



İSTANBUL RESEARCH INSTITUTE

YILLIK Style Guide

YILLIK: Annual of Istanbul Studies follows the eighteenth edition of *The Chicago Manual of Style* in matters of style, usage, and formatting, and its notes and bibliography system for all references (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html).

Authors are asked to prepare their submissions accordingly. Authors submitting research articles should provide a full bibliography, while authors of reviews and Meclis and Cabinet pieces should provide full, appropriately formatted references in the notes alone.

What follows is a short overview of *YILLIK*'s expectations regarding formatting, quotations and punctuation, capitalization, dates, numbers, language, and references, with certain departures from *Chicago* noted where applicable.

Formatting

- All text should be double-spaced, flush left (not justified), and set in Times New Roman font (12 pt in the main text, 10 pt in the notes).
- Leave a blank line between paragraphs to separate them. Do not indent the first line of a new paragraph.
- Distinguish different heading levels as follows:
 - **Heading Level 1**
 - *Heading Level 2*
 - *Heading Level 3*

Quotations and Punctuation

- Use “double” quotation marks, reserving ‘single’ quotation marks for quotes within quotes. Avoid using "dumb" quotation marks and apostrophes (those that do not curl inward or outward but instead go straight up and down).
- Periods and commas at the end of a quote should be placed within the closing quotation marks, colons and semicolons should be placed after them, while question marks go inside if they are part of the quoted matter and outside if they are not.



İSTANBUL RESEARCH INSTITUTE

- Set off long quotations of three lines or more by indenting them rather than enclosing them in quotation marks.
- Use square brackets to enclose anything added to quoted material. Use unbracketed ellipses (...) to mark omissions (unnecessary at the beginning and end of a quote).
- Use the serial comma (i.e., place a comma before the “and” in a list of three or more things; e.g., A, B, and C).
- Use an unspaced em dash “—” (U+2014) to mark a break or to set off a parenthetical element within a sentence.

Capitalization

- Use *Chicago*'s title-case style for all English-language headings and titles of works. In general, this means capitalizing everything except for articles (a, an, the), short conjunctions (and, but, for, or, nor), and prepositions of four letters or fewer (on, out / Onward, Upward).
- For Turkish titles, follow the [recommendations](#) of the Türk Dil Kurumu, capitalizing everything except the words *ve, ile, ya, veya, yahut, ki, da, de*, and the question markers *mi, mi, mu, and mü*.
- Capitalization for titles in other languages should follow the established conventions in those languages. When in doubt, use *Chicago*'s sentence-case capitalization scheme, capitalizing only the first word, any proper nouns, and a letter immediately following a colon.
- Capitalize all proper nouns, including, for example, the names of institutions, offices, and states (e.g., the Imperial Council, the Orthodox Patriarchate, the Ottoman Empire), but lowercase general references to the same (the council, the patriarchate, the empire).
- Official titles are capitalized only when attached to a name (e.g., the sultan, but Sultan Murad IV).
- For the capitalization of period names (e.g., antiquity, the medieval period), artistic or cultural movements (e.g., baroque architecture, a Gothic cathedral), and the like, authors are asked to consult Merriam-Webster's free [online dictionary](#).



İSTANBUL RESEARCH INSTITUTE

- The Arabic prefix “al-,” while not necessarily capitalized at the beginning of a title, should always be capitalized at the start of a note, bibliographical entry, or sentence.

Dates

- Use the European day, month, year format for dates rather than the American month, day, year format (e.g., 14 February 2025, not February 14, 2025).
- Spell out centuries (so “sixteenth century,” not “16th century”).
- For approximate dates, use “ca. 1800,” for example.
- *YILLIK* prefers BCE and CE to BC and AD.

Numbers

- In general, spell out any number that can be expressed in two words or fewer.
- But: Always use numerals for dates (1 January), percentages (12 percent), abbreviated units of measure (5 km), and to refer to specific parts of a document (page 2, figure 1).
- Use an unspaced en dash “–” (U+2013) for date and number ranges. Shorten number ranges as follows: For numbers less than 100, or when the first number is 100 or a multiple of 100, use all digits (so 71–72, 100–104); for 101 to 109 and the like, use the changed part only (so 101–8, 808–33); and for 110 through 199 and the like, use two digits unless more are needed (so 321–28, 1187–210).
- For numbers of one thousand or more, commas should be used to separate off thousands, millions, etc., with periods used to mark the decimal place (e.g., Istanbul’s population is 15,701,602 people, or 15.7 million). This does not apply to page or line numbers or to years of four digits or less, which should be written without a comma.
- Where possible, avoid beginning a sentence with a numeral, either by spelling the number out or by rearranging the sentence.
- In cases where a series of numbers in close proximity in the text refer to the same category of thing, numerals may be used for each of them to avoid clutter. A mix of numerals and spelled-out numbers may also be used for clarity (e.g., three 2-story buildings).



