

**The XLVIIIth CONGRESS of the ICMH:
“War and the City:
The Effects of Armed Conflicts on Urban Space and Population”**

Editorial Guidelines for the Conference Papers

1. The Editorial Committee of the XLVIIIth CONGRESS of the ICMH will provide a **fair peer review** of the submitted papers.

The Editors will first assess the papers’ conformity to these Editorial Guidelines and then ask at least two national/international reviewers to review the papers matching these rules. If the reviewers suggest any modifications/additions/omissions, the author shall implement all these changes to their papers. Upon these changes, if any, approved by the reviewers, the papers will be accepted for publication in the ACTA.

2. **File Format:**

All the papers shall be delivered in Microsoft Word format saved as .doc or .docx.

3. **Language:**

Papers shall be written in English or French - preferably the one in which the paper is to be presented at the Congress. Spelling shall be consistent throughout the paper and spelling and grammar checks shall be used in the language of the paper (British English is preferred for papers submitted in English).

4. **Length:**

The final written version of the conference paper should be no longer than 50,000 characters (including blanks, footnotes, tables, charts, figures, and appendices). Papers longer than this limit will not be accepted.

5. **Formatting Guidelines:**

The papers should comply with the following guidelines:

5.1. Font: Times New Roman: 12 font size in the text including title, abstract, keywords, subheadings, titles of tables/figures/charts/maps/photographs, and bibliography; 10 font size in the footnotes and within the tables/figures/charts etc.

5.2. Font Colour: Black (Automatic).

5.3. Paper Size: A4.

- 5.4. **Margins:** 2.5 cm (top, bottom, left, and right); **Binding Margins:** 0 cm; **Header:** 1.25 cm; **Footer:** 1.25 cm.
- 5.5. **Text Alignment:** justified (aligned to the left and right).
- 5.6. **Paragraph indentation:** 1 cm hanging indentation in the text including title, abstract, keywords, and bibliography and 0 cm in the footnotes.
- 5.7. **Paragraph spacing:** 3 nk before and 3 nk after for all text and footnotes.
- 5.8. **Line spacing in the main text:** 1.5; **Line spacing in footnotes:** 1.
- 5.9. Punctuation marks (commas, full stops, exclamation marks, question marks, colons, and semi-colons), inverted commas, and footnotes numbers shall not be separated by a space from the word preceding them but shall be separated by a space from the word following them.
- 5.10. The footnote numbers in the body of the paper shall be used adjacent to the punctuation marks or the words to which they are referring without a space and shall be used after the punctuation marks, not before them.
Example:
The footnote number for the sentence should be here.¹ But not here². If the reference is for a word³ like this, the footnote number may be used like that.
- 5.11. Please do not use page numbering, page breaks, section breaks, hidden characters, and non-breaking spaces.

The Editorial Committee reserves the right to apply formatting to the submitted text, if and when deems necessary.

6. **Layout:**

The general layout of the papers shall provide the following information in full:

- 6.1. **Title:** The article's title in the language of the article (preferably the one in which the paper was presented at the Congress) shall be the first line at the top and centred.
- 6.2. **Name of the author(s):** Author(s) full name and surname (only surname in CAPITAL LETTERS) shall be given under the title of the article and centred. The author's/authors' title, place of duty/work or institution affiliated, nationality, corresponding e-mail address, and ORCID number shall be provided with an asterisk footnote (*) given next to the surname of the author(s). Other explanations regarding the paper or the author(s) (if the paper is a part of a research project or thesis / if the paper is financially supported / if the author(s) want to thank for important contributions to the paper) shall shortly be added to this footnote.

6.3. Abstract and Keywords: An abstract of 200-250 words and five keywords shall be provided before the main text of the paper.

The abstract shall include the purpose, method, hypothesis/question, and findings of the article and present the conclusion reached in the article shortly.

6.4. Body of text: The papers shall have the following subsections: Introduction, Subheadings in two levels (if any) (First level section heading should be in **bold** and second level section heading should be in **bold italics**), Conclusion, Bibliography, appendixes (if any), and curriculum vitae of the author.

7. Tables, Figures, Charts, Maps, Photographs, etc.:

Tables, figures, and charts (including graphics) shall be presented in the body of the paper where they are supposed to be published. They shall be numbered in their own order (Table 1, Table 2, Figure 1, Figure 3, etc.) and cited consecutively in the text (if citing/referencing is necessary, these citations shall be given in a footnote in consistency with the whole paper). Their numbers and introductory titles regarding the content shall be given at the top of the table, figure or chart centred.

Maps and photographs (including illustrations) may be presented as appendixes at the end of the paper. They shall be numbered in order with numbers and introductory titles regarding the content given at the top centred and in consistency.

8. Quotations:

Short quotations in the text shall be shown with double quotes (“...”) and *quotations with more than three lines* shall be written as a new paragraph as an inward-aligned paragraph with double quotes (“...”). Quotations within quotations shall be shown with a single quote (‘...’). All quotations shall be cited/referenced with a footnote in consistency with the whole paper.

The words to be emphasized within the text shall not be written in bold, italic or underlined but shall be written with double quotes (“...”).

