

## PUBLISHING PRINCIPLES

Articles sent to the *Defence Against Terrorism Review* must not be published elsewhere or must not have been sent to another publication in order to be published. Once the articles are submitted to DATR, the authors must acknowledge that they cannot submit their articles to other publications unless the total rejection of concerned articles by the Editor or the Endorsement Committee (EC).

The authors who try to submit their already published (even electronically) articles to DATR will not be accepted to submit their articles again and will be forbidden to participate any future activity conducted by COE-DAT.

### A. GENERAL PRINCIPLES

1. Language of publication is English. The texts submitted must be clear and understandable, and be in line with scientific/academic criteria in terms of language, expression and citation.

2. The texts submitted to be published must be between 4000 and 12000 words including the abstract and bibliography.

3. The texts must be submitted together with an abstract no longer than 300 words at the beginning of the paper and with five keywords after the abstract.

4. The name of the author must be placed in the first footnote, with his/her title, place of duty and e-mail address. Footnotes for other explanations must be provided both in the text and down the page in numbers.

5. The type character must be Arial, “11 type size”, line spacing “1,5 nk”, footnotes in “9 type size” and with “single” line spacing.

### General Contents

The following are general stylistic conventions used by COE-DAT:

1. Writing must be scholarly in nature and not overly conversational. Do not use “I” or “we” but “the author” or the “authors.”

2. Do not use contractions except in quotes.

3. Except in quotes, do not underline or bold text to emphasize it but instead use word order for emphasis. To highlight a term, show the key words in single mark (‘aerospace’).

4. Use italic font for foreign phrases and names of court cases.

5. For dates, use – date month year format (10 March 2011) – not numbers (10/03/11). In footnotes, dates of the sources may follow the format used in the source.

6. There should be only one space between the period at the end of a sentence and the beginning of the next sentence.

7. Acronyms should be defined when first used with the full name in parentheses after the acronym; acronyms in foreign languages should have the name in the foreign first in parentheses, followed by the English translation. If an acronym has been defined once in the text of the article, it is unnecessary to spell it out again either in text or footnotes.

8. Numbers less than twenty or less should be spelled out; numbers 21 and above should be left in numbers.

9. Values in currency should be quoted in the actual currency followed by the amount in dollars (USD) or euros (€) in parentheses.

10. While making quotations;

a. If the part taken from the source is 4 lines and less than 4 lines, quotation marks (“...sentence...””) can be used.

b. If the part taken from the source is more than 4 lines, it must be given with extra indentations.

- In addition, the writer of the article must avoid excessive use of each source, in particular from their own previous writings.

## **B. PRINCIPLES AS TO PAGE LAYOUT**

**Formatting:** Double-spaced with standard page margins. The text and all headings should be left justified. Set language as American English. The publisher employed by COE-DAT uses a particular document formatting that will be applied by the editors.

## **C. PRINCIPLES AS TO REFERENCES AND CITATIONS**

Citations shall be given down the pages in numbers in *Defence Against Terrorism Review* and references shall not be presented in the text (e.g. Waltz, 2009: 101.).

Full identity of the resources cited shall be given; any resource not actually cite shall not be presented in the bibliography.

### **Format for footnote citations;**

#### **1. For Books**

##### **a. Books with Single Author:**

Name and surname of the author, *name of work* (“volume no” if applicable, translator if any, publisher and date of publication), page number(s). For example;

Joseph Needham, *Science and Civilization in China*, (Vol. 5, Cambridge Univ. Pres, 1954), p.7.

Joseph Needham, *Science in Traditional China* (Harvard Univ. Pres, 1981), p. 37.

##### **b. Books with Two or Three Authors:**

Name and surname of the first author, name and surname of the second author, name and surname of the third author, *name of work* (“volume no” if applicable, translator if any, publisher and date of publication), page number(s). For instance;

Joseph S. Nye Jr. and David A. Welch, *Understanding Global Conflict and Cooperation*, (Pearson Publication, 2011), p. 280.

##### **c. Books with More Than Three Authors:**

Name and surname of the first author et. al., *name of work* (“volume no” if applicable, translator if any, publisher and date of publication), page number(s). For example;

Luis Benton et. al., *Informal Economy*, (The John Hopkins University Press, 1989), pp. 47-59.

##### **d. Books with Name of Author or Editor Non-Specified:**

*Redefining Security* (Praeger Publication, 1998), p. 81.

