

# Turkish Policy Quarterly (TPQ)

## Guide for Book Review Contributors

Turkish Policy Quarterly (TPQ) is an Istanbul-based quarterly journal dedicated to fostering original thinking and constructive policy debates on Turkey and its neighborhood. In our efforts to continue proving our global audiences with nuanced and cutting-edge analyses on topical developments in the region, TPQ is now inviting submissions for book reviews.

### *Content Requirements of a Book Review*

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**LENGTH:** 1,500-2,500 words

- a) **Briefly** provide informative about the author/editor and some reference to the genre and field if appropriate.
- b) **Briefly** summarize the main arguments/theses of the book in question.
- c) The main body of the piece should be **opinion-driven** and comment on and evaluate (in the opinion of the reviewer) the author's points, as well as provide evidence to support this evaluation.
- d) A statement about the book's place in a wider field – other books of the same genre or books taking up the same topic – is encouraged.
- e) An **analysis** of the book's strengths and weaknesses with example of each from the text.
- f) A conclusion

### *Style Requirements*

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Book reviews **must** be original (no reprints) and in English. We strongly recommend non-native speakers have their articles edited by a native English speaker before submitting to TPQ – this will greatly increase the likelihood of the piece being published.

Please **limit** repetition of points in the review. Lively, policy-oriented language and style are favored.

### *Format*

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**1<sup>st</sup> page:** Should include:

- The **article's title**: should appear as “Book Review: Title of the book” in Times New Roman 20; capital letters, bold and centered.
- The **abstract**: should be in Times New Roman 12; italic and justified

- The **author's name**: should be in Times New Roman 18; bold and centered; the author's identity should be explained in a footnote on the same page, which will be highlighted with the symbol "\*", not with numbers as the other footnotes; this footnote should be max 3 lines long, and preferably should describe the author's current title. Educational background/info is only provided in current title when the author is either currently studying or has earned a PhD.

Example: **John Smith\*** [then below the footnote \*]

**Headings**: Should be in bold, italics, upper and lower case. Sub-headings should be in italics [not in bold], upper and lower case.

Please do not start your article with a subheading such as **Introduction**.

**Margins and paragraphs**: top and bottom→ 2cm, left margin→ 3cm, right margin→1,5cm; single spacing between the lines; the paper should be in Times New Roman 12, justified; leave an empty line between 2 paragraphs, 1 empty line between 1 sub-parts of the article; use a single space after full stops, not double space.

**Spelling**: American spelling and punctuation should be used throughout.

**Numbers**: Numbers from one to ten should be spelled out; other numbers should be given as numerals. Dates should be in the form 18 April 2004; 1994–98; the 1990s. Use "percent" rather than %.

**Foreign words**: put all foreign words in italic; for foreign language titles in the text or in the footnotes follow the rules in the FOOTNOTES section of this sheet.

**Dates**: 18 April 1976, not April 18, 1976. Use this system in references as well. Use 19th century. "in his forties," the mid-1960s (Be sure to use 1930s, not '30s or 30's or thirties). But for special dates, which are known and used in a special format, the format can change, such as "September 11".

**Shortening of years**: always shorten to two digits: 1974–75 (not 1974–5) or 1974/75 (according to sense) – except 1907–8.

**Capital letters**: minimal use of capitals for titles and unique institutions, government, state; *but* the West, Western thought; for geographical areas Western Europe, the North; the Left *but* left-wing politics.

### *Footnotes*

*We do not include References or End Notes sections.*

Footnotes should be numbered consecutively throughout the article, using a raised numeral in the text, to correspond to a list of notes placed at the bottom of the page. **Quoting from the book** in question should appear as a footnote as opposed to in parenthesis in the text.

Use Times New Roman 10.

The only footnote which doesn't have a number is in the first page, is indicated by a \* and refers to the author.

A full stop is needed at the end of a footnote, but NOT in the footnotes ending with a link of a website.

Foreign titles in the footnotes should be either:

- put in their English version (if existing)
- translated (if we know the original language)
- asked to the author (if neither of the options above is feasible).

In either case the translation should be put in square brackets right after the original title.

**Page numbering in references:** contract as far as possible: pp. 22–3, 256–7, 256–84, 207–8. But be careful: use pp. 10–11, 16–17 and 210–11.

**Books:**

John Smith, *The Book Title* (New York: New York Publishing Co, 2003), p. 100.

John Smith (ed.), *The Book Title* (New York: New York Publishing Co, 2003), p. 100.

John Smith and Mary Jones (eds.), *The Book Title* (New York: New York Publishing Co, 2003), p. 100.

Subsequent references should appear as: Smith (1999), p. 100.

**Articles in a review or journal:** note the sequence of volume, number, date of publication and page reference.

John Smith, "Article Title," *Journal Name*, Vol.#, No.# (Month Year), p.#.

Subsequent references should appear as: Smith (Year), p. #. If the article has more than three authors, use "Smith et al."

John Smith, "Article Title," in Mary Jones (ed.), *Book Title* (New York: New York Publishing Co, 2003), p. 100.

**Websites:** John Smith, "Article Title," *Name of the Website*, Date (if available), [www.sitename.com](http://www.sitename.com)

Remember to check the correct working of the link!

**Speeches:** Samuel Huntington, "Culture, Power, and War: What Roles for Turkey in the New Global Politics," speech given on 24 May 2005, Istanbul.

**Newspapers:** "Loğoğlu calls for Iran-US talks," *Turkish Daily News*, 21 December 2005.

If the note is referring to an **unpublished work, conversation, and/or conference**, provide (if available) information regarding the full name, session number and included parties.

**Submission:** All book review submissions should be e-mailed as Microsoft Word attachments to [editor@turkishpolicy.com](mailto:editor@turkishpolicy.com). Your e-mail should be clearly marked with the subject "TPQ Book Review Submission." Please also attach a picture of yourself (larger

than 1024x768 pixels) and include your current professional title along with your contribution.