9. Abbreviations and Acronyms:

Any abbreviation or acronym shall appear in full on its first appearance in the text, followed by the abbreviation or acronym in parentheses, i.e., International Journal of Military History and Historiography (IJMH). The shortened version in abbreviation or acronym may be used thereafter.

Commonly used abbreviations such as e.g., i.e., etc., may be used in the main body of the paper, but they shall be used consistently throughout the whole text. If lesser-known abbreviations are needed to be used, then they shall be explained when first used.

10. Numerals, Dates, and Times, etc:

Please use *Arabic numerals* for all numbers, dates, times, etc. Roman numerals are only allowed in the references/citations of the archival sources (in footnotes and bibliography) in their original archive formats.

The *numerals* shall be written with a comma as a thousand separator and with a period as a decimal separator, e.g.: 12,375,250.25.

The *dates* shall be written in “Day Month Year” format only, e.g.: 10 November 1938 but not November 10, 1938.

When writing dates, please use words in case of months, not numerals, e.g.: 14 June 1948 but not 14.07.1948.

If different *calendars* (other than Gregorian one) are to be used, they shall be given together with the Gregorian calendar in parentheses next to them.

Times shall be written in 24-hour format as “Hour:Minute”, e.g.: 14:30.

11. Citing/Referencing Style:

The papers shall use the *Chicago Manual Style (footnotes)*, of which the detailed information is provided below. APA Style (in-text parenthesis) shall not be accepted.

12. Footnotes:

References in the papers shall be given in the footnotes and the footnotes should be numbered continuously, starting from 1.

Bibliographic references in the footnotes shall be given *in full upon the first mention*. If the same reference is *to be repeated*, it *may be shortened* to include the surname of the author, the name of the book/article just enough to remind the readers of the full title, and the page number. (See the examples given below).

Other than these shortened references, *please do not use abbreviations* such as Ibid., ibidem, idem, eadem, op. cit. etc.

The following bibliographic descriptions shall be used in the footnotes:

12.1. Archive Documents:

The names of archives, libraries, depositories, classification names, titles of the documents, file numbers and dates of the documents shall be provided in the original language.

¹ Name of the Archive (abbreviation, if any), Name of the Document/File, File Number of the Document (if any), Date of the Document.

² National Archive London, State Paper, Poland, sig. 88/16.

³ Malta, Codices 83, f. 60r-61r.

⁴ The National Archives, LR2/62, ff. 122v, 122r.

12.2. Books:

The references shall be given per the following examples.

If it is a translated work, then the name of the translator shall be given in parenthesis after the title of the book.

Book with single author:

¹ Name Surname, *Title of the Book: Subtitle of the Book*, (translator, if any), (Place of Publication: Publisher, Year), page number.

² John Fife-Cookson, *With the Armies of the Balkans and at Gallipoli in 1877-1878*, (London: Cassell, Petter, Galpin & Company, 1880), 120.

³ Nikolai Epanchin, *Operations of General Gurko's Advance Guard in 1877*, (translated by Henry Havelock), (London: K. Paul, Trench, Trubner & Co., 1900), 127.

Shortened versions:

⁴ Fife-Cookson, *With the Armies of the Balkans*, 134.

⁵ Epanchin, *Operations of General Gurko's Advance Guard in 1877*, 115.

Book with two authors:

¹ Name Surname of the First Author and Name Surname of the Second Author, *Title of the Book: Subtitle of the Book*, (translator, if any), (Place of Publication: Publisher, Year), page number.

² Mesut Uyar and Edward J. Erickson, *A Military History of the Ottomans: From Osman to Atatürk: From Osman to Atatürk*, (Santa Barbara, California: Praeger Security International, 2009), 113.

Shortened version:

³ Uyar and Erickson, *A Military History of the Ottomans*, 37.

Book with more than two authors:

¹ Name Surname of the First Author, et al. *Title of the Book: Subtitle of the Book*, (Place of Publication: Publisher, Year), page number.

² Peter Nadin, et al., *Spoiler Groups and UN Peacekeeping*, (London: Routledge, 2015), 232-233.

Shortened version:

³ Nadin, et al., *Spoiler Groups and UN Peacekeeping*, 250.

Book by a Corporate Author or Organisation:

¹ Organisation Name, *Title of the Book: Subtitle of the Book*, (Place of Publication: Publisher, Date), page number.

² World Health Organization, *WHO Editorial Style Manual*, (Geneva: World Health Organization, 1993), 34.

Shortened version:

³ World Health Organization, *WHO Editorial Style*, 36.

Book without Author:

¹ *Title of the Book: Subtitle of the Book*, (Place of Publication: Publisher, Date), page number.

² *Report and Record of the Operations of the Stafford House Committee: Russo-Turkish War 1877-1878*, (London: Spottiswoode, 1879), 2.

Shortened version:

³ *Report and Record of the Operations of the Stafford House Committee*, 5.

Edition of a Book Other than the First:

¹ Name Surname, *Title of the Book: Subtitle*, edition (Place of Publication: Publisher, Year), page number.

² Daniel Rhodes, *Clay and Glazes for the Potter*, rev. ed. (Iola, WI: Krause Publications, 2000), 85.

