

## **Notes for contributors to *Anatolian Studies***

### **General information**

*Anatolian Studies* is the annual journal of the British Institute at Ankara and is published by Cambridge University Press.

An electronic version of the journal is published simultaneously with the hard-copy publication. Three years after publication, articles published in *Anatolian Studies* are made available electronically via the JSTOR scholarly journal archive ([www.jstor.org](http://www.jstor.org)).

*Anatolian Studies* is the flagship journal of the British Institute at Ankara (BIAA). It publishes peer-reviewed research articles focused on Turkey and the Black Sea littoral region in the fields of history, archaeology and related social sciences.

The following types of articles will not normally be accepted for publication in *Anatolian Studies*.

1. Catalogues without substantial contextualisation and discussion
2. Preliminary site reports; although preliminary discussion of issues arising from fieldwork are welcomed

Obituaries will not normally be included. However, if the individual has made a substantial contribution to the BIAA or to Turkish/Black Sea studies the inclusion of an obituary will be at the discretion of the editors.

Thematic articles are welcomed. Such articles would be broader in scope than standard articles published in the journal but should still retain a precise thematic focus.

Articles arising from conference presentations are welcomed.

Individual volumes will not normally be dedicated to an individual or one thematic subject.

### *Examples of recently published articles (2013)*

'Domestic architecture in the Early Bronze Age of western Anatolia: the row-houses of Troy I' Mariya Ivanova

'Wild Goat style ceramics at Troy and the impact of Archaic period colonisation on the Troad' Carolyn C. Aslan and Ernst Pernicka

'The sculpture of the Heroon of Perikle at Limyra: the making of a Lycian king' Tuna Şare

'Societal changes in the Hellenistic, Roman and early Byzantine periods. Results from the Sagalassos Territorial Archaeological Survey 2008 (southwest Turkey)' Eva Kaptijn et al.

'Bronze Age höyüks, Iron Age hilltop forts, Roman poleis and Byzantine pilgrimage in Germia and its vicinity.

"Connectivity" and a lack of "definite places" on the central Anatolian high plateau' Philipp Niewöhner et al.

'The cathedral complex at Nisibis' Elif Keser-Kayaalp and Nihat Erdoğan

'Dwelling in Haciveliler: social-engineering policies in the context of space, place and landscape in rural, western Turkey' Christina Luke and Elvan Cobb

### **Submission procedure**

There is no annual deadline for submissions.

Articles must be submitted in English in accordance with the Institute's *Style Guide* (available from the Institute's website, [www.biaa.ac.uk](http://www.biaa.ac.uk)). Articles written by authors whose first language is not English must be proof read and corrected by a native English speaker prior to submission.

Complete articles (i.e., text, tables and figures) should be submitted electronically as email attachments to [biaapub@britac.ac.uk](mailto:biaapub@britac.ac.uk). For initial consideration, a single pdf file is preferred. However, please note the guidelines for publication-quality electronic images outlined in the *Style Guide*.

On receipt of submissions, authors will receive a letter acknowledging receipt and outlining the review process (see below) and the terms and conditions under which articles are accepted for publication in *Anatolian Studies*.

### *Structure of article*

Articles should be structured as follows and submitted as a single file. .

Title of article

Name(s) of author(s)

Academic affiliation(s) of author(s)

Abstract of 100-200 words

Text

Acknowledgements

Appendices

Bibliography

Figures and captions

Tables and captions

Footnotes should be avoided.

The bibliography should contain only those works referred to in the text.

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.

### **Review process**

Following submission, an article is reviewed as follows.

The Academic and Executive Editors assess the article and decide whether it should be declined immediately or sent for review by specialist academic referees.

If the article is not declined immediately, it will be sent to two specialist referees who are asked to return their comments within one month using a standard review form.

Following receipt of the referees' reports, the article is reassessed by the Academic and Executive Editors, often in consultation with other members of the Editorial Board of *Anatolian Studies*. At this stage, the article may be (a) accepted (b) accepted subject to minor revisions (c) returned for major revisions ahead of resubmission and further review (d) declined.

If the paper is accepted subject to minor revisions or returned for major revisions ahead of resubmission the author(s) will be sent a report based on the reviews of the referees which details the recommended revisions.

Revised versions of articles accepted subject to minor revisions or returned for major revisions ahead of resubmission must address all the issues raised in the initial report and authors must provide explanations for any suggested revisions they feel unable to undertake.

There will be only one opportunity for resubmission in the case of revisions being requested. Articles that have been subject to major revisions will usually be sent to referees for re-evaluation.

The Editors aim to complete the initial review of an article within two months of submission. However, the refereeing process relies on extremely busy academics and it is not always possible to adhere to this timetable.