İSTANBUL RESEARCH INSTITUTE

- To express the dimensions of an object, use the format 20 × 15 cm (with U+00D7 rather than an “x”).

Language

- *YILLIK* follows American English spelling conventions. Authors are asked to consult Merriam-Webster’s free [online dictionary](#) for spellings.
- Non-English words should be italicized except in the case of proper nouns, which should be set in roman and capitalized as they normally would be in English. Any such words listed in Merriam-Webster should be treated as English words. Quotations in languages other than English should be set in roman and capitalized as appropriate for the language in question.
- For Byzantine names and terms, *YILLIK* uses the spelling in the [Oxford Dictionary of Byzantium](#). For Greek generally, refer to the Library of Congress’s [“transliteration from Greek”](#) table.
- For Arabic, Ottoman Turkish, and Persian, *YILLIK* uses a simplified system of diacritics, marking only elongated vowels (ā, ī, ū for Arabic and Persian; â, î, û for Ottoman Turkish) and the ‘ayn (‘) and hamza (’).
- Use modern Turkish spellings for the names of sultans and other major Ottoman historical figures, dervish orders, and the like (e.g., Süleyman, Mevlevi, Tanzimat).

Figures

- All figures should be submitted digitally, separate from the text document, in TIFF (rather than JPEG if possible) and in a resolution of 300 dpi or higher.
- Figures placed in the word document would not be accepted. All images should be uploaded and shared via a cloud service (such as Google Drive, MS OneNote, Dropbox, or WeTransfer), accompanied by a list of figures.
- Figures containing text should be submitted in a format that lends itself to alteration during the editorial process. These files prepared on computers should be sent in their



original digital format, such as (Adobe Illustrator .AI or editable .EPS). If text needs to be written on images, this text should be provided separately as plain text.

- All figures should be numbered continuously, beginning with 1 and set in red type as follows: (fig. 1), (fig. 2). Corresponding images should match this order.
- In listing figure captions, follow the number with a colon and leave a word space; capitalize only the first initial, and type the rest in lower case (provided you follow the original title style).
- Tables are also considered as figures. In addition, all tables should be submitted unformatted and in a separate Word file.
- Unless essential, never send images re-scanned from printed material as this process compromises reproduction quality, resulting in a moiré effect.
- All images should be treated as sources and, therefore, properly referenced. For archival material, the archive information and for figures taken directly from other publications the source, should be indicated at the end of the figure name/description, and the publication(s)/the archive should be added to the Bibliography.
- *YILLIK* reserves the right not to publish images that do not comply with the above criteria, whose references have not been properly provided by the author, or which do not conform to the design principles of the journal, with prior notice to the authors.

References

- Use footnotes rather than endnotes or parenthetical notes for references, though parenthetical notes may be used in book reviews, where the work being cited is clear, or for scriptural references and the like.
- Where possible, place footnotes at the end of a sentence or after a closing punctuation mark.
- When citing an article or book chapter, note only the specific pages being referenced.
- Authors are asked to include a DOI-based URL (or similar link), where available, for sources accessible online (especially journal articles and book chapters).



- Note that *Chicago*'s eighteenth edition no longer requires listing a place of publication for books published after 1900 or the page range for a chapter in an edited book. Where including either may prove helpful for readers, however, authors are welcome to do so, particularly for works by publishers that readers may not be familiar with.
- Though *Chicago* discourages the use of “ibid.” (for a repeated reference) and “idem” (for a repeated author name), *YILLIK* accepts both so long as the work or author they refer to is clear (though authors may follow *Chicago*'s preferred style on this point instead).

Sample References

	Footnote	Bibliography
Book	Otto Demus, <i>Byzantine Art and the West</i> (Weidenfeld and Nicolson, 1970), 22–36.	Demus, Otto. <i>Byzantine Art and the West</i> . Weidenfeld and Nicolson, 1970.
Edited Volume	Manuela Studer-Karlen, ed., <i>Biography of a Landmark: The Chora Monastery and Kariye Camii in Constantinople/Istanbul from Late Antiquity to the 21st Century</i> (Brill, 2023), https://doi.org/10.1163/97890004679801 .	Studer-Karlen, Manuela, ed. <i>Biography of a Landmark: The Chora Monastery and Kariye Camii in Constantinople/Istanbul from Late Antiquity to the 21st Century</i> . Brill, 2023. https://doi.org/10.1163/97890004679801 .
	Lucy Grig and Gavin Kelly, eds., <i>Two Romes: Rome and Constantinople in Late Antiquity</i> (Oxford University Press, 2012).	Grig, Lucy, and Gavin Kelly, eds. <i>Two Romes: Rome and Constantinople in Late Antiquity</i> . Oxford University Press, 2012.
Chapter in an Edited Volume	John Matthews, “The <i>Notitia Urbis Constantinopolitanae</i> ,” in <i>Two Romes: Rome and Constantinople in Late Antiquity</i> , ed. Lucy Grig and Gavin Kelly (Oxford University Press, 2012), 100.	Matthews, John. “The <i>Notitia Urbis Constantinopolitanae</i> .” In <i>Two Romes: Rome and Constantinople in Late Antiquity</i> , edited by Lucy Grig and Gavin Kelly. Oxford University Press, 2012.

