

**GUIDELINES FOR WRITING IN THE RESEARCH
SERIES PUBLISHED BY THE UNIVERSITY OF
JYVÄSKYLÄ**

Pekka Olsbo

Jyväskylä University Library
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JYVÄSKYLÄN YLIOPISTO

**GUIDELINES FOR WRITING IN THE RESEARCH
SERIES PUBLISHED BY THE UNIVERSITY OF
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ABSTRACT

Olsbo, Pekka

Guidelines for writing in the research series published by the University of Jyväskylä

Jyväskylä: University of Jyväskylä, 2004, 28 p.

(Name of the series here

ISSN ...)

ISBN....

In this document the guidelines for writing in the research series published by the University of Jyväskylä are described. Document contains instructions for editing the layout of the publication, standard page settings for Microsoft Word and also the settings and guidelines for creating PDF-files. Document includes also general information about the distribution of dissertations in the University of Jyväskylä. This abstract is written here for example purposes. It describes the layout of the abstract and also the information that is needed in the abstract.

Keywords: dissertations, editing, guidebooks, layout, PDF, publishing research series, University of Jyväskylä

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University of xxxx

Reviewers

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xxxxxx

Opponents

xxxxxxx
xxxxxxx

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1 PUBLISHING THE RESEARCH

These instructions relate to scientific research published in the official series of the University of Jyväskylä. Scientific research will be published in printed form and, with the permission of the writer of the research in question, in electronic format. The research may also be published as a net publication only.

The publishing unit and the scientific editor of the series are the responsible editors of the publication. The publishing unit is also responsible for printing and publishing the publication and its costs. The writer is responsible for proofreading of the entire work. The writer is also responsible for sending the manuscript to the scientific editor of the series as well as for sending to publishing unit a form approval of the series, signed by the scientific editor. The form of approval may be requested directly from the publishing unit. It is also available on the Internet at: <http://kirjasto.jyu.fi/jyk/palvelut/sarjhyvlom.pdf>

The writer should make sure by *him-/herself that the layout of the manuscript follows all instructions*, after which the writer should send it to the publishing unit, either saved on a disc or through e-mail as an attachment in PostScript PRN- or PDF-format. The manuscript must also be sent as a paper print-out so that the functionality of the computer files can be verified.

The layout of the work can also be done at the publishing unit. This must be arranged for at the earliest possible stage with the publishing unit, phone (014) 260 3486. The publishing unit is responsible for making the covers, title pages, as well as for printing the entire work.

The publishing agreement form, required for Internet publishing, must also be sent to the publishing unit. Agreement forms are available from the publishing unit as well as online from the web site of the publishing services at: <http://kirjasto.jyu.fi/jyk/kokoelmat/verkkosopimus.pdf>

1.1 The Costs of Publishing

Publishing research in the official university series is free of charge for doctoral candidates, if the layout of the material follows the instructions and if the material is sent to the publishing unit as a PDF- or printing file (PS-, PRN-). For free-of-charge publishing, an additional requirement is giving permission to electronic publishing. If such permission is not given, the doctoral candidate must pay the production and printing expenses. The doctoral candidate may also have the layout of the thesis designed at the publishing unit, in which case the current service charge for the work is charged.

1.2 ISBN- and ISSN Numbers

When the publication is given for printing to the publishing unit, it should be identified with ISBN (*International Standard Book Number*)- and ISSN (*International Standard Serial Number*) numbers. Each series has an ISSN-number of its own. Each publication in the series (also electronic publications) has an ISBN-number of its own. These numbers are available from the publishing secretary of the publishing unit. These identification numbers should be included in the abstract of the publication.