Shortened version:

³ Rhodes, *Clay and Glazes*, 85.

Note: Please use the following shortened versions for editions:

Second edition = 2nd ed.

Third edition = 3rd ed.

Fourth edition = 4th ed.

Revised edition = rev. ed. (Note)

12.3. Articles or Chapters in Books:

The references shall be given per the following examples.

Chapter or Article in Multi-Author Book such as Editorial Book or Proceeding:

¹ Name Surname, "Title of Chapter or Article," in *Title of the Book: Subtitle of the Book*, ed. Editor's Name Surname, (Place of Publication: Publisher, Year), page number.

² Name Surname, "Title of the Article/Paper Presented," in *Name of the Symposium/Congress/Conference Date of the Symposium/Congress/Conference*, (Place and Date of Symposium/Congress/Conference etc), page number.

³ John S. Bushnell, "Miliutin and the Balkan War: Military Reform vs. Military Performance," in *Russia's Great Reforms, 1855-1881*, ed. Ben Eklof, John Bushnell, Larissa Zakharova, (Bloomington: Indiana University Press, 1994), 152.

⁴ Uğur Demir, "A European Diplomat in Üsküdar: Accommodation of Austrian Ambassador Count of Virmont Damian Hugo in 1719," in *International Symposium of Üsküdar 21-24 November 2014*, (İstanbul 2015), 223.

Shortened version:

⁵ Bushnell, "Miliutin and the Balkan War," 148.

⁶ Demir, "A European Diplomat in Üsküdar," 225.

Chapter or Article in a Multi-Volume Book:

¹ Name Surname, "Title of Chapter or Article," in *Title of the Book: Subtitle of the Book*, (Place of Publication: Publisher, Year), Volume number:page number.

² Mario Creet, "Fleming, Sir Sandford," in *Dictionary of Canadian Biography: 1911-1920*, (Toronto: University of Toronto Press, 1998), 14:359.

Shortened version:

³ Creet, "Fleming, Sir Sandford," 14:361.

Note: Cite specific pages in footnotes, while including the page range for the article or chapter in the bibliography.

12.4. E-books:

E-books are generally referenced in the same way as other books, so please refer to the appropriate section of this guide.

Please provide information on the format of the resource near the end, such as "Kindle edition" or "website's URL".

Please include a DOI (Direct Object Identifier), if any, or a URL for the online e-books. When there is a choice between using a DOI or a URL, it is recommended that a DOI be used.

If the e-book has no page numbers, use other identifying information for the text you are citing, as per *The Chicago Manual of Style*, 17th ed.: "Electronic sources do not always include page numbers (and some that do include them repaginate according to user-defined text size). For such unpaginated works, it may be appropriate in a note to include a chapter or paragraph number (if available), a section heading, or a descriptive phrase that follows the organizational divisions of the work. In citations of shorter electronic works presented as a single, searchable document, such locators may be unnecessary."

¹ Name Surname, *Title of the Book: Subtitle*, (Place of Publication: Publisher, Year), page number, Format.

² Timothy Egan, *The Worst Hard Time: The Untold Story of Those Who Survived the Great American Dust Bowl*, (New York, NY: Mariner Books/Houghton Mifflin Harcourt, 2006), 150, Kindle edition.

³ John P. Herron, "The Biological Century: The Cultural Importance of Ecological Process," in *Science and the Social Good: Nature, Culture, and Community, 1865-1965*, (New York, NY: Oxford University Press, 2010), 135-169, <http://questiaschool.com/read/121455052/science-and-the-social-good-nature-culture-and>.

Shortened versions:

⁴ Egan, *The Worst Hard Time*, 150.

⁵ Herron, "The Biological Century: The Cultural," in *Science and the Social*, 135-169.

12.5. Articles:

The references shall be given per the following examples.

For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Note: Long URL or DOI may also be left undivided if the author chooses to do so. When the footnote includes a URL or DOI that needed to be divided between two lines, please break it after a colon or a double slash or before a tilde (~), period, single slash, comma, or hyphen.

Note: Cite specific pages in footnotes, while including the page range for the article in the bibliography.

Basic Journal Article:

¹ Name Surname, "Article Title," *Journal Title* Volume Number, no. Issue Number (Year): page number.

² Alexander Statiev, "The Thorns of the Wild Rose: Russian Ordeals at the Shipka Pass During the Russo-Turkish War of 1877-1878," *The Journal of Slavic Military Studies* 32, no. 3 (2019): 369.

Shortened version:

³ Statiev, "The Thorns of the Wild Rose," 374.

Journal Article from an Online Periodical:

¹ Name Surname, "Article Title," *Journal Title* Volume Number, no. Issue Number (Year): page number, doi: <https://doi.org/xx.xxxxxxxx> OR URL of journal article web page.

² Ian Ona Johnson, "Strategy on the Wintry Sea: The Russo-British Submarine Flotilla in the Baltic, 1914–1918," *International Journal of Military History and Historiography* 40, no. 2 (2020): 202, doi: <https://doi.org/10.1163/24683302-bja10002>.

