



KNOWLEDGE IS RESPONSIBILITY

November 2017

# EDITORIAL GUIDELINES



*The New Turkey* is an independent non-profit digital platform launched by the SETA Foundation in order to analyze and investigate Turkey's domestic and international politics in a global context. Through insightful analyses and commentaries, our underlying mission is to contribute to the sound and constructive discussion of mainly socio-political, cultural and economic issues. The comments and analyses included in [thenewturkey.org](http://thenewturkey.org) combine first and foremost the three key elements necessary to achieve a constructive discussion – factuality, quality and responsibility.

While we warmly welcome diverse views and perspectives, we pay uncompromising attention to treat our audience with respect and to stick to social and professional ethics.

The New Turkey does not tolerate any acts or views that undermine human rights and dignity.

# GUIDELINES FOR SUBMISSIONS

**IF YOU HAVE ANY QUERIES**

**PLEASE CONTACT US ON**

**(0090) 0212 395 11 00 OR**

**[INFO@THENEWTURKEY.ORG](mailto:INFO@THENEWTURKEY.ORG)**

## Please note the following:

We suggest that you re-read your article at least two or three times before submitting it. This is so that you can correct obvious spelling and grammatical errors, which may not be picked up by spellcheck. More, this will give you the opportunity to ensure that the meaning of your sentences are clear.

Please read the style guidelines below and try to follow them in order to ensure that we can make the most effective use of everybody's time.

The New Turkey reserves the right to make editorial and stylistic changes to all articles we publish. All revisions will be shared with the author.

## Content and Format

The word limit on articles is **between 1,000-1,200 words**. Please try not to exceed this amount.

Articles should have a clear, outstanding argument or opinion worthy of promoting to the wider public.

Articles must be **issue-related**, preferably related to Turkey, the region or should catch the current global agenda in a specific way.

The article needs to be relevant to **contemporary discussions** and **up-to-date issues**.

Overall, **simple and fluent language** is required as The New Turkey publications address a broad audience.

**Avoid technical details** where possible, as this may annoy the reader.

Try to keep a **high keyword density** in your article. If possible, consider using these keywords in your title.

If you believe that your article requires **subtitles** please consider using them. This will make your article easier to read.

Please supply a **short author biography** at the end.

An **honorarium** is paid to the authors.

## Language

Language: US English

Official job titles or positions, such as president, prime minister, secretary of state etc., should **be lower case and make use of commas unless followed immediately by the incumbent's name and used as a proper noun.**

Numbers from **one to ten should be spelled out** unless referring to time and date or preceded by a currency symbol. Numbers **11 and above should be numerical: 100 and 1,000... and 10,000 and 1000,000** (Not 100 thousand) until you reach **one million, two million, ten million, 11 million, 12 million...**

Please use the **metric system** for all units of distance (centimeters, meters and kilometers) and weight (grams, kilograms, etc.).

Percentages are to be denoted as “%” if in the title of an article and in all other cases as “per cent.”

Choose your words carefully, as **the language we use makes a difference.**

When **quoting a source at length** in your submission, whether it is an individual, a report or an official, please use the full breadth of the English language in order to communicate the scope of the source's message.

Dates should be written as follows: **8 December, 2017**

## Grammar

Ensure that your grammatical tenses are consistent throughout the piece and that a sentence does not accidentally change tense halfway through.

**People should always be referred to using the pronoun “who”** (not “that”).

**Please avoid using the passive voice** wherever possible.

## Punctuation

**Quotation marks** should be double (“ ”) and not single (‘ ’) unless you are quoting within a quotation or in the title of the article.

When the name **ends with “s” and requires a possessive apostrophe**, we use Abbas's, Hamas's etc.

Abbreviations such as US, UN, NATO etc., **do not need full stops** after each letter. Other than well-known abbreviations, please specify the full name before the abbreviation in brackets e.g. Shanghai Cooperation Organisation (SCO). Only use the abbreviation if the name is repeated through the text.

**The  
New**

**Turkey**