1.3 A Schedule for the Different Stages of the Publishing Process

Before the date of e dissertation is assigned

- A permission of dissertation the public examination of the from the faculty
- Contact the publishing unit
- Contact the scientific editor of the series

Two months before the date of dissertation

- Getting the material read by the scientific editor of the series
- Evaluation of the thesis material and getting instructions to make the material ready for publishing
- Agreeing about the manner of editing of the thesis material

One month before the date of dissertation

- Getting the layout of the material ready for printing at the publishing unit
- Written approval by the scientific editor for printing the thesis
- Agreeing about proofing
- Proofreading of the printed draft
- Sending the publishing agreement form to the publishing unit

Ten days before the dissertation event

Relaying information to the Dissertation Abstracts International publication. Form is available in the net: <http://kirjasto.jyu.fi/jyk/palvelut/daiform.pdf>

Distributing the thesis to members of the university community as per instructions

Presenting the thesis to the rector of the university (appointment made through the rector's secretary)

2 LAYOUT

This chapter summarizes the instructions for the layout of researches published in the university series. The examples and guidelines provided here have been written for *MS Word 2002* program. Detailed instructions for other programs are available from the publishing unit.

2.1 Size

The inside pages are all written in A4-size, which are reduced to the final B5-size at printing stage. The writer should take this reduction into account especially when drawing up tables and graphs.

2.2 Typeface and Size of Paragraphs

Book Antiqua is used as the standard font. The standard font size is 12 dots. *Italics* are used for *emphasis*. In special cases **boldface**, not underlining may also be used. Spacing for basic text is 1 (14 dots in Word style definition). Dot sizes and spacing have been listed in the example models. The right and left margins are 3 cm wide, in which case the width of the paragraph is 15 cm. Both margins are adjusted. The top margin is 3 cm and the bottom margin is 2.5 cm wide, so that each page fits 45 or 46 rows of text.

2.3 Page Numbering

Page numbering is begun from the title page and it should continue unbroken until the last page containing text. In this manner, the abstract of the publication

will always be on page number 3. Pages containing appendices and indices will also fall within the scope of this unbroken page numbering. The first overtly indicated page number is the page that follows the page with a main heading. Page numbers are not overtly indicated on any of the pages that contain main headings. Page numbers on such pages can also be deleted afterwards at the publishing unit.

Page numbers are marked in Arabic numerals without periods on the outer margin of each page, **2 cm down from the top of the page** (the first row of text is 3 cm down from the top). The typeface used for page numbering is *Book Antiqua*, size 12. The following list may be used as a mnemonic device for page numbering:

The title page is page number 1.

The abstract is page number 3.

The table of contents always begins on a page with an odd number.

The first main chapter (introduction) always begins on a page with an odd number.

2.3.1 Page Settings in MS Word

Choose File>Page Settings. Settings for margins, paper size and page numbering are presented in the TABLE 1 below.

TABLE 1 Settings for adjusting the margins, paper size and page numbering in MS Word 2002.

Margins:	Upper 3 cm
	Lower 2,5 cm
	Left 3 cm
	Right 3 cm
Paper:	A4
Settings:	Header 2 cm
	Footer 1,25 cm

The font of the page number is defined by activating the header (double-click page number) and selecting the page number. When the page number is selected, the font can be defined by normal font definition in Word. This procedure should be done for both odd and even page number.

2.4 Headings

Headings begin from the left margin. Hierarchical numbering is always used for chapter headings. A main heading always begins a new page (9 cm down

from the top of the paper). Heading numbers are not followed by a period. **MAIN HEADINGS** are written in capital letters using bold typeface, font size 16. Main headings are not hyphenated. Hyphenation of other headings should also be avoided.

A main heading which does not use numbering (**ABSTRACT, PREFACE, TABLE OF CONTENTS, SOURCES**) is placed in the left margin, to the top of the page. Such headings are written in boldface, font size 14. A **subheading** of the first level is written in lowercase letters using bold typeface and font size 14 (cf. the subheadings of these instructions), whereas **subsequent subheadings** are written in lowercase letters using bold typeface and font size 12 (normal text size).

Two blank rows of font size 12, spacing 1 (28 dots in style definition), separate main headings and following subheadings from the main text. Subsequent subheadings are separated from the main text by one empty row (14 dots).

Heading numbers are placed in the left margin, the text of the heading being indented 1 cm. The first paragraph following a heading begins from the left margin, whereas the first row of each subsequent paragraph is indented 1 cm.

