

## **Ethical Principles and Publication Policy**

The JMR (Journal of Mosaic Research) is an international refereed journal on mosaics, annually published by the Bursa Uludağ University Mosaic Research Centre. JMR is published each year in November. The JMR is intended to be read by archaeologists, classicists, historians, epigraphers, scientists, heritage management specialists, restorators, conservators, modern mosaic artists and others concerned with mosaics found around the world. In addition to analyze the archaeological data from excavations, surveys and laboratory research, the JMR publishes technical and methodological studies of general significance and reviews articles that appeal to a wide professional readership. The JMR also publishes book reviews, brief articles, etc.

All parties involved in the publishing process must adhere to the expected standards of ethical behavior. Publications are made in accordance with these standards and rules, taking into account the International Standards of COPE (Committee on Publication Ethics) for Editors and Authors.

### **Referee Process**

After the plagiarism check, suitable articles are evaluated by the editor in terms of originality, methodology, importance of the subject covered and compatibility with the scope of the journal.

A single blind referee process is used in the evaluation of articles. Articles are evaluated by at least two independent referees. At least two positive referee opinions are required for an article to be published. Referees fill out the Referee Evaluation Form for the articles they evaluate. In this form, the referees also state their decisions regarding whether the article they evaluate is publishable or not and the reasons for their decisions. Referees are required to complete their evaluations within the time given to them and are expected to comply with the ethical responsibilities specified here.

### **Ethical Responsibilities of Referees**

- All papers will be subject to a refereeing process, and may be discussed at meetings of the journal's scientific committee, if necessary. Detailed comments from referees are normally forwarded to the author, anonymously, by the Editor and if necessary, the authors may be invited to revise their manuscripts.

- JMR applies the single blind review principle in the article evaluation process, in which the author(s) do not recognize the reviewers and the referees see the names of the author(s).

- Peer-review is defined as obtaining advice on individual manuscripts from reviewers' expert in the field.
- Referees judgments should be objective.
- Referees should have no conflict of interest.
- Referees should point out relevant published work which is not yet cited.
- Reviewed articles should be treated confidentially. Referees cannot communicate directly with author(s); The article evaluation forms and the notes stated on the text are forwarded to the author(s) by the editors.
- Referees are required to fill in the "Referee Evaluation Form" for the articles they have evaluated. The referees are required to indicate in this form their decision as to whether the article they have evaluated can be published or not, and the reasons for their decision.
- JMR does not pay referees for article evaluation at any stage.

### **Ethical Responsibilities of the Editorial Board**

- The Editor and the Editorial Board are in charge of the scientific content and writing standards relating to the journal.
- Editors have full responsibility and authority to accept or reject an article.
- Editors should not have a conflict of interest with articles that they accept or reject.
- Editors should be accepted only articles that will contribute to the field.
- Editors should support the publication or retraction of the correction when errors are found.
- Editors must keep the referees private and avoid plagiarism / fake data.
- Editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred.

### **Ethical Responsibilities of Authors**

- Authors should include a statement in their articles that the research and publication ethics are complied with.
- It is necessary to comply with copyright regulations for the intellectual and artistic works used. Authors must obtain permission from the copyright holder when using previously published content, including images, tables or any other content in print or electronic format. The all legal, financial and criminal responsibility on this subject belongs to the authors.

- Authors are obliged to participate in peer review process. All of the manuscripts submitted to the JMR are evaluated by a single blind review process.
- All authors have to significantly contribute to the research. The author(s) should correctly cite the sources they use in their articles and prepare their articles in accordance with the “Instructions to Authors (Spelling Rules and Style of Citation)” determined by the journal.
- All authors are obliged to provide retractions or corrections of mistakes.
- Articles should not be sent simultaneously to the JMR and to another publication. JMR does not accept translations of articles that have already been published elsewhere. Contributors should be aware that the JMR retains the copyright for materials appearing within its pages.
- JMR is requesting from the authors to obtain an approved document from the head of excavation or museum if they use photographs of excavations, archives of excavations or archives of museums in their article, and to submit them to JMR.
- Supporting persons, institutions or organizations and their contributions should be indicated in publications made as a result of researches conducted with support.
- If the article is produced from the author’s master’s or doctoral thesis or a project, this should be stated. Slicing, ie publishing more than one article from a single study, should not be done.
- JMR does not charge author / authors for publishing at any stage.
- Author(s) should send the “Copyright Transfer Form” prepared for JMR to the editors both electronically and by mail, after reaching them that their articles have been accepted for publication.

