

## Notes for contributors to *Anatolian Studies*

*Anatolian Studies* is the annual, peer-reviewed 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)).

### Types of articles accepted

*Anatolian Studies* publishes research articles focused on Turkey and the Black Sea littoral region in the fields of history, archaeology, cultural heritage and related social sciences.

Articles must be based on a research question/problem and focus on a main claim supported by substantive evidence and discussion.

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.

Catalogues, field reports and preliminary site reports without substantial contextualisation and discussion will not normally be accepted for publication (although 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 and/or to Turkish/Black Sea studies the inclusion of an obituary will be at the discretion of the editors.

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

### Examples of recently published articles (2020)

'The city of Hartapu: results of the Türkmen-Karahöyük Intensive Survey Project' James F. Osborne, Michele Massa, Fatma Şahin, Hüseyin Erpehlivan and Christoph Bachhuber

'TÜRKMEN-KARAHÖYÜK 1: a new Hieroglyphic Luwian inscription from Great King Hartapu, son of Mursili, conqueror of Phrygia' Petra Goedegebuure, Theo van den Hout, James Osborne, Michele Massa, Christoph Bachhuber and Fatma Şahin

'A landscape-oriented approach to urbanisation and early state formation on the Konya and Karaman plains, Turkey' Michele Massa, Christoph Bachhuber, Fatma Şahin, Hüseyin Erpehlivan, James Osborne and Anthony J. Lauricella

'The formation of collective, political and cultural memory in the Middle Bronze Age: foundation and termination rituals at Toprakhisar Höyük' Murat Akar and Demet Kara

'A desolate landscape? Mobility and interaction in the chora of Klazomenai during the Early Iron Age' Elif Koparal and Rik Vaessen

'Rural hinterlands of the Black Sea during the fourth century BCE: expansion, intensification and new connections' Jane Rempel and Owen Doonan

'Caracalla and the divine: emperor worship and representation in the visual language of Roman Asia Minor' Dario Calomino

'An agro-pastoral palimpsest: new insights into the historical rural economy of the Milesian peninsula from aerial and remote-sensing imagery' Toby C. Wilkinson and Anja Slawisch

## Submission procedure

There is no annual deadline for submissions.

Articles must be submitted in English in accordance with the Institute's *Style Guide* (below). Articles written by authors whose first language is not English must be 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. 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

Competing interest declaration (see below)

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.

## Competing interests

All authors must include a competing interest declaration in their manuscript. This declaration will be subject to editorial review and may be published in the article. Competing interests are situations that could be perceived to exert an undue influence on the content or publication of an author's work. They may include, but are not limited to, financial, professional, contractual or personal relationships or situations. If the manuscript has multiple authors, the author submitting must include competing interest declarations relevant to all contributing authors.

Example wording for a declaration is as follows: 'Competing interests: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organisation F. Author G has received grants from company H.' If no competing interests exist, the declaration should state 'Competing interests: The author(s) declare none.'

## 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, returned to the author for further development or sent for review by specialist academic referees.

If the article is accepted for review, 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, sometimes 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 or (d) declined.

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

Revised versions of articles accepted subject to minor revisions or returned for major revisions 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 one opportunity only for resubmission in the case of revisions being requested.

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 required in response to queries from the Executive Editor, due to spelling or grammatical errors, or due to factual errors. Authors are responsible for the completeness and accuracy of proof corrections.

A final proof will then be prepared with the figures and tables placed appropriately within the text. 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.

### **Open access**

*Anatolian Studies* is a hybrid journal, meaning that it publishes on a subscription basis but provides authors with options to make their article open access in two different ways.

(1) Under the Green Open Access policy for Humanities and Social Science (HSS) journals, authors can archive certain versions of their articles in an institutional or non-commercial subject repository, or on their personal or departmental websites. The archived version can be the Accepted Manuscript (after peer review) or an earlier version, but not the final published PDF (the Version of Record). This allows authors to comply with the open access mandates of many funders and institutions.

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For further details about open access, please visit <https://www.cambridge.org/core/journals/anatolian-studies/information/open-access-options>.

### **Copyright**

The policy of *Anatolian Studies* is that authors (or in some cases their employers) retain copyright and grant the British Institute at Ankara a licence to publish their work. In the case of gold open access articles this is a non-exclusive licence. Authors must complete and return an author publishing agreement form as soon as their article has been accepted for publication.