³ Bernard Testa and Lamont B. Kier, "Emergence and Dissolvence in the Self-Organisation of Complex Systems," *Entropy* 2, no. 1 (2000): 17, <http://www.mdpi.org/entropy/papers/e2010001.pdf>.

Shortened version:

⁴ Johson, "Strategy on Wintry Sea," 212.

⁵ Testa and Kier, "Emergence and Dissolvence," 15.

Magazine or Newspaper Article:

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. If the article has page numbers, it shall be noted in the footnote but omitted from the bibliography. If the article is consulted online, please include the URL at the end.

¹ Name Surname, "Article Title," *Magazine Title*, Month, Year, page number.

² Name Surname, "Article Title," *Newspaper Title*, Day Month Day, Year.

³ Carol Ezzell, "Care for a Dying Continent," *Scientific American*, May 2000, 32.

⁴ Laurie Goodstein and William Glaberson, "The Well-Marked Roads to Homicidal Rage," *New York Times*, 10 April 10, 2000, national edition, sec. 1.

Shortened version:

⁵ Ezzell, "Care for a Dying Continent," 32.

⁶ Goodstein and Glaberson, "The Well-Marked Roads."

12.6. Theses or dissertations:

No italics shall be used for the titles of the unpublished theses/dissertations.

¹ Name Surname, "Title of the Thesis/Dissertation" (Degree of Thesis/Dissertation, University, Year), page number.

² Mehmet Beşikçi, "Between voluntarism and resistance: The ottoman mobilization of manpower in the First World War" (Ph.D. Dissertation, Boğaziçi University, 2009), 205.

Shortened version:

³ Beşikçi, "Between voluntarism and resistance", 210.

12.7. Websites:

The references shall be given per the following examples.

Note: Long URL or DOI may also be left undivided if the author chooses to do so. When the footnote includes a URL or DOI that needed to be divided between two lines, please break it after a colon or a double slash or before a tilde (~), period, single slash, comma, or hyphen.

¹ Name Surname, "Title of Page," Title or Owner of Site, [accessed Day Month Year], URL of the website.

² "Title of Page," Title or Owner of Site, [accessed Day Month Year], URL of the website.

³ Name of Government Body/Division, *Publication Title*, (Place of Publication: Publisher, Year), [accessed Day Month Year], URL.

⁴ K. A. Johnson and J. A. Becker, "The Whole Brain Atlas," Harvard University Medical School, [accessed 29 April 2011], <http://www.med.harvard.edu/AANLIB/>.

⁵ "About Yale: Yale Facts," Yale University, [accessed 1 May 2017], <https://www.yale.edu/about-yale/yale-facts>.

⁶ U.S. Department of State, *Foreign Relations of the United States: Diplomatic Papers, 1943* (Washington, DC: GPO, 1965), 562, [accessed 14 June 2018], <http://digital.library.wisc.edu/1711.dl/FRUS.FRUS1943v03>.

Shortened version:

⁷ Johnson and Becker, “The Whole Brain Atlas.”

⁸ “About Yale.”

⁹ U.S. Department of State, *Foreign Relations of the United States: Diplomatic Papers, 1943*.

12.8. Audio-visual Media, Online Multimedia, Images, and Art:

The references shall be given per the following examples.

Motion Picture (Video Recording):

¹ “Scene Title or Number,” *Title of Motion Picture*, directed by Director Name Surname (Place of Publication: Publisher, Year), Format.

² “Crop Duster Attack,” *North by Northwest*, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000), DVD.

Shortened version:

³ “Crop Duster Attack.”

Online Multimedia:

¹ Name Surname, *Multimedia Title*, (Place of Publication: Publisher, Year), Format, URL.

² A. E. Weed, *At the Foot of the Flatiron*, (American Mutoscope and Biograph Co., 1903), 35 mm film, 2:19, *The Life of a City: Early Films of New York, 1898-1906*, MPEG video, (New York: Library of Congress, 1920), <http://lcweb2.loc.gov/ammem/papr/nychome.html>.

Shortened version:

³ Weed, *At the Foot of the Flatiron*.

Image from an Electronic Source:

¹ Name Surname, *Image Title*, Year, URL.

² Illingworth Holey Kerr, *Straw Stacks, March Thaw*, 1935, <http://www.art2life.ca>.

Shortened version:

³ Kerr, *Straw Stacks, March Thaw*.

Published Photograph:

¹ Name Surname, “Photograph Title,” Year Photo was Taken (if provided), in *Title of the Book: Subtitle* (Place of Publication: Publisher, Year), page or plate number.

² Franz Jansen, “8 O’clock,” 1920, in *German Expressionist Woodcuts*, ed. Shane Weller, (New York: Dover Publications, 1994), plate 12.

Shortened version:

³ Jansen, “8 O’clock.”

12.9. Interviews and Personal Communications:

Unpublished interviews and personal communications (including conversations, emails, text messages, and direct messages sent through social media) are usually cited in footnotes only; they are rarely included in a bibliography.

For these citations, it is recommended not to use shortened versions.

¹ Interviewee/Email Sender Name Surname, Interview by Name of Interviewer, Place and Date of Interview.

² Andrew Macmillan (principal adviser, Investment Centre Division, FAO), in discussion with the author, Daytona, September 1998.