2.5 Contents

The table of contents is compiled after all the other text has been written out. The table of contents is placed at the beginning of the publication, after the abstract and the preface. The table of contents always begins on a page with an odd number.

The table of contents is written following the step-by-step hierarchy of the text so that the numbers of main chapters are placed at the left margin and the texts of the headings are indented to begin 1 cm right from the left margin. The numbers of following subchapters are indented 1 cm right from the left margin, with the text of the heading indented 2 cm. The numbers of third-level headings are again indented 2 cm from the left margin (where the texts of second-level headings begin), with the text of the heading indented 3 cm. The page number referring to the chapter in question is placed at the right margin, while periods are used to fill the space between the name of the heading and the page number.

In the table of contents, font size 12 is used, and the names of main headings are written in capital letters. One blank row (14 dots) is left before each main chapter heading to separate a new main chapter from the previous one.

The heading for the table of contents is **CONTENTS**, using bold typeface and font size 14. For an example, see the table of contents of this instruction.

2.6 Summary

The summary is ordinarily a somewhat more extensive description of the contents of the work than the abstract. The summary does not replace the abstract. In a research written in Finnish the summary is written using some language of international, widely-understood language, usually English. If the research is written in a language other than Finnish, the summary is written in Finnish. When the summary itself is in Finnish, the title of the work, translated into Finnish, is given at the beginning of the summary. The length of the summary may vary a great deal, but ordinarily its length is 2 to 10 pages. The summary is placed at the end of the publication, before sources.

2.7 Personal Data Page

It is recommended that a dissertation publication should include information about the author, supervisors, reviewers and opponents.

In Jyväskylä University series this information is placed in a personal data page, which should follow the abstract page. Titles are written in bold typeface as follows:

Author's address xxxx xxx
 Department of xxxx
 University of Jyväskylä, Finland

Supervisors xxxx xxx
 Department of xxx
 University of xxxx

Reviewers xxxxxx
 xxxxxx

Opponents xxxxxx
 xxxxxx

2.8 Endnotes and Footnotes

Endnotes or footnotes may be used for marking notes or longer references to literature. Endnotes and footnotes are written using the *Book Antiqua* font, at font size 10,5 and spacing *exactly* 11 (MS Word).

The number of an endnote is placed at the left margin and the text of the note is indented 1 cm. Endnotes that take up several rows are indented using hanging indentation so that every row is indented 1 cm. See note 1 below.

2.9 Appendices

Appendices are marked with continuous numbers in Arabic numerals after the main text. Several short appendices may be placed on one page. Appendices within appendices should be avoided. Writers should consider particularly carefully, what appendices they wish to include in their publications. Research material can be published only if there is a weighty reason for doing so. Previously published articles will only be published again if the dissertation is based on those articles. The author must get a re-publishing or re-print permission from the original publisher for articles to be re-published. It is advised that extensive works in particular feature an index of persons and general subjects.

2.10 Tables and Figures

Tables and figures are numbered continuously using Arabic numerals, both types having its own series of running numbers. *The number is not followed by a period.* The tables and figures as well as their explanatory texts must be understandable without reading the text itself. The words TABLE and FIGURE are written in capital letters using font size 10,5. The font size of the explanatory text is also 10,5, the spacing being *exactly* 11 (MS Word). The explanatory text of a table is placed above the table itself, whereas the explanatory text of a figure is placed below it. The explanatory text is adjusted on both margins using 1 cm hanging indentation. The columns of a table are preferably not separated by vertical lines and unnecessary frames are to be avoided.¹

One blank row is entered before the name of a table, as well as after it before *the text, which begins at the left margin*. One blank row is also entered after the name of a graph before *the text, which begins at the left margin*. If several ta-

¹ See an example in page 11 of this document. More details are available from the Publishing Unit or from the Finnish version of this document at:
<http://kirjasto.jyu.fi/jyk/kokoelmat/sarjaohjeet.pdf>

bles or graphs are placed on the same page, for the sake of clarity two blank rows should be entered between them.

