

URL (the title of the article, author(s) [first name last name if applicable]; date of access). i.e.:

- http://www.cwgc.org/admin/files/cwgc_gallipoli.pdf (The Gallipoli Campaign, 1915; Commonwealth War Graves Commission; accessed 28.07.2009)

9. Second quotations

When repeating a source or referring to an already mentioned/quoted monograph/article etc. please use short reference forms following the scheme:

Author’s last name year of publication page number(s). i.e.:

- Taeschner 2008 p. 432.
- Shaw 1976 p. 148.

Please send your file in *.doc format per e-mail to mehdi.ilhan@anu.edu.au and cc to İbrahim Güran Yumuşak (iyumusak@hotmail.com) no later than **September 1, 2018**.