ADALYA PUBLISHING PRINCIPLES

Adalya is the international peer-reviewed periodical of Koç University Suna & Înan Kıraç Research Center for Mediterranean Civilizations (AKMED). Published once a year, Adalya is indexed in A&HCI (Arts & Humanities Citation Index) and CC/A&H (Current Contents / Arts & Humanities) starting with its ninth issue in 2006.

The scope of the periodical covers articles and reviews of publications regarding research, study, documentation, and preservation of the Mediterranean cultures as well as interpretation of interrelations between them in the fields of history, archaeology, art history, architectural history, cultural heritage, and other relevant disciplines. This scope is chronologically limited from prehistory through the end of the 19th or early 20th century when necessary. Manuscripts to be submitted are expected to deal with their subject matter holistically and in depth, to cover comparisons and interpretations, to conform to the criteria of authenticity in scientific and scholarly studies, and to be based on original research.

Submission Criteria for Articles
The criteria to be fulfilled by manuscripts submitted to ADALYA are as follows:

a) Priority and preference are given to manuscripts in English; however, following the assessment of submitted manuscripts, a maximum of 25 per cent of the articles may be published in German, French, or Turkish. Nevertheless, manuscripts in English shall be given priority.

b) Translation into English of articles admitted for publication is the responsibility of the author(s); however, AKMED might take on the responsibility for translation when the case is found appropriate and necessary.

c) Manuscripts are to be submitted in digital format or hardcopy by post.

d) Manuscripts need to be original and meet scientific and scholarly standards.

e) Manuscripts need to be based on in-depth study and research.

f) The bibliography needs to be up-to-date, germane to the subject matter, and of scientific quality. Quotations within the text and citations in footnotes must be relevant.

f) Manuscripts must evidence potential for international recognition and citation.

Criteria for the Rejection of Manuscripts
The following points may lead to the rejection of manuscripts; therefore, please pay attention for them.

a) Short texts of one or two pages covering the presentation of archaeological materials or a topic.

b) Reports of excavations or surveys.

c) Catalogues longer than the main text of the article.

d) Preliminary reports based on incomplete research and study, and foreseen to obtain more information with future work.

e) Articles previously published elsewhere, papers published in conference proceedings, and unrevised papers presented at academic meetings.
f) Articles without a letter of permission from the director of excavations or concerned museum directorate to publish excavation materials or museum artifacts respectively.
g) Articles with an over-citation of popular publications such as handbooks, textbooks, encyclopedias, and web sites, as well as publications of compilation character not containing original research.
h) Articles with missing credits for images, or missing permissions from the copyright owners to use images
i) Missing digital copy for the posted hardcopy manuscripts or failure to send digital copy of figures in downloadable zipped files.

Submission and Assessment Process of Manuscripts:

Manuscripts prepared in accordance with our Publishing Principles need to arrive by 31 December. Submissions arriving after this date shall not be considered. Each manuscript is assessed by a minimum two referees (if necessary, three). Their judgment shall clarify whether the submitted manuscript is acceptable for publication, and the conclusion will be communicated to the author(s) within three months by the end of March.

Technical Issues:

Attention should be paid that the text of the article does not exceed 20 pages in A4 page format. The illustrations (photographs, drawings etc.) does not exceed 10 plates. The text should be prepared in Times New Roman 12 point. Footnotes in Times New Roman 10 point should be continuous at the bottom of each page. Manuscripts and illustrations should be sent to akmed@ku.edu.tr or tkahya@ku.edu.tr in digital format, and to the postal address of AKMED.

Each manuscript should include a half-page long summary in Turkish if the article is composed in English, German, or French. If the article is in Turkish, the summary should be in English. The captions as well as the sources of photographs and other figures must be provided.

Artwork submitted in digital format need to be minimum 300 pixels/inch, with their long side 15 cm. Full-page images need to be 22 cm long. Furthermore, the artwork must be sent in Adobe Photoshop TIFF format, and NOT embedded in another program such as Microsoft Word. In case the artwork is prepared with Aldus Freehand and Adobe Illustrator, then ensure that it is submitted as prepared and not in a converted format.

The sources cited need to be listed alphabetically at the end of the article. If the same author is cited multiple times, these citations must be arranged by date of publication. For international bibliographical abbreviations, the system needs to be mentioned such as AJA, JHS, etc.

Examples of Citations:

Periodicals:

Initial letter of the first name of the author. Surname, “Title of the article,” title of the periodical (as per abbreviations) issue, year, page, fig., pl.


Monographs:
M. J. Mellink, Kızılbel: An Archaic Painted Tomb Chamber in Northern Lycia (1998) 3, Fig. 1.1, Pl. 1a.

For works with multiple editions, the number of edition should be given in superscript at the end of the title of the work.


Supplements:
Initial letter of the first name of the author. Surname, Title of the work. (if applicable as per abbreviations) Supplementary Issue (year) page, fig., pl.


Festschrifts:

Congress / Symposium Proceedings:


Catalogues:

Unpublished Theses:
G. Koru, Landscape Archaeology and its Approach to Cultural Heritage Management: the Troad as a Case Study (Middle East Technical University unpublished master’s thesis 2010).

Edited Works:
**Other Abbreviations:**

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<tr>
<th>Abbreviation</th>
<th>Meaning</th>
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<tr>
<td>op. cit.</td>
<td>in the work already cited</td>
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<td>idem</td>
<td>an author that has just been mentioned</td>
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<td>ibid</td>
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