³ Kory Stamper, “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English,” interview by Terry Gross, *Fresh Air*, NPR, 19 April 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

⁴ John Powell to Grapevine mailing list, 23 April 1998, no. 83, <http://www.electrifieditors.net/grapevine/archives.php>.

⁵ Constance Conlon, email message to author, 17 April 2000.

⁶ Sam Gomez, Twitter message to author, 1 August 2017.

⁷ Interview with a health care worker, 10 August 2020.

12.10. Secondary Resources:

The author may quote or cite work, which has been cited by someone else when the original source cannot be tracked down. Both the original source and secondary source shall be cited per their types of references (whether they are books, articles, chapters, or dissertations, etc.) so please refer to the appropriate section of this guide.

In this case, both the original and the secondary sources shall be listed in the footnote and the bibliography.

¹ Name Surname [of the original author], *Title of the Book: Subtitle*, (Place of Publication: Publisher, Year), page number, quoted in Name Surname [the author of the book that refers to the thoughts/ideas of the original author], *Title of the Book: Subtitle*, (Place of Publication: Publisher, Year), page number.

² Astrik L. Gabriel, “The Educational Ideas of Christine de Pisan,” *Journal of the History of Ideas* 16, no. 1 (1995): 14, quoted in Sarah Gwyneth Ross, *The Birth of Feminism: Women as Intellect in Renaissance Italy and England* (Cambridge: Harvard University Press, 2009), 23.

In the example above, in her book *The Birth of Feminism*, Sarah Gwyneth Ross referred to an article written by Astrik L. Gabriel titled “The Educational Ideas of Christine de Pisan”. If you decided to cite the journal article through the book in question here (being unable to locate the paper), you may cite/refer to the work as per the layout given above.

12.11. Forthcoming or In-Press Works:

If the author cites/refers to a work, which is yet to be published, this shall be pointed out by writing “forthcoming” or “in-press” next to the publisher’s name or the name of the journal.

If the work in question is accepted for publication but its page numbers, Journal issue, and date of publication are yet to be determined, the term “forthcoming” shall be used.

If it is accepted for publication and its page numbers, Journal issue etc. are determined but yet to be published, then the term “in-press” shall be used.

These works in question shall be cited/referred to per their types of references (whether they are books, articles, chapters, or dissertations, etc.) so please refer to the appropriate section of this guide.

¹ Name Surname, *Title of the Book: Subtitle* (Place of Publication: Publisher, forthcoming).

² Name Surname, “Title of the Article,” *Journal Title* (in-press 2022), 1–10.

³ Name Surname, “Title of the Article,” *Journal Title* (forthcoming).

13. Bibliography:

The bibliography shall be divided into sections as follows:

Archival Sources/Documents

Published Works

Internet/Online Sources

Others

Note: Published Works include books, articles, chapters, e-books, theses, and dissertations, while Internet/Online Sources consist of websites.

Resources shall be **sorted alphabetically** in each section (See at the end of this section for the full bibliography example).

The entries of the bibliography shall be written by **putting the surname of the author first (IN CAPITAL LETTERS)** and then the name of the author; then all the other information of the sources shall be included as done in the references.

The author’s surname and name shall in the rule be presented in full. (The initials for the names are only permissible if they are given so in the original work.)

For **repeated authors**, full names and surnames shall be used; **no dashes** shall be used.

For the titles of the works, books, articles, etc, capitalisation of the titles shall follow the original work, whether it is in headline style or sentence style.

For archives, books, e-books, magazine or newspaper articles, theses or dissertations, websites, etc., the page numbers shall not be used in the bibliography.

For articles or chapters in books, basic journal articles, and journal articles from an online publication, page ranges shall be given in the bibliography.

13.1. Archive Documents:

The names of archives, libraries, depositories, classification names, titles of the documents, file numbers and dates of the documents shall be provided in the original language.

Name of the Archive (abbreviation, if any), Name of the Document/File, File Number of the Document (if any), Date of the Document.

Kew, The National Archives, LR2/62.

National Archive London, State Paper, Poland, sig. 88/16.

Valletta, National Library of Malta, Codices 83.

13.2. Books:

The bibliography for books shall be given per the following examples.

Book with single author:

SURNAME, First Name. *Title of the Book: Subtitle*. Place of Publication: Publisher, Year.

FIFE-COOKSON, John. *With the Armies of the Balkans and at Gallipoli in 1877-1878*. London: Cassell, Petter, Galpin & Company, 1880.

EPANCHIN, Nikolai. *Operations of General Gurko's Advance Guard in 1877*. (translated by Henry Havelock). London: K. Paul, Trench, Trubner & Co., 1900.

Book with two authors:

SURNAME, Name of the First Author and Name Surname of the Second Author. *Title of the Book: Subtitle*. Place of Publication: Publisher, Year.

UYAR, Mesut and Edward J. Erickson. *A Military History of the Ottomans: From Osman to Atatürk: From Osman to Atatürk*. Santa Barbara, California: Praeger Security International, 2009.

Book with more than two authors:

While the names are shortened by putting "et al." after the first author's name and surname in the footnotes, all the names shall be written in full for the bibliography.

