

ANKARA REVIEW OF EUROPEAN STUDIES

GENERAL PUBLICATION PRINCIPLES

Common Rules

1. Ankara Review of European Studies is a refereed journal, published two times a year in the field of social sciences. The Review is interested in the manuscripts in the field of European Union or European studies.
2. Articles, case comments and book reviews etc. may be submitted to the Ankara Review of European Studies.
3. The manuscripts can be in Turkish or English.
4. The manuscripts to be sent to the Review should be original which introduces a new dimension to the topic it treats and should not have been sent to or be published in any other publication unit.
5. Whenever deemed appropriate by the editors and assistant editors, all publication rights of the manuscripts sent to the Review will belong to the European Union Research Centre of the Ankara University, after its publication.
6. The source should be mentioned, when the published manuscript is quoted. The whole of the manuscript can only be used with the permission of the Review.
7. The responsibility of the published manuscript belongs to the author(s). None of the views in the manuscript can be attributed to the Review or European Union Research Centre of the Ankara University.
8. The manuscripts should be written in **Microsoft Word**, in **Times New Roman**. The row spacing should be **1,5**. The type size should be **12** for the text and **10** for the footnotes.
9. The authors should send their manuscripts to aacd@ankara.edu.tr electronically with the fulfilled "Author Form" in the attachment.

For the "Author Form" see:

<<http://ataum.ankara.edu.tr/ankara-avrupa-calismalari-dergisi-hakkinda/>>

10. In the first place, the editors and assistant editors examine the manuscripts submitted with a view to check whether they meet the publication criteria of the Review. The editors and assistant editors may reject or request some adjustments to the manuscripts that do not meet those criteria. The author will be informed about this decision as soon as possible.

Book Reviews or the Like

11. Book reviews should be 1500-2000 words (footnotes included).
12. The book reviews or the like which meet the publication criteria of the Review can be found suitable for publication or unsuitable for publication or some adjustments to the manuscript can be requested, with the decision of the editors and assistant editors. The author will be informed about this decision as soon as possible.

Case Comments or the Like

13. Case comments should be 3000-5000 words (footnotes included). A bibliography should be added to the end of the manuscript.

14. The case comments or the like which meet the publication criteria of the Review will be sent to a referee. After receiving the manuscript, the referee will evaluate this manuscript within the framework of referee report form criteria in one month and sends his/her decision. If the referee does not send his/her report within the time-limit without any justification, the manuscript will be sent to another referee. This manuscript can be found suitable for publication or unsuitable for publication or some adjustments to the manuscript can be requested, within the framework of the referee report. The author will be informed about this decision as soon as possible, with the referee report attached to it.

Articles

15. Articles should be 8.000-10.000 words (footnotes included). A bibliography should be added to the end of the manuscript.

16. If written in Turkish the Article should include Turkish and English abstract and keywords. If written in a language other than Turkish the Article should include abstract and keywords in that language and Turkish. As regards the Articles written in a language other than Turkish, where appropriate, the editors and assistant editors may add the abstract and keywords in Turkish. The abstract should be 125 words at max and the key words should be 5 at max.

17. The Articles which meet the publication criteria of the Review will be sent to two referees. After receiving the Article, the referee will evaluate this Article within the framework of referee report form criteria in one month and sends his/her decision. If the referee does not send his/her report within the time-limit without any justification, the manuscript will be sent to another referee. This Article can be found suitable for publication or unsuitable for publication or some adjustments to the Article can be requested, within the framework of the referee report. The author will be informed about this decision as soon as possible, with the referee report attached to it.

18. When one of the referees gives a positive and the other gives a negative report about an Article, save for the possibility of sending the Article to a third referee, the editors and assistant editors will decide finally upon whether the Article will be published or not. The author will be informed about this decision as soon as possible.

Heading System and Footnote Style

19. The heading system to be used in the manuscripts should be as follows: First Heading will be like "I-II-III-...", Second Heading will be like "A-B-C-...", Third Heading will be like "1-2-3-...", Fourth Heading will be like "a-b-c-...", Fifth Heading will be like "i-ii-iii-..." and Sixth Heading will be like "aa-bb-cc-..." .

20. The footnotes in the manuscripts should be in line with *Chicago* style (notes and bibliography)

For the *Chicago* style, see: <http://www.chicagomanualofstyle.org/home.html>

For the "Footnote Writing Principles" prepared in line with *Chicago* style (notes and bibliography), see:

<<http://ataum.ankara.edu.tr/ankara-avrupa-calismalari-dergisi-hakkinda/>>

Journal Sending

21. The Review in which the manuscript is published will be sent to the author in paperback and PDF form free of charge.