### **Publication process**

Once an article has been accepted, the author should submit the final text, tables and print-quality figures to the Executive Editor.

A first proof will be sent as soon as possible as a pdf file. This will consist of the copy-edited text, followed by the figures and tables. Queries from the Executive Editor may be embedded within the file. At this stage, authors are expected not to request any changes to the text, tables or figures aside from those necessitated in response to queries from the Executive Editor, spelling or grammatical corrections, or corrections of fact. Authors are responsible for the completeness and accuracy of proof corrections.

A final proof will then be prepared with the figures and tables placed within the article. Authors will be sent a copy as a pdf file but are expected not to request any changes aside from any lingering spelling or grammatical corrections, or corrections of fact.

On publication, authors will receive, free-of-charge, a pdf version of the article and one hard-copy of the journal.

### **Copyright and reproduction issues**

When an article is accepted for publication, authors are asked to complete a form assigning copyright to the British Institute at Ankara. There are two reasons for this: (a) ownership of copyright by one central organisation tends to ensure maximum international protection against unauthorised use; (b) it also ensures that requests by third parties to reprint or reproduce a contribution, or part of it, are handled efficiently and in accordance with a general policy that is sensitive both to any relevant changes in international copyright legislation and to the general desirability of encouraging the dissemination of knowledge.

In assigning copyright authors are not forfeiting their right to use or publish their material elsewhere (as detailed in the copyright form).

Authors are also asked, should the article be accepted for publication in *Anatolian Studies*, to confirm that the article is an original work and is in no way whatever an infringement of any existing copyright, and that it contains nothing libellous.

If an article includes textual or illustrative material not in the author's copyright and not covered by fair use / fair dealing, permission must be obtained from the relevant copyright owner for the non-exclusive right to reproduce the material worldwide in all forms and media, including electronic publication. The author is held responsible for paying any fees required as a condition for obtaining such permission. Authors should initially seek the permission of the publisher to reproduce copyrighted material that has been published. For unpublished material, authors should seek permission of the owners, whether individuals or institutions. Please note that permission should also be sought, from the institution in which the original is held, to publish an author's personal photographs of material held in the collections of museums, libraries, etc. The relevant permission correspondence should be attached to the copyright form and returned to the Institute.

*Editorial Board of the British Institute at Ankara  
November 2013*

## Style Guide for all Institute Publications

### General

Submissions must be written in English. Works written by authors whose first language is not English must be proof read and corrected by a native English speaker prior to submission.

The British rather than the American system of spelling should be used (for example 'colour' rather than 'color' and 'artefact' rather than 'artifact').

The British standard rather than the British Oxford system of spelling should be used (for example 'organise' rather than 'organize').

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

Initial capital letters should be avoided except for proper nouns.

Oxford commas should be avoided (thus, 'Greek, Roman and Byzantine' rather than 'Greek, Roman, and Byzantine').

Latin abbreviations should not be italicised (thus, 'cf.', 'et al.', 'ca').

### Dates

'AD' to precede, no dots      'BC' to follow, no dots      'bp' to follow, no dots      'bce' to follow, no dots

Runs of years: 480-425 BC; AD 527-565.

Adjectival use of dates: 'the fifth century', but 'of fifth-century date'.

Cultural periods should be capitalised (for example 'Late Bronze Age', 'Classical').

### Numerals

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

First to tenth should be spelt out (for example 'first century BC').

Numbers above ten should be written as numerals (for example '11th century AD'), except at the beginning of a sentence.

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

### Measurements

Metric measurements should be used.

Abbreviations for distance, volume, etc. as follows:

'm' for metre      'cm' for centimetre      'mm' for millimetre      'km' for kilometre  
'ha' for Hectare      'l' for litre

There should be no dot after an abbreviation and no space between the number and the unit of measurement (i.e. '10m', '20.5cm').

### 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.

Italics should be used for non-English terms not in common use (such as *Hofhaus* or *bothros*), but not for familiar terms such as polis or spolia.

## Transliteration

Latin forms of common names should normally be used (for example, 'Ephesus' rather than 'Ephesos').

## Quotations

For short quotes, use ' within normal text. For quotes within quotes, use ".

Paragraph breaks should be inserted for quotes of more than four lines of typescript.

## Footnotes

The use of footnotes should be avoided.

## References

The Harvard system should be used. Avoid using 'pp' or 'ff'.