SURNAME, Name of the First Author, Name Surname of the Second Author, Name Surname of the Third Author. *Title of the Book: Subtitle*. Place of Publication: Publisher, Year.

NADIN, Peter, Patrick Cammaert, Vesselin Popovski. *Spoiler Groups and UN Peacekeeping*. London: Routledge, 2015.

Book by a Corporate Author or Organisation:

Organization Name. *Title of the Book: Subtitle*. Place of Publication: Publisher, Year.

World Health Organization. *WHO Editorial Style Manual*. Geneva: World Health Organization, 1993.

Book without Author:

Title of the Book: Subtitle. Place of Publication: Publisher, Year.

Report and Record of the Operations of the Stafford House Committee: Russo-Turkish War 1877-1878. London: Spottiswoode, 1879.

Edition of a Book Other than the First:

SURNAME, Name. *Title of the Book: Subtitle*. Edition. Place of Publication: Publisher, Year.

RHODES, Daniel. *Clay and Glazes for the Potter*. rev. ed. Iola, WI: Krause Publications, 2000.

13.3. Articles or Chapters in Books:

The bibliography for articles or chapters in books shall be given per the following examples.

Chapter or Article in Multi-Author Book such as Editorial Book or Proceeding:

SURNAME, Name. "Title of Chapter or Article." In *Title of the Book: Subtitle*, edited by Name Surname of the Editor(s). Place of Publication: Publisher, Year, page range of article/chapter.

SURNAME, Name. "Title of the Article/Paper Presented." In *Name of the Symposium/Congress/Conference Date of the Symposium/Congress/Conference*. Place and Date of Symposium/Congress/Conference, page range of the article/paper.

BUSHNELL, John S. "Miliutin and the Balkan War: Military Reform vs. Military Performance." In *Russia's Great Reforms, 1855-1881*, edited by Ben Eklof, John Bushnell, Larissa Zakharova. Bloomington: Indiana University Press, 1994, 139-159.

DEMİR, Uğur. "A European Diplomat in Üsküdar: Accommodation of Austrian Ambassador Count of Virmont Damian Hugo in 1719." In *International Symposium of Üsküdar 21-24 November 2014*, İstanbul 2015, 223-239.

Chapter or Article in a Multi-Volume Book:

SURNAME, Name. "Title of Chapter or Article." In Vol. Volume number, *Title of the Book: Subtitle*. Place of Publication: Publisher, Year, page range of the chapter/article.

CREET, Mario. "Fleming, Sir Sandford." In Vol. 14, *Dictionary of Canadian Biography: 1911-1920*. Toronto: University of Toronto Press, 1998, 359.

13.4. E-books:

E-books are generally referenced in the same way as other books, so please refer to the appropriate section of this guide.

Please provide information on the format of the resource near the end, such as "Kindle edition" or "website's URL".

Please include a DOI (Direct Object Identifier), if any, or a URL for the online e-books. When there is a choice between using a DOI or a URL, it is recommended that a DOI be used.

SURNAME, Name. *Title of the Book: Subtitle*. Place of Publication: Publisher, Year. Format.

EGAN, Timothy. *The Worst Hard Time: The Untold Story of Those Who Survived the Great American Dust Bowl*. New York, NY: Mariner Books/Houghton Mifflin Harcourt, 2006. Kindle edition.

HERRON, John P. "The Biological Century: The Cultural Importance of Ecological Process," In *Science and the Social Good: Nature, Culture, and Community, 1865-1965*. New York, NY: Oxford University Press, 2010. <http://questiaschool.com/read/121455052/science-and-the-social-good-nature-culture-and>.

13.5. Articles:

The bibliography for articles shall be given per the following examples.

For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Note: Long URL or DOI may also be left undivided if the author chooses to do so. When the footnote includes a URL or DOI that needed to be divided between two

lines, please break it after a colon or a double slash or before a tilde (~), period, single slash, comma, or hyphen.

Basic Journal Article:

SURNAME, Name. "Article Title." *Journal Title* Volume, no. Issue (Year): Page range of the article.

STATIEV, Alexander. "The Thorns of the Wild Rose: Russian Ordeals at the Shipka Pass During the Russo-Turkish War of 1877-1878." *The Journal of Slavic Military Studies* 32, no. 3 (2019): 367-387.

Journal Article from an Online Periodical:

SURNAME, Name. "Article Title." *Journal Title* Volume Number, no. Issue Number (Year): Page range of article [if provided]. doi: <https://doi.org/xx.xxxxxxxx> OR URL of journal article web page.

JOHNSON, Ian Ona. "Strategy on the Wintry Sea: The Russo-British Submarine Flotilla in the Baltic, 1914–1918." *International Journal of Military History and Historiography* 40, no. 2 (2020): 187-218. doi: <https://doi.org/10.1163/24683302-bja10002>.

TESTA, Bernard and Lamont B. Kier. "Emergence and Dissolence in the Self-Organisation of Complex Systems." *Entropy* 2, no. 1 (2000): 1-25. <http://www.mdpi.org/entropy/papers/e2010001.pdf>.

