

## 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.

Preliminary site reports and catalogues without substantial contextualisation and discussion will not normally be accepted for publication (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 and/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 (2017)

- 'Agricultural innovation and resilience in a long-lived early farming community: the 1,500-year sequence at Neolithic to early Chalcolithic Çatalhöyük, central Anatolia', Amy Bogaard, Dragana Filipović, Andrew Fairbairn, Laura Green, Elizabeth Stroud, Dorian Fuller and Michael Charles
- 'Reflections of faraway places: the Chalcolithic personal ornaments of Canhasan I', Emma L. Baysal
- 'Patterns of metal procurement, manufacture and exchange in Early Bronze Age northwestern Anatolia: Demircihüyük and beyond', Michele Massa, Orlene McIlpatrick and Erkan Fidan
- 'Figurines of the Anatolian Early Bronze Age: the assemblage from Koçumbeli-Ankara', Çiğdem Atakuman
- 'The Hittite title *Tuhkanti* revisited: towards a precise characterisation of the office', Albert Planelles Orozco
- 'Surface surveys in the northern Troad and the identification of Çiğlitepe as ancient Arisbe', Nurettin Arslan
- 'Funerary and votive monuments in Graeco-Roman Cilicia: Hellenistic, Roman and early Byzantine examples in the museums of Mersin and Alanya', Ergün Laflı
- 'Fortresses of the Tur Abdin and the confrontation between Rome and Persia', Anthony Comfort
- 'Crimean Tatars in explorative and travel writing: 1782–1802', Beatrice Teissier

### 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  
Competing interests

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, 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 which 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.

### **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. The BIAA encourages authors to take full advantage of its progressive Green Open Access policy and post the appropriate prepublication version of their work on personal webpages and in non-commercial institutional repositories and subject databases, but does place additional restrictions on what can be posted on commercial online networks like Academia.edu and ResearchGate.

*A Submitted Manuscript Under Review* (i.e. any version of the article that is under formal review for publication by the BIAA) may be posted online, via a departmental or institutional repository, noncommercial subject repository, personal web page, commercial repository or social media site, at any time without restriction.

*An Accepted Manuscript* (the version that has been accepted for publication which may include revisions resulting from peer review but may be subject to further editorial input by the BIAA) may be posted online at the time of acceptance to a personal web page, a department or institutional repository or a noncommercial subject repository; the *abstract only* may be posted to a commercial repository or social media site (e.g. Academia.edu, ResearchGate) with a link to the online location of the Version of Record.

*The Version of Record* (the version that is formally published): the *abstract only* may be posted online, via a departmental or institutional repository, non-commercial subject repository, personal web page, commercial repository or social media site, with a link to the online location of the Version of Record.

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.

### **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".

*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 (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, along with hyphens (for example '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 (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' 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 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).

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)
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- Procopius, *Secret History*. Tr. 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

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 (for example, 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 of the article.

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

### 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.

*Line drawings*

Line drawings must be submitted as 8-bit (i.e. greyscale) image 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.

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