Writing Guide and Reference Style for Musicologist Journal

1- Technical Details
The article should be written in Tahoma, 12 pt and 1,5 line spacing and justified.

Articles must not exceed 8000 words; reviews must exceed 1500 words. Fieldwork reports should be between 500 to 2000 words. All document formats must be sent in DOC or DOCX.

2- Headline and Subtitles
The author’s name, surname, e-mail address and university or foundation affiliation should be written under the headline.

The headline should be written in upper case and the subtitles in lower case. If there is another subtitle below the first one, it should be written in lower case, bold and italic.

3- Abstract
The abstract should precede the Headline and should be 300 words max. It should be written in Tahoma, 11 pt italic and 1,5 line spacing.

4- Photographs, Graphics and Charts
Photographs or other visual documents should be numbered separately, centrally aligned and with a reference. The explanation of the visual documents should be placed under the related photo in 11pt.

Visual documents should be in high resolution (min.300dpi). Any that are not from the author’s own database should be referenced.

All visuals (charts, sheets, photographs, figures, etc) should be sent separately in JPEG format.
5-Citations
Citations from sources or conferences should be within quotation marks and referenced.

Citations should be given as (Surname, Date of Issue: Page number) within the text. For example; (Erol, 2009: 57)

Citation of more than one writer should be marked with a “;” sign. For example: (Erol, 2009: 57-58; Eriksen, 2002: 35)

Secondary sources within the references;
If referencing information that someone else has cited; it should be written as follows:

If there are different works by same author in same year, distinguish the works by placing letters such as ‘a’ ‘b’ ‘c’, after the publication date.
(Lévi-Strauss, 1969a)
(Lévi-Strauss, 1969b)

This should also be indicated in the references list.

6-Footnotes
Footnotes should be at the bottom of the page, but note that citations should not be given as footnotes. Footnotes are only used for additional information and explanations.

7-Abbreviations and Details
Foreign words other than English and all book names should be written in italics. To emphasise a word or a phrase, use single quotation marks.
For example: Anthropology, sociology, and even psychology in the mid-nineteenth century took ‘the study of man’ as their central concern.

Only citations must be indicated with double quotation marks ("")

Widely accepted abbreviations can be used. (i.e., see. a.g.e., etc.) Abbreviations for institutions, persons, event etc. should be explained within parenthesis when they are first mentioned. For example; TRT (Turkish Radio and Television)

If there are technical terms not explained in the ensuing sentence, they should be explained either in parenthesis or in the footnote.
For example: Perpetuum Mobile: (Parts of pieces, characterized by a continuous steady stream of notes)

8-References
The references cited at the end of the paper should be prepared according to the rules indicated below. Visual and audio sources should be written separately under the discography title. Both common writing rules are below.

Books
Books with a single author
Surname, Name. (Publishing Year). Title. Publication Place: Publisher.

Book with two authors
First author’s Surname, Name; Second author’s Surname, Name (Year of publication). Title. Publisher city/state: Publisher.
**Book with more than two authors**

First author’s Surname, Name, Second author’s Surname, Name and the last author’s Surname, Name (year of publication). *Title*. Publisher city/state: Publisher.


**Author not given**

The Name of the Foundation. (Year). *Title*. Publication Place: Publisher.


**Edited Book**

Editor’s Surname, Name. (Ed.) (Year of Publication). *Title*. Publication Place: Publisher.


**Translated Book**

Author’s Surname, Name (Year of publication). *Title*. (Translator’s Surname, Name, Trans.) Publisher city/state: Publisher. (Original work published year)


**E-book**

Author’s Surname, Name. (Year of Publication). *Title*. [Retrieved from Name of database, date accessed]

New Edition
Author’s Surname, Name. (Year of Publication). *Title*. (edition). Publication Place: Publisher [Originally published ]

Chapter in a book
Chapter, article in edited book
Author’s Surname, Name. (Year of publication). “Title of the Article or the Chapter” *Title of the Book*, editor/s: pages. Publication Place: Publisher.

Articles from journals
Author’s Surname, Name. (Year of publication). “Title of the Article” *Journal*. Issue(No): page.