Magazine or Newspaper Article:

SURNAME, Name. "Article Title." *Magazine Title*. Day Month Year.

SURNAME, Name. "Article Title." *Newspaper Title*. Day Month Year.

EZZELL, Carol. "Care for a Dying Continent." *Scientific American*. May 2000.

GOODSTEIN, Laurie and William Glaberson. "The Well-Marked Roads to Homicidal Rage." *New York Times*. 10 April 2000.

13.6. *Theses or dissertations:*

No italics shall be used for the titles of the unpublished theses/dissertations.

SURNAME, Name. "Title of the Thesis/Dissertation." Degree of Thesis/Dissertation, University, Year.

BEŞİKÇİ, Mehmet. "Between voluntarism and resistance: The ottoman mobilization of manpower in the First World War." Ph.D. Dissertation, Boğaziçi University, 2009.

13.7. *Websites:*

The bibliography for websites shall be given per the following examples.

Note: Long URL or DOI may also be left undivided if the author chooses to do so. When the footnote includes a URL or DOI that needed to be divided between two lines, please break it after a colon or a double slash or before a tilde (~), period, single slash, comma, or hyphen.

SURNAME, Name. "Title of Page." Title or Owner of Site. [accessed Day Month Year] URL of the website.

"Title of Page." Title or Owner of Site. [accessed Day Month Year] URL of the website.

Name of Government Body/Division. Publication Title. Place of Publication: Publisher, Year. [accessed Day Month Year] URL.

JOHNSON, K. A. and J. A. Becker. "The Whole Brain Atlas." Harvard University Medical School. [accessed 29 April 2011] <http://www.med.harvard.edu/AANLIB/>.

"About Yale: Yale Facts." Yale University. [accessed 1 May 2017] <https://www.yale.edu/about-yale/yale-facts>.

U.S. Department of State. *Foreign Relations of the United States: Diplomatic Papers, 1943*. Washington, DC: GPO, 1965. [accessed 14 June 2018] <http://digital.library.wisc.edu/1711.dl/FRUS.FRUS1943v03>.

13.8. Audio-visual Media, Online Multimedia, Images, and Art:

The bibliography for these shall be given per the following examples.

Motion Picture (Video Recording):

"Scene Title or Number." Title of Motion Picture. Directed by Director First Name Surname. Place of Publication: Publisher, Year. Format.

"Crop Duster Attack." *North by Northwest*. Directed by Alfred Hitchcock. 1959. Burbank, CA: Warner Home Video, 2000. DVD.

Online Multimedia:

SURNAME, Name. *Multimedia Title*. Place of Publication: Publisher, Year. Format, URL.

WEED, A. E. *At the Foot of the Flatiron*. American Mutoscope and Biograph Co., 1903; 35 mm film. From Library of Congress. *The Life of a City: Early Films of New York, 1898-1906*. MPEG video, 2:19. <http://lcweb2.loc.gov/ammem/papr/nychome.html>.

Image from an Electronic Source:

SURNAME, Name. *Image Title*. Year. URL.

KERR, Illingworth Holey. *Straw Stacks, March Thaw*. 1935. <http://www.art2life.ca>.

Published Photograph:

SURNAME, Name. "Photograph Title." Year Photo was Taken (if provided). In *Title of the Book*. Place of Publication: Publisher, Year, page or plate number.

JANSEN, Franz. "8 O'Clock." 1920. In *German Expressionist Woodcuts*, edited by Shane Weller. New York: Dover Publications, 1994, plate 12.

13.9. Interviews and Personal Communications:

Typically, no bibliography entry is required.

13.10. Secondary Resources:

The author may quote or cite work someone else has cited when the original source cannot be tracked down. Both the original source and secondary source shall be cited per their types of references (whether they are books, articles, chapters, or dissertations, etc.) so please refer to the appropriate section of this guide.

In this case, both the original and the secondary sources shall be listed in the footnote and the bibliography.

SURNAME, Name [of the original author]. *Title of the Book: Subtitle*. Place of Publication: Publisher, Year. Quoted in Name Surname [the author of the book that refers to the thoughts/ideas of the original author]. *Title of the Book: Subtitle*. Place of Publication: Publisher, Year, page number.

GABRIEL, Astrik L. "The Educational Ideas of Christine de Pisan." *Culture and Imperialism. Journal of the History of Ideas* 16, no. 1 (1995). Quoted in Sarah Gwyneth Ross. *The Birth of Feminism: Women as Intellect in Renaissance Italy and England*. Cambridge: Harvard University Press, 2009, 23.

13.11. Forthcoming or In-Press Works:

If the author cites/refers to a work which is yet to be published, this shall be pointed out by writing "forthcoming" or "in-press" next to the publisher's name or the name of the journal.

These works in question shall be listed in the bibliography per their types of references (whether they are books, articles, chapters, or dissertations, etc.) so please refer to the appropriate section of this guide.

SURNAME, Name. *Title of the Book: Subtitle*. Place of Publication: Publisher, (forthcoming).

SURNAME, Name. "Title of the Article." *Journal Title* (in-press 2022), 1–10.

SURNAME, Name. "Title of the Article." *Journal Title* (forthcoming).