Citations in text:

Single-author reference: (Gough 1954: 201-05, fig. 3, pls 16-18)

Two-author reference: (Solin, Salomies 1994: 113-24)

Three-author (or more) reference: (Coulton et al. 1988: 13-15)

Several citations in text (place in chronological order): (Gough 1954: 201-05, fig. 3, pls 16-18; Coulton et al. 1988: 13-15; Solin, Salomies 1994: 113-24)

Personal communication reference: (Stephen Mitchell, personal communication May 2013)

Citations for ancient and later historical authors should not be abbreviated. Arabic numbers should be used for book/chapter/line references. Where necessary, the edition used should be specified in the bibliography.

Citation in text: Procopius, *Historia arcana* 30.8-11

References to standard corpora may use accepted abbreviations, in which case the full citation should be given in the bibliography.

Citations in text: *CIL* 8: 12296; *SEG* 28: 1218; *IGR* 3: 576, *IG* 7: 415

Page numbers should not be used for cross-referencing. Any cross-referencing in monographs must be by section name/number. Any cross-referencing in articles must be by section name or indicated merely by 'above' or 'below'.

## Bibliography

The bibliography should contain only those works referred to in the text.

Entries should be organised by author surname in English alphabetic order (i.e. C/Ç, I/Í, O/Ö, S/Ş, U/Ü should be integrated).

Book titles in English should use traditional capitalisation rules. For other languages, the conventions normal to each language should be followed.

Article titles in English should include initial capital letters for proper nouns 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.

Use Arabic numerals for volume numbers.

Include place of publication and publisher.

Do not include US states, unless there is a serious risk of confusion, in which case use the two-letter postal code (i.e. 'Cambridge MA').

Use English spellings for place-names (for example 'Munich' rather than 'München', 'Izmir' rather than 'İzmir').

#### *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, C.H. Beck

CIL = Mommsen, T. (ed) 1863-: *Corpus Inscriptionum Latinarum*. Berlin, Berlin-Brandenburgische Akademie der Wissenschaften

Carter, T. 2005: 'Chipped stone. Team Poznan' *Çatalhöyük 2005 Archive Report*: [http://www.catalhoyuk.com/archive\\_reports/2005/ar05\\_31.html](http://www.catalhoyuk.com/archive_reports/2005/ar05_31.html)

Coulton, J.J., Milner, N.P., Reyes, A.T. 1988: 'Balbura Survey: Onesimos and Meleager, part 1' *Anatolian Studies* 38: 121-46

Demiroğlu, M., Örgün, Y., Yalırak, C. 2011: 'Hydro-geology and hydrogeochemistry of Günyüzü semi-arid basin' *Environmental Earth Sciences* 64.5: 1433-43. doi:10.1007/s12665-011-0967-2

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, Deutsches Archäologisches Institut

Gough, M.R.E. 1972: 'The Emperor Zeno and some Cilician churches' *Anatolian Studies* 22: 199-212

— 1973: *The Origins of Christian Art*. London, Thames and Hudson

— 1974: 'Three forgotten martyrs of Anazarbus in Cilicia' in J.R. O'Donnel (ed.), *Essays in Honour of Anton Charles Pegis*. Toronto, Pontifical Institute of Mediaeval Studies: 262-67

Grillo, S.M., Prochaska, W. 2010: 'A new method for the determination of the provenance of white marbles by chemical analysis of inclusion fluids' *Archaeometry* 52.1: 59-82

Honigmann, 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, Institut français d'études byzantines

Lloyd, S. 1972: *Beycesultan* 3. London, British Institute of Archaeology at Ankara

Procopius, *The Secret History*. Trans. G.A. Williamson. Harmondsworth, Penguin Books 1981

Solin, H., Salomies, O. 1994: *Repertorium Nominum Gentilium et Cognominum Latinorum*. Hildesheim, Olms-Weidmann

#### **Figures and tables**

##### *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.

Tables should be presented as a separate continuous sequence with reference made in the text to each table.

Each figure/table 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/table.

All figures and tables must be clearly identified by the author's surname and the figure/table number.

In the two-column layout of BIAA publications, figures and tables can most conveniently occupy one column width (8.1cm) or the full-page width (16.7cm). Otherwise figures and tables may be grouped together on a part or whole page.

The maximum print area per page (including caption) is 16.7cm by 24.3cm.

Either landscape or portrait orientation may be used for whole-page illustrations.

#### *Photographs*

Photographs must be submitted as 8-bit (i.e. greyscale) image files at 300 dpi at either column (8.1cm) or page (16.7cm) width.

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.

#### *Line drawings*

Line drawings must be submitted as 1-bit black and white image files (i.e. not greyscale or colour images) at 600dpi or as pdf files 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.

#### *Tables*

Tables should be presented as individual Word or Excel files.

*Editorial Board of the British Institute at Ankara  
July 2014*