OR

(if the edited volume as a whole is listed separately in the bibliography and has already been cited in a previous note)



İSTANBUL RESEARCH INSTITUTE

- John Matthews, “The *Notitia Urbis Constantinopolitanae*,” in Grig and Kelly, *Two Romes*, 100.
- Contribution to a Multivolume Work** Gülru Necipoğlu, “Architectural Dialogues Across the Eastern Mediterranean: Monumental Domed Sanctuaries in the Ottoman Empire and Renaissance Italy,” in *The Companions to the History of Architecture*, ed. Harry Francis Mallgrave, vol. 1, *Renaissance and Baroque Architecture*, ed. Alina Payne (Wiley Blackwell, 2017), <https://doi.org/10.1002/9781118887226.wbcha021>.
- Journal Article** Fezanur Karaağaçlıoğlu, “Exotic and Toxic? Plague in Early Nineteenth-Century Galata-Pera,” *YILLIK: Annual of Istanbul Studies* 2 (2020): 11, <https://doi.org/10.53979/yillik.2020.2>.
- Suraiya Faroqhi, “Aziz Nesin About Himself and His Parents: Poor People in Istanbul During the Late Ottoman Period,” *International Journal of Middle East Studies* 53, no. 2 (2021): 340, <https://doi.org/10.1017/S0020743821000404>.
- Thesis or Dissertation** Lorans İzabel Baruh, “The Transformation of the ‘Modern’ Axis of Nineteenth-Century Istanbul: Property, Investments and Elites from Taksim Square to Sirkeci Station” (PhD diss., Boğaziçi University, 2009).
- Beyza Topuz, “In Pursuit of Social Cohesion and Harmony in Urban Space: The External and Internal Dynamics of Neighborhoods in Early
- Matthews, John. “The *Notitia Urbis Constantinopolitanae*.” In Grig and Kelly, *Two Romes*.
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- Faroqhi, Suraiya. “Aziz Nesin About Himself and His Parents: Poor People in Istanbul During the Late Ottoman Period.” *International Journal of Middle East Studies* 53, no. 2 (2021): 337–343. <https://doi.org/10.1017/S0020743821000404>.
- Baruh, Lorans İzabel. “The Transformation of the ‘Modern’ Axis of Nineteenth-Century Istanbul: Property, Investments and Elites from Taksim Square to Sirkeci Station.” PhD diss., Boğaziçi University, 2009.
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İSTANBUL RESEARCH INSTITUTE

Eighteenth-Century Ottoman Istanbul” (master’s thesis, İstanbul Şehir University, 2018).

Eighteenth-Century Ottoman Istanbul.” Master’s thesis, İstanbul Şehir University, 2018.

Newspaper Article Victor-Marie de Launay, “Notice sur les fortifications de Galata,” *Journal de Constantinople*, 1 December 1864.

Launay, Victor-Marie de. “Notice sur les fortifications de Galata.” *Journal de Constantinople*, 1 December 1864.

Encyclopedia Article Halil İncalcık, “Mehmed II,” in *İslâm Ansiklopedisi: İslâm Âlemi Tarih, Coğrafya, Etnografya ve Biyografya Lugati* (Istanbul: Milli Eğitim Basımevi, 1940–1988), 7:506–535.

İncalcık, Halil. “Mehmed II.” In *İslâm Ansiklopedisi: İslâm Âlemi Tarih, Coğrafya, Etnografya ve Biyografya Lugati*. Vol. 7, 506–535. Istanbul: Milli Eğitim Basımevi, 1940–1988.

Halil İncalcık, “Mehmed II,” in *Türkiye Diyanet Vakfı İslâm Ansiklopedisi* (Türkiye Diyanet Vakfı, 1988–2016), 28:395–407, <https://islamansiklopedisi.org.tr/mehmed-ii>.

İncalcık, Halil. “Mehmed II.” In *Türkiye Diyanet Vakfı İslâm Ansiklopedisi*. Vol. 28, 395–407. Türkiye Diyanet Vakfı, 1988–2016. <https://islamansiklopedisi.org.tr/mehmed-ii>.