

AUTHOR GUIDELINES

NOTES FOR WRITERS

- 1- Articles submitted to the InGlobe congress should be original contributions and should not be published previously or should not be under consideration for any other publication at the same time. **If another version of the paper is under consideration by any other publication, or has been, or will be published elsewhere, authors should inform the congress regulatory board at the time of submission.**
- 2- If a submitted article is selected for publication, its copyright will be transferred to the **Congress Executive Board**. Published papers can be cited by giving the necessary bibliographical information. For re-publication of any article in full-text permission must be sought from the editors.
- 3- The submitted studies are evaluated according to the suitability of the presentation and return is made as soon as possible.
- 4- Authors bear responsibility for their contributions. Statements of fact or opinion appearing in *article* are solely those of the authors and do not imply endorsement by **InGlobe**.
- 5- Author should send their articles or book reviews including their address and cell phone numbers to the e-mail address **which is given on congress website**.
- 6- Before submission all authors are asked to fill in the article submission form.
- 7- Studies are going to accepted in languages which has given on our website.
- 8- Congress presentations will only be in "Turkish and English". English abstracts of the work to be submitted are also required. The studies should include English and a second language (such as Turkish and German) with at least 200-word abstract and maximum 5 keywords. Participants who wish to make a presentation in another language may communicate with us by preparing presentation notes in English or Turkish.
- 9- Only **extended** abstract abstracts and / or full texts of the work presented at the congress will be published in the congress books. Authors who wish to publish extended abstracts should include an extended summary in English, as well as the publication language. In the full texts to be published, a summary in the publication language and an English abstract should be included. If the publication language is in English, it is sufficient to have only the English summary and / or abstract.
- 10- Articles should be between 6,000-8,000 words. Book reviews should be between 1500-2000 words. Case analyses should be between 3000-5000 words including footnotes. Extended abstracts should be between 500-1000 words.

STYLE GUIDELINES

- 11- Abstracts and keywords should be added in the publication language and English. Abstracts should be 200 words each and the keywords should not exceed 5 in each language.
- 12- Submissions should be prepared using Word (*.docx) Microsoft Office 2007 and later, in Times New Roman and 1 line space. 12 font should be used within text while 9 font should be preferred for

footnotes. Paragraphs should start from 1,25 cms inside. Spaces before and after lines should be 6nk. Articles Word page margins should be 2,5 cms from every side with A4 form.

13- You should leave 2 lines before the heading. The first letter of the main title should be written in capital letters and centered on the page (Times New Roman 14 punto). There should be 1 line space after the headline.

14- Other titles, keywords, and JEL Codes should be written in bold and first letters in capital letters. It should lean to the left.

15- Topics in the works must be numbered using decimal numbers such as 1, 1.1, 1.1.1 starting from first headline (excluding bibliography).

16- Names and surnames of authors should be written clearly under the title. Academic title, institute or company and e-mail of authors should be placed in footnotes. There should be one-line space after this line. Authors are responsible for making sure that their article conforms to the style guideline of **InGlobe Congress**.

17- References and bibliography of the studies should be prepared according to the American Psychological Association (APA) method. Studies by two authors (Surname and Surname, Year of Study: Page Number). In the case of three or more authors (Surname of the first author et al., Year of the worker: Page Number).

18- All tables, figures and graphics to be included in the manuscript should be numbered in sequence (Table 1, Figure 1). Titles should be written on tables, figures and graphics, centered on the page, bold, and only the initials of the words are capitalized. Tables, figures and graphics, if any, should be written just below them in accordance with in-text citation rules.

NOTES

a- Book or article by one author

Book: Joseph Samuel Nye, Jr., *Understanding International Conflicts, An Introduction to Theory and History*, New York, Harper Collins College Publishers, 1993, p. 74.

Article: Steven W. Hook, "Ideas and Change in U.S. Foreign Aid: Inventing the Millennium Challenge Corporation", *Foreign Policy Analysis*, Vol. 4, No 2, 2008, p. 147-167.

b- Book or article by two authors

Book: Paul R. Viotti and Mark V. Kauppi, *International Relations and World Politics*, New Jersey, Pearson Prentice Hall, 2006, p. 160.

Article: Thomas G. Mahnken and James R. Fitz Simonds, "Revolutionary Ambivalence: Understanding Officer Attitudes Toward Transformation", *International Security*, Vol. 28, No 2, 2003, p. 122-135.

c- Book or article by more than three authors

Book: Kemal Karpat et al., *Turkey's Foreign Policy in Transition, 1950-1974*, Leiden, E. J. Brill, 1975, p. 10.

Article: David Dranove et al., "Is More Information Better? The Effects of "Report Cards" on Health Care Providers", *Journal of Political Economy*, Vol. 11, No 3, 2003, p. 25.

d- Article in an edited book

Sabrina P. Ramet, "The Politics of the Serbian Orthodox Church", Sabrina P. Ramet and Vjeran Pavlaković (eds.), *Serbia since 1989, Politics and Society under Milosevic and After*, Seattle, University of Washington Press, 2007, p. 255-285.

e- Translated book

August R. Von Kral, *Kemâl Atatürk's Land, the Evolution of Modern Turkey*, trans. Kenneth Benton, London, P. S. King and Son, 1938, p. 31.

f- Newspaper article

Ellen Barry, "Russian Missile Plan Gives a New European Trade Hub an Old Identity Crisis", *New York Times*, 27 November 2008, p. A8.

Anonymous newspaper article: "Schweiz gehört künftig zum Schengen-Raum", *Frankfurter Allgemeine Zeitung*, 28 November 2008.

g- Anonymous official or private publication, report etc.

Foreign Relations of the United States, Washington D.C., US Government Printing Office, 1862-1918.

h- Archival document

British Documents on Foreign Affairs, Vol. 4, Document No. 260, 7 June 1878, p. 338.

i- Electronic source

Anthony H. Cordesman, "The Israeli and Syrian Conventional Military Balance: An Overview", 25 November 2008, http://www.csis.org/component/option,com_csis_pubs/task,view/id,5142/type,1/ (Accessed 28 November 2008), p. 1.

j- Interview

İlber Ortaylı, Ankara, 10 October 2003, personal interview.

k- Thesis

David Brody, *Ajarian Identity and the Regime of Aslan Abashidze*, Unpublished M.A. Thesis, Ankara, Bilkent University, Institute of Economics and Social Sciences, 1999, p. 48.