### **Confidentiality Statement**

All of the data (personal information such as names and last names of authors, email addresses, etc.) are solely to be used by the scholarly studies of the journal This data is not to be used for other purposes or shared with third parties on any account.

### **Copyright and Licencing**

Authors are responsible for the accuracy of the ideas, suggestions, and sources used in their manuscripts. No copyright fees are paid to the articles published in the journal. Following acceptance to be published in the journal, authors transfer the copyright of their manuscripts to JMR, thus waiving the copyright of their manuscripts. JMR is licenced under Creative Commons Attribution 4.0 International Licence. Written permission is required from the publisher for use of its contents for commercial purposes.

## **Statement of Open Access**

JMR is an Open Access journal and provides immediate open access to its contents. The Journal aims to promote the development of global Open Access to scientific information and research.

## **Plagiarism Detection**

Eligible studies will be scanned with internationally accepted academic plagiarism detector (excluding individual citations, bibliographies and footnotes cited in accordance with academic rules). Studies with more than 15% similarity will be sent back to the author/authors together with the scan result report. The plagiarism detection is done by iThenticate software.

## **Archiving**

The printed version of our journal is archived in various libraries and the electronic version in indexes. In the case that the journal ceases to its activities; previous articles can be obtained from these places.

## **Instructions to Authors (Spelling Rules and Style of Citation)**

The articles going to be sent must be written according to these guidelines. The abbreviations in this journal are based on German Archaeological Institute publication criteria, Bulletin de l'Association internationale pour l'Etude de la Mosaïque antique, AIEMA - AOrOc 25.2019, La Mosaïque Gréco-Romaine IX and Der Kleine Pauly.

## **Abstract and Keywords**

The manuscripts can be written in English, German, French or Turkish. The title of the manuscripts must be written in both original language, English and Turkish. Two short abstracts (in English and Turkish, 200 words max.) must identify the aim and the method of the article and summarize the thesis and conclusions of the article. The abstract must be capable of standing alone and so may contain no text or figure references, no bibliographic citations, and no footnotes.

Five key words must be provided under the line of the abstract. Keywords should be given in English and Turkish.

The title page of the paper should contain the titles, the author(s) name, the keywords, an abstract and the author(s) address(es) in a footnote. The text must be in a 12-point typeface of the Times font family and 1,5-spaced throughout, from the first line of the title through to the last line of the figure captions. Margins on both sides and at the top and bottom of each page should measure at least 3 cm.

Footnotes must be at the bottom of the page sequentially. They have to be written single-spaced and 10 points in Times font family.

The digital text should be in a format that can be processed in Microsoft Word. Figures for review purposes should be provided as “.tiff” or “.jpeg” files at a resolution sufficient to retain the information in the illustration: 300 dpi for photographs and 600 dpi for drawings are usually suitable. The names for the figure files should begin with the author’s last name, e.g., Akurgal\_01.tiff, Akurgal\_02.tiff, Akurgal\_03.tiff, etc.

Dates before Christ (also “before the common era”) should be written as “BC” following the actual year (e.g., 255 BC). Historical dates after Christ (in the Common Era) should be written with “AD” preceding the year (e.g., AD 1071); alternatively write “7th century AD”.

## **References and Citations**

The bibliography must contain an entry for each work cited in the text are to appear in the bibliography.

A reference within the text takes the form of a parenthetical citation. For example, “(Dunbabin 2002: 181-183)”. All quotations must have specific page citations.

The use of “et al.” is restricted to text citations of works for which there are three or more than three authors. Example: “(Akurgal et al. 1984: 80)”.

An example of a text reference to a figure or table in another published work is “(Akurgal 1996: fig. 5 table 7).” When referring to figures and tables in the present manuscript, use “Figure” and “Table” in the text and captions; in parentheses use “(Fig. 3)” and “(Table 1).” For figures with separate parts, use lower case letters in the text and upper case letters when the reference is enclosed in parentheses. For example, “(Figure 10a)”.