Article from journal online

Article from online journal
Author’s Surname, Name. (Year of publication). “Title of the Article” *Journal*. Issue(No): page. Retrieved from
http://mtosmt.org/issues/mto.16.22.4/mto.16.22.4.goldman.html
**Newspaper article in print**

Author’s Surname, Name. (Publication date). “Title of the article” Name of the Newspaper, page.


**Newspaper article online: Electronic database**

Author’s Surname, Name. (Publication date). Title of the article. Name of the Newspaper, page. Retrieved from name of newspaper.


**Newspaper article online: Freely available on the Web**

Author’s Surname, Name. (Publication date). “Title of the article” Name of the Newspaper, page. Retrieved from URL.


**Conference Proceeding**

**Paper in conference proceedings in print**

Author’s Surname, Name. (publication date). “Title of the Paper” *Title of the Proceeding Book*. [Proceeding of the Name of the Symposium]. Editor’s Surname, Name (Eds.), (page numbers). Location: Publisher.

**Paper in conference proceedings online: Electronic database**

Author’s Surname, Name. (publication date). “Title of the Paper” Title of the Proceeding Book. [Paper presented at]. Editor’s Surname, Name (Eds.), (page numbers). Location: Publisher.


**Conference papers: Unpublished**


**Unpublished thesis**

Surname, Name. (Year of publication). “Dissertation Title” Quality of dissertation, University, City: Country.


**Review (Book, Article, DVD, VCD, CD)**

Author’s Surname, Name. (Date of Publication). Title of Work. [Type of Medium. Name of the Item by Name, Surname] Journal. Issue (No): pages.


If the review is untitled, use the material in brackets as the title.

If the reviewed item is a Film, DVD/VCD or CD, include the year of release the title of the work, separated by coma.


**Booklet, Pamphlet, Circular, Brochure, Leaflet, Flyers**
Surname, Name. (Publication of Year). *Title of Work.* [media type]. Publication place: Publisher.


**Liner notes (CD/DVD/VCD)**
Author, Year of production, Media type, In album (in italics), Media type, Production details.

Internet sources
Author’s Surname, Name. (Year of Publication). “Name of the article” <website>

Musical score (In print)
Composer Surname, Name. (Date). Title of work. [Musical score] Location: Publisher


Musical score (Online)
Composer Surname, Name. (Date). Title of work [Musical score] Location: Publisher.
Retrieved from URL

Recorded music
Surname, Name of the composer/songwriter. (Copyright year). Title of song [Recorded by Artist]. On Title of Album [Medium of recording]. Location: Label. (Date of recording)

- When the songwriter and performing artist are same;


- When the author, songwriter is not known, the title of the song given at the author place:


Fieldwork recordings
Surname, Name [videographer, audiorecorder] (year of recording). Title of Record. [media type]. Date. Location: Collection.


Video sharing websites
Surname, Name of the downloader. (Year of Download) Title of video [Video file]. Retrieved from URL

**Other rules for references**

**About the Author’s** (or compiler, composer, musician, transcriber etc…) **Name**

Author listed by surname, comma, given name;

Seeger, Anthony.

There can be a period (.) at the end of the author name.

If the work has two or more authors; each name should be separated by a semicolon;

Beard, David; Gloag, Kenneth.

There should be “and” before the last author’s surname.

Ranzijn, Rob; McConnochie, Keith and Nolan, Wendy.

If the author has two surnames; the first surname should be listed;

Eken Küçükaksoy, F. Merve

**About the Year**

- The year of the work is normally written after the author and in brackets.
  
  Bell, Elizabeth. (2008).

- When the date covers two years;
  

- If the year of publication is not given at the source but is known, it can be written as follows;
  
  [1988]

- If the year of an event or performance;
  
  [2010]

- If the year of publication is not available, this is indicated by (n.d.)
About title of the work

The title of the work is normally written after the year in italics.
Bell, Elizabeth. (2008). *Theories of Performance*.

In citing a chapter of a book, an article in a journal, or a paper in a conference proceedings, the title of the part/chapter should be given first, enclosed in double-quotations marks.

The title of a work in a foreign language should ideally be translated into English. The translation comes after the original title in brackets and is not italicized.

About the place of the publication

If the place of publication is not known, it should be indicated by - ;
[::]

If the place of publication is known but is not written on the work; it can be added in brackets as follow:
[Istanbul:]

*For the rules which are not defined here, APA rules could be used.*