

WRITING RULES

Publication Language: The writing language is Turkish and English.

Writing Rules: It is mandatory for the articles to be sent to have the following formal features in terms of publishing unity.

Turkish Title: It should be written in capital bold letters, 12 points, compatible with the content, not exceeding 10-12 words, and should be placed in the middle of the page.

English Title: It should be written in capital bold letters, 11 points, 3 pt space before and after, compatible with the content, under the Turkish Abstract, 1 cm inset on the right and left.

Author Name and Address: The author(s)'s name (lowercase) and surname (uppercase) should be written in 11 points, centered under the title; their title, institution, communication and e-mail addresses should be stated as footnotes in normal type letters.

Abstract and Key Words: Articles in Turkish or foreign languages should contain an abstract of 150-200 words. The Turkish and English abstracts should be listed on the first page, with the Turkish abstract followed by the English abstract. The abstract should be in 10-point font, single line, and placed 1 cm in from the right and left. The abstract section should start immediately below the author's name, leaving a 3-pt space. The keywords should consist of at least 5 and at most 8 words below the abstract and each word should start with a capital letter. The abstract title should be written in 10-point bold and should be in the form of "Abstract: Text". The first letter of each keyword should be written in capital letters, with a comma between them and a period at the end.

Example:

1530-1611 YILLARI ARASI KESRİYE ŞEHRİ'NDE NÜFUS VE EKONOMİ* Onur KABAK ** Öz: Bugün Yunanistan'ın kuzeyinde bulunan Kesriye(Kastoria), XIV. yüzyılda Balkanlarda gerçekleşen hızlı Osmanlı fütühatının sonucunda, 1385 yılında fethedilerek Osmanlı idari yapılanması içerisine dahil olmuştur. Rumeli Eyaletinin sol kol kazaları içerisinde olan Kesriye ile ilgili olarak bu çalışmada daha ziyade 1530-1611 yılları arasında şehrin nüfus ve ekonomisi ele alınmaya çalışılacaktır. Bu doğrultuda ilk olarak tahrir defterlerinden faydalanılarak şehirdeki toplam nüfus, bu nüfusun yıllar içerisindeki değişimi, toplam nüfus içerisinde Müslüman ve Hristiyan kesimin dağılımının ne olduğu gibi konular ele alınacaktır. İkinci olarak ise vergi kalemlerinden yola çıkarak şehir halkının ana ekonomik faaliyetinin tespitine çalışılacaktır. Son olarak şehirdeki mesleki iş kollarının ne olduğu ortaya konularak Osmanlı klasik döneminde Kesriye şehrinin bir görüntüsü ortaya konulacaktır. Anahtar Kelimeler: Kesriye, Nüfus, Ekonomi, Meslek, Tahrir. DEMOGRAPHIC AND ECONOMIC STRUCTURE OF KESRIYE BETWEEN 1530 AND 1611 Abstract: Kesriye (present day Kastoria in Northern Greece) was incorporated into the Ottoman administrative system after 1385 as part of the rapid Ottoman conquest in the Balkans during the XIV. century. This study will cover the population and economy of the city which was among the Via Egnatia districts of the Rumeli Province, focusing on the period between 1530 and 1611. In this respect, total population of the city, temporal change of the demographic structure, ratio of Muslims to non- Muslims and similar issues will be highlighted in line with Ottoman land surveys (tahrir defterleri). A second concern is to detect the main economic activities of the urban population by analysing different tax genres. Lastly, occupational branches of the city will be portrayed to present a general overview of Kesriye during Ottoman classical age. Key Words: Kesriye, Population, Economy, Occupation, Tahrir.

Main Text: The text should be submitted on an A4 sized page using Microsoft Word software program, Times New Roman 11 point, single line spacing, 2.5 cm from the top, 2.5 cm from the bottom, 2.5 cm from the left, 2.5 cm from the right, and in a single column, not exceeding 30 pages excluding tables. Paragraphs should start with a 0 cm indentation. The main text should start with a 3 pt space immediately below the abstract section.

"Page break" or "section break" should not be used anywhere in the article file.

Section Headings: The subject headings in the article, except for the Introduction, Conclusion and References, should be numbered, written in bold and starting from the left margin.

Figures and Tables: The figure name should be placed below the figure, and the table title should be placed above the table. Figure and table numbers should be given as 1, 2, 3, ...

Quotes and References: Should be made in the Chicago style (classic style) as footnotes numbered at the bottom of the page. In summarizing quotations and quotations, page numbers are not specified; page numbers are given in full only in direct quotations. Quotations exceeding 3 lines should be

indented only 1 cm from the left according to the main text. In footnotes, when the source is used for the first time, it should be written as name and surname, name of the work, volume and issue if any, translator's name if any, publisher, place of publication, date of publication and the page number from which the information in question was taken. If the same work is to be used more than once, a footnote should be written as the author's surname, *ibid.* (the work mentioned), *ibid.* (the article mentioned), and the relevant page number (Ex: Turan, *ibid.*, p. 356). Footnote numbers should be given at the end of the sentence, before the period. When giving the page number in footnotes, the page information should be given by leaving a space after the phrase "p." (Ex: Öztaş, *ibid.*, p. 117).

Main Title Size: 11 pt, centered, bold

Paper Size: A4

Main Text Top Margin: 2.5 cm

Bottom Margin: 2.5 cm

Left Margin: 2.5 cm

Right Margin: 2.5 cm

First line indent: 0 cm

Font: Times New Roman

Font: Normal Style

Normal Text Size: 11 pt

Paragraph Spacing: 3 pt

Line Spacing: Single

Footnote Text Size: 10 pt

Quote Text Size: 10 pt

Quote Margins: 1 cm from left

Abstract Font: Times New Roman

Abstract Font: Normal Style

Abstract Margins: Right-Left 1 cm

Abstract Text Size: 10 pt

Abstract Title: 10 pt, Justified, Bold

Examples:**Book:**

Halil İncılık, Ottoman Empire-Classical Age, 1300-1600, trans. Ruşen Sezer, Yapı Kredi Publications, İstanbul 2009, 11th ed., p. 115.

In subsequent references: İncılık, *ibid.*, p. 123.

If the author has more than one work, in subsequent footnotes: İncılık, Classical Age, p. 123.

Article:

İsmail Hakkı Uzunçarşılı, “Consideration of the First Viziers in the Ottoman Empire”, *Belleten*, v. III/ s. 9 [or III/9] (1939), p. 101.

References: The sources and research used in the articles should be shown under the title References at the end of the article. The references should be written under this title and in 10-point font. Only the sources cited in the text should be included and should be arranged alphabetically according to the authors’ surnames. Authors' surnames should be written in capital letters and the letter "I" should be used in English names.

The bibliography section, if used, should start with the "Archive Sources" section under a separate heading.

Sample Book: İNALCIK Halil, Ottoman Empire-Classical Age, 1300-1600, trans. Ruşen Sezer, Yapı Kredi Publications, İstanbul 2009.

Sample Article: UZUNÇARŞILI İsmail Hakkı, “Consideration of the First Viziers in the Ottoman Empire”, *Belleten*, v. III/ p. 9 [or III/9] (1939), pp. 99-106.