If a manuscript has been accepted for publication, the text citation is “(Jobst in print).” The bibliographic entry should put “in print” where the year would normally appear.

The abbreviation list of “Der Kleine Pauly” should be used for the references of ancient authors. The list is attainable on JMR webpage.

Full citations, including the names of all of the authors, complete titles, and page numbers for articles or chapters, are to appear in a bibliography at the end of the text, alphabetized by the first author’s last name including publishers and place of publication for books and monographs. Authors’ names should be given as they appear on the work being cited; avoid reducing first names to initials. The bibliography should be typed as in the following examples.

## Article

Barringer 1991 J. M. Barringer, "Europa and the Nereids: Wedding or Funeral?", *AJA* 95, 657-667.

## Book

Dunbabin 1999 K. M. D. Dunbabin, *Mosaics of the Greek and Roman World*, Cambridge.

## Unpublished Dissertation or Thesis

De Puma 1969 R. De Puma, *The Roman Fish Mosaic*, Unpublished PhD Thesis, Bryn Mawr College, Pennsylvania.

## Published Dissertation or Thesis

Reitz 1979 E. J. Reitz, *Spanish and British Subsistence Strategies at St. Augustine, Florida, and Frederica, Georgia, between 1563-1783*, PhD Thesis, University of Florida, Gainesville, Ann Arbor: University Microfilms.

## Monograph in a Series

Jobst 1978 W. Jobst, *Römische Mosaiken aus Ephesos I, Die Hanghäusern des Embolos, Corpus der antiken Mosaiken in der Türkei I, FiE 8, 1*, Vienna.

## Article in an Edited Book

Abadie-Reynal 2006 C. Abadie-Reynal, "Roman Domestic Architecture at Zeugma", R. Ergeç (ed.), *International Symposium on Zeugma: From Past to Future, Gaziantep*, 1-6.

## Reprints

Cobo 1964 B. Cobo, *Historia del Nuevo Mundo*, (Original date of publication) *Biblioteca de los Autores Españoles*, vols. 91-92, Madrid.

## Figures and Tables

### Figures

1. The word "Figure" is used to refer to all photographs, maps, charts, and graphs that accompany an article. Every illustration is to be given a figure number. Every figure must be referred to in the text, and initial references to them must be in numerical sequence ("1, 2, 3," not "1, 3, 2").

2. If a map is necessary, Figure 1 should be a map locating the site or study area within its wider geographical context. The *JMR* has an international readership that needs to be kept in mind when designing Figure 1. Field reports should include at least one photograph that depicts the terrain and environment of the site or study area.

3. A simple graphic scale, when necessary, should appear in the image area of the figures; do not give scales such as "3x" or "1:50.000" in the captions. When an object is placed on the

picture and there is no scale, the dimensions of the figure can be written in the figure title. Such as “The pot on the left is 21 cm tall”.

4. The list of captions should be typed in upper and lower case letters, double-spaced, all lines justified left, and the word “Figure” should be the first word in each caption. For example;

Figure 1. Map of the Weicker site and environs. Inset shows the location of the site in NW Mexico. Map by Patricia Parker.

Each component in such a figure should be referred to in the text but, as with figures, these may be combined, e.g., “(Fig. 6c-f).”

### Tables and Special Fonts

Tables and special fonts should be sent as a printed PDF page separately, because of their original form could be easily distorted.

### **Book Reviews**

#### Review Preparation

Reviews in the JMR should be max. 2500 words and are expected to be critical and analytical in order to place the book under review in context. Book reviews, normally solicited by the Editor, do not require all of the details of manuscript preparation involved for a research report. Any references should follow the system given below. Footnotes and illustrations should not be used. Books being reviewed should be cited in the manner of the examples given below, followed by the reviewer’s name and full mailing address.

Mosaics of the Greek and Roman World, K. M. D. Dunbabin, 357 pages, 318 figures, 8 tables, 3 plates, 10 appendices, bibliography, index. Cambridge University Press, 2002. \$40.50 paper. ISBN 0-521-00230-3.

### **Offprint Policy**

The JMR provides the article in “.pdf” format at no charge to each author.