

Notes for contributors to *Anatolian Studies*

General information

Anatolian Studies contains articles focused on Turkey and the Black Sea littoral in all academic disciplines within the arts, humanities, social sciences and environmental sciences as related to human occupation and history. It is a refereed journal containing articles of permanent academic record.

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).

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

'The Early Holocene occupation of north-central Anatolia between 10,000 and 6,000 BC cal: investigating an archaeological *terra incognita*', Bleda S. Düring

'Excavations on the north-central plateau: the Chalcolithic and Early Bronze Age occupation at Çadır Höyük', Sharon R. Steadman, Jennifer C. Ross, Gregory McMahon and Ronald L. Gorny

'Least-cost pathway analysis and inter-regional interaction in the Göksu valley, Turkey', James M.L. Newhard, Norm Levine and Allen Rutherford

'Is *Sarpedon* a Bronze Age Anatolian personal name or a job description?', S.P.B. Durnford

'Anazarbos and the Tarkondimotid kings of Kilikia', Nicholas L. Wright

'The Byzantine conquest of Cilicia and the Hamdanids of Aleppo, 959-965', William Garrood

'Hittites, Ottomans and Turks: Ağaoğlu Ahmed Bey and the Kemalist construction of Turkish nationhood in Anatolia', Can Erimtan

'"There ought to be some worthwhile ones": the Bristol University 'Cook Collection' and Anatolia', Andrew Brown

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

Articles should be produced in a PC-compatible format using a generic font, such as Arial or Times New Roman, with ample margins. Automatic text formatting, such as paragraph indenting, bullet points or numbering, should be avoided.

Complete articles (i.e., text, tables and figures) should be submitted electronically as email attachments to biaapub@britac.ac.uk. For initial consideration, figures may be embedded in a text document or submitted as low-resolution images. However, please note the guidelines for publication-quality electronic images outlined in the *Style Guide*.

If it is not possible to submit a complete article electronically, the text and tables should be submitted to biaapub@britac.ac.uk and four hard copies of the complete article (i.e., text, tables and figures) should be sent to the Executive Editor at the Institute's London office (10 Carlton House Terrace, London SW1Y 5AH). Please note the guidelines for publication-quality hard-copy images outlined in the *Style Guide*.

On receipt of submissions, authors will receive a letter formally acknowledging receipt which outlines 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. Tables and figures may be embedded in this file, or submitted separately.

Title of article

Name(s) of author(s)

Academic affiliation(s) of author(s)

Abstract of 100-200 words

Text

Acknowledgements

Appendices

Bibliography

Figure captions

Table 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 re-assessed 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 re-submission and re-review (d) declined.

If the paper is accepted subject to minor revisions or returned for major revisions ahead of re-submission 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 re-submission 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 a re-review 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, please be aware that the refereeing process relies on extremely busy academics and that it is not always possible to adhere to this timetable.

Publication process

Once an article has been accepted the author(s) 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 and highlighted by bold font. 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

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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.

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