13.12. *Sample Bibliography:*

A sample bibliography list is presented below:

Archival Sources/Documents

Kew, The National Archives, LR2/62.

National Archive London, State Paper, Poland, sig. 88/16.

Valletta, National Library of Malta, Codices 83.

Published Works

BEŞİKÇİ, Mehmet. "Between voluntarism and resistance: The ottoman mobilization of manpower in the First World War." Ph.D. Dissertation, Boğaziçi University, 2009.

BUSHNELL, John S., "Miliutin and the Balkan War: Military Reform vs. Military Performance," In *Russia's Great Reforms, 1855-1881*, edited by Ben Eklof, John Bushnell, Larissa Zakharova. (Bloomington: Indiana University Press, 1994), 139-159.

CREET, Mario. "Fleming, Sir Sandford." In Vol. 14, *Dictionary of Canadian Biography: 1911-1920*. Toronto: University of Toronto Press, 1998, 359.

DEMİR, Uğur. "A European Diplomat in Üsküdar: Accommodation of Austrian Ambassador Count of Virmont Damian Hugo in 1719." In *International Symposium of Üsküdar 21-24 November 2014*, İstanbul 2015, 223-239.

EPANCHIN, Nikolai. *Operations of General Gurko's Advance Guard in 1877*. (translated by Henry Havelock). London: K. Paul, Trench, Trubner & Co., 1900.

EZZELL, Carol. "Care for a Dying Continent." *Scientific American*. May 2000.

FIFE-COOKSON, John. *With the Armies of the Balkans and at Gallipoli in 1877-1878*. London: Cassell, Petter, Galpin & Company, 1880.

GABRIEL, Astrik L. "The Educational Ideas of Christine de Pisan." *Culture and Imperialism. Journal of the History of Ideas* 16, no. 1 (1995). Quoted in Sarah Gwyneth Ross. *The Birth of Feminism: Women as Intellect in Renaissance Italy and England*. Cambridge: Harvard University Press, 2009, 23.

GOODSTEIN, Laurie and William Glaberson. "The Well-Marked Roads to Homicidal Rage." *New York Times*. 10 April 2000.

JOHNSON, Ian Ona. "Strategy on the Wintry Sea: The Russo-British Submarine Flotilla in the Baltic, 1914–1918." *International Journal of Military History and Historiography* 40, no. 2 (2020): 187-218. doi: <https://doi.org/10.1163/24683302-bja10002>.

NADIN, Peter, Patrick Cammaert, Vesselin Popovski. *Spoiler Groups and UN Peacekeeping*. London: Routledge, 2015.

Report and Record of the Operations of the Stafford House Committee: Russo-Turkish War 1877-1878. London: Spottiswoode, 1879.

RHODES, Daniel. *Clay and Glazes for the Potter*. rev. ed. Iola, WI: Krause Publications, 2000.

STATIEV, Alexander. "The Thorns of the Wild Rose: Russian Ordeals at the Shipka Pass During the Russo-Turkish War of 1877-1878." *The Journal of Slavic Military Studies* 32, no. 3 (2019): 367-387.

TESTA, Bernard and Lamont B. Kier. "Emergence and Dissolvement in the Self-Organisation of Complex Systems." *Entropy* 2, no. 1 (2000): 1-25. <http://www.mdpi.org/entropy/papers/e2010001.pdf>.

UYAR, Mesut and Edward J. Erickson. *A Military History of the Ottomans: From Osman to Atatürk: From Osman to Atatürk*. Santa Barbara, California: Praeger Security International, 2009.

World Health Organization. *WHO Editorial Style Manual*. Geneva: World Health Organization, 1993.

Internet/Online Sources

"About Yale: Yale Facts." Yale University. [accessed 1 May 2017] <https://www.yale.edu/about-yale/yale-facts>.

JOHNSON, K. A. and J. A. Becker. "The Whole Brain Atlas." Harvard University Medical School. [accessed 29 April 2011] <http://www.med.harvard.edu/AANLIB/>.

U.S. Department of State. *Foreign Relations of the United States: Diplomatic Papers, 1943*. Washington, DC: GPO, 1965. [accessed 14 June 2018] <http://digital.library.wisc.edu/1711.dl/FRUS.FRUS1943v03>.

Others

"Crop Duster Attack." *North by Northwest*. Directed by Alfred Hitchcock. 1959. Burbank, CA: Warner Home Video, 2000. DVD.

KERR, Illingworth Holey. *Straw Stacks, March Thaw*. 1935. <http://www.art2life.ca>.

JANSEN, Franz. "8 O'clock." 1920. In *German Expressionist Woodcuts*, edited by Shane Weller. New York: Dover Publications, 1994, plate 12.

WEED, A. E. *At the Foot of the Flatiron*. American Mutoscope and Biograph Co., 1903; 35 mm film. From Library of Congress. *The Life of a City: Early Films of New York, 1898-1906*. MPEG video, 2:19. <http://lcweb2.loc.gov/ammem/papr/nychome.html>.

14. Contact Address:

For any questions or problems relating to your manuscript please contact dkarabacak@msu.edu.tr or dilekcetinkayakarabacak@gmail.com.