For open access articles, the form also sets out the Creative Commons licence under which the article is made available to end users: a fundamental principle of open access is that content should not simply be accessible but should also be freely reusable. Articles will be published under a Creative Commons Attribution licence (CC-BY) by default. This means that the article is freely available to read, copy and redistribute, and can also be adapted (users can 'remix, transform, and build upon' the work) for any commercial or non-commercial purpose, as long as proper attribution is given. Authors can, in the publishing agreement form, choose a different kind of Creative Commons licence (including those prohibiting non-commercial and derivative use) if they prefer.

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 forwarded to the Executive Editor.

*Editorial Board of the British Institute at Ankara*  
*June 2021*

## 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 (e.g. 'colour' rather than 'color' and 'artefact' rather than 'artifact').

The British standard rather than the British Oxford system of spelling should be used (e.g. '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 (i.e. 'Greek, Roman and Byzantine' rather than 'Greek, Roman, and Byzantine').

Latin abbreviations should not be italicised (i.e. '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: 'in the fifth century', but 'of fifth-century date'.

Cultural periods should be capitalised (e.g. 'Late Bronze Age', 'Classical').

### Numerals

Numbers one to ten should be spelt out except when preceding a unit (e.g. '2mm').

First to tenth should be spelt out (e.g. 'first century BC').

Numbers above ten should be written as numerals (e.g. '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, along with hyphens (e.g. 'southwest' not 'Southwest' or 'SW' 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 (e.g. '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' and '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 2018)

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; *IG* II<sup>2</sup> 2326, *IG* XII.3 333; *LGPN* 13.535

Page numbers should not be used for internal cross-referencing. Any cross-referencing 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/İ, O/Ö, S/Ş, U/Ü should be integrated).

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

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.

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

Do not use abbreviations for journal titles; use Arabic numerals for volume numbers.

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

Details of publication series (e.g. British Institute at Ankara Monograph 52) should not be included.

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
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- 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)
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- 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
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- 1974: 'Three forgotten martyrs of Anazarbus in Cilicia' in J.R. O'Donnell (ed.), *Essays in Honour of Anton Charles Pegis*. Toronto, Pontifical Institute of Mediaeval Studies: 262-67
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- Lloyd, S. 1972: *Beycesultan* 3. London, British Institute of Archaeology at Ankara
- Procopius, *Secret History*. Tr. G.A. Williamson. Harmondsworth, Penguin Books 1981
- Solin, H., Salomies, O. 1994: *Repertorium Nominum Gentilium et Cognominum Latinarum*. Hildesheim, Olms-Weidmann

## Figures and tables

### General

Each figure and table must be submitted as an individual file and clearly identified by the author's surname and the figure/table number.

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.

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).

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.

Where possible, similar items should be presented at the same scale (e.g. 1/3 life-size for pots).

Maps and plans must include a north arrow and a scale, and images of objects must include a scale.

The spellings used on figures (e.g. for place-names) must be consistent with spellings used in the text.

Text used on figures must be black whenever possible and legible at the size the image is to be printed.

Final print quality is dependent on the supply of figures and tables in the correct formats and at the correct resolution (see below).

#### *Photographs*

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

#### *Line drawings*

Line drawings must be submitted as 8-bit (i.e. greyscale) tiff or png files at 600dpi or as pdf files at either column (8.1cm) or page (16.7cm) width.

#### *Tables*

Tables should be presented as Word or Excel files.

### **Supplementary material**

Supplementary material that supports an article, chapter or book but cannot be included in the printed work for reasons of space may be published online. Supplementary material might include extra illustrations, tables, lengthy catalogues and specialist reports. Given that supplementary material is exclusively published online, file types incompatible with the print format, e.g. very high-resolution images, can also be considered.

The printed work must be a stand-alone publication, and the reader must be able to follow its arguments without reliance on the supplementary material.

The printed work will include a statement directing readers to the supplementary material. This will include a link to the online page from which it can be accessed. Further cross-references may be inserted in the printed work.

Supplementary material should include a title page listing the full bibliographic details of the primary work and, if lengthy, a table of contents with page references. It should also include a bibliography in house style of all works referred to in the supplementary material.

Figures, tables and appendices published as supplementary material should be numbered as separate sequences from those included in the printed work.

Supplementary material is subject to the same peer-review process and copyright requirements as all primary content and must be submitted at the same time as the printed work for peer review and production.

Authors planning to submit supplementary material should contact the editors to discuss the content.

*Editorial Board of the British Institute at Ankara  
February 2021*