#### **2. For Articles**

Name and surname of the author (for all authors if two or three, if more than three authors just for the first author and et. al.), “name of the article” (translator if any), *name of periodical in which it is published*, volume number (issue) (publication year), pages in journal, cited page number.

**a. Articles with One Author:**

Barry Buzan, "New Patterns of Global Security in the Twenty-First Century," *International Affairs* 67(3) (1991), pp. 431-451, p. 442.

**b. Articles in Compilation Books:**

Barry Buzan, "Is International Security Possible?," in *New Thinking About Strategy and International Security* (Ken Botth and Don Kaufman, eds, Harper Collins, 1991), pp. 31-55, p. 42.

**c. Articles from Daily Newspapers:**

Yossi Melman, "Computer Virus in Iran Actually Targeted Larger Nuclear Facility", *Haaretz* (22 September 2011), p. 7.

"Tehran's nuclear ambitions", *The Washington Post* (26 September 2009), p. 5.

**3. For Theses**

No italics shall be used for the titles of non-published theses. Name and surname of the author, "title of the thesis" (whether it has been published and academic degree of the thesis, institution and institute of the thesis, date of the thesis), page number. For instance;

Atasay Özdemir, "Approaches of the Effective Actors of the International System to Iran's Nuclear Programme" (Unpublished Doctoral Thesis, War College Strategic Researchs Institute, Istanbul, 2013), p. 22.

**4. For Reports**

**a. Report with Author Specified**

Tariq Khaitous, "Arab Reactions to a Nuclear Armed Iran" (Washington Institute for Near East Policy, Policy Focus 94, June 2009), p. 14.

**b. Report with Author Non-Specified**

Albania Country Report (TİKA Publishing, 1995), p. 7.

**c. Report prepared by an Institution, Firm or Institute**

American Petroleum Institute, "Drilling and Production Practice Proceedings of the Spring Meeting" (Shell Development Company, 1956), p. 42.

**d. For Internet Resources**

If any of the above resources are available on the Internet, follow the citation above with "available at" with the full http address and the date accessed in paratheses.

**e. Web Pages**

"The World Factbook-Turkey," Central Intelligence Agency, available at <https://www.cia.gov/library/publications/the-world-factbook/geos/tr.htm> (accessed 25 February 2013).

"Dimona: Negev Nuclear Research Center," *Global Security*, available at <http://www.globalsecurity.org/wmd/world/israel/dimona.htm> (accessed 11 January 2010).

"Russia's National Security Strategy to 2020" (12 May 2009), *Rustrans*, available at <http://rustrans.wikidot.com/russia-s-national-security-strategy-to-2020> (accessed 02 May 2011).

**5. Subsequent citations of the same source:**

a. If the citation is to the footnote directly before, use "Ibid" – if the page or paragraph changes, you can add the new information, as in "Ibid, p. 48" or "Ibid, para. 68".

b. If the source is earlier than the previous one, use the author's last name (if there is one), followed by the name of the article, followed by the new page or paragraph number. For example; Buzan, "Is International Security Possible?", p. 48.

#### **D. PRINCIPLES TO ABIDE BY IN USING OF DOCUMENTS, TABLES, FIGURES AND GRAPHICS**

1. Attachments (documents), shall be presented at the end of the text and down below shall be a brief information as to the content of the document and proper citation in line with the relevant criteria.

2. Other attachments (Table, Figure, and Graphics) shall be presented as Additional Table: 1, Additional Graphic: 3 and Additional Figure: 7. If indicators other than the text are too many in number; attachments shall be presented after the References.

a. References to these attachments in the text shall absolutely be made as Additional Table: 1, Additional Graphic: 3 or Additional Figure: 7.

b. If citation has been made for table, figure, graphic or picture, the source shall absolutely be indicated.

3. The names of the tables within the text shall be written on the top of the table and these tables shall be cited in the footnote according the publication type from which it was cited.

4. The names of the figures, graphics and maps within the text shall be written at the bottom of the figures, graphics and maps and these figures, graphics and maps shall be cited in the footnote according the publication type from which it was cited.

#### **E. PRINCIPLES TO ABIDE BY IN BIBLIOGRAPHY**

1. Just like giving citations but this time surname of the author shall be at the beginning.

2. Resources shall be sorted alphabetically from A to Z.

3. Page numbers shall not be indicated.