If a table continues on the next page, the word (continues), (jatkuu), (fortsätter), etc. is written in parentheses in the lower right-hand corner of the page. On the following page, the number of the table and the same word as on the previous page is written in the upper left-hand corner of the page. E.g., TABLE 5 (continues).

Each page should always be written full if at all possible. In the text, references to graphs and tables are made by using numbers, for instance (table 2) or (graph 3), so that the text may continue in spite of a table or graph. Thus, for instance, a table is moved to the next page, if not enough space is available for it on the current page. Partly blank pages are always avoided in publishing.

3 BIBLIOGRAPHIC DATA IN THE ABSTRACT

The information is taken from the title page of the publication and they are marked in the same form. If a given issue of a series entails one research or is a dissertation released as an isolated volume, the order and punctuation of the information is as follows:

Principal author (family name, given names)

Main title of the publication. Subtitle, if any.

Place of publication : Publisher, year of publication, number of pages.

(Name of a publishing series,

ISSN ; issue number).

ISBN

Note about summary

Dissertation note in English (diss.).

Example:

Aakkonen, Antti

Writing skills. Learning by writing in the University of Jyväskylä

Jyväskylä: University of Jyväskylä, 2003, 101 p.

(Jyväskylä Studies in Humanities

ISSN 1459-4323; 402)

ISBN 951-39-9999-4

Finnish summary

Diss.

4 NOTING AND LISTING REFERENCES

4.1 General Principles

When listing references, it is important to note that different fields of research have their own special requirements. Such matters should be taken up with the scientific editor of the series in question.

Source references are to be incorporated in the text. Necessary information about each source referred to in the text must be included in the list of references placed at the end of the thesis. Each source mentioned in the list must be mentioned in the text as well.

4.2 Listing References

The heading for the list of sources is written at the top margin in capital letters using bold typeface and font size 14 (**REFERENCES**). The following information is provided for each source listed:

- 1 author's family name and initial letter(s) of given name(s)
- 2 year of printing
- 3 exact name and volume of the work or text; for articles also the name and issue of the periodical or corresponding work; for newspaper articles also the name and date of the newspaper in question
- 4 printing (if not the first)
- 5 place of printing (as it is indicated in the work in question)
- 6 publisher (as briefly as possible)

References are listed continuously without blank rows. References taking up more than one row are indented 1 cm, except for the first row, using hanging indentation.

References are listed in alphabetical order according to family name. Works by the same author are listed in chronological order of publication.

Works or articles by the same author published in the same year are listed in alphabetical order or distinguished by placing a lowercase letter immediately after the year of printing (e.g., 1978a, 1978b). Sources are transliterated if necessary.

4.3 Examples of Compiling a Bibliography

4.3.1 Monographs

Isaacson, R. L., Hunt, M. L. & Blum, M. L. 1965. Psychology. The science of behaviour. New York: Harper & Row.

Niiniluoto, I. 1980. Johdatus tieteen filosofiaan. Käsitteen- ja teorianmuodostus. Keuruu: Otava.

Väisälä, K. 1967. Keskekoulun geometria. (4. painos) Porvoo: WSOY.

The year of printing given in the bibliography is the year in which the copyright has been obtained, except when using a printing that is dissimilar from the original one, in which case the actual year of appearance should be used.

The title of the work should be followed by the printing or edition which has been used and to which the year given also refers. It is satisfactory to give the name of the place of publication (or of printing), except when there are a number of places with the same name, in which case the name of the country, for instance, should follow; e.g., Petropolis, Brazil.

The publisher is indicated as briefly as possible, but in a manner that is decipherable; i.e. New York: McGraw, not MacGraw Hill Company, Inc.

4.3.2 Works with Multiple Volumes

Lochren, H. 1930-40. Collected works. London: Oxford University Press. 4 vols.

If the entire work is referred to, the place of publication should be followed by the number of volumes (osat 1-4, Bände, vols. 1-4, etc.) When referring to a single volume or some of them, only the volume(s) in question should be mentioned. If each volume has a different title, each should be listed separately.

4.3.3 Collections of Articles

Jaakkola, R. 1970. Huumausaineiden käyttö Suomessa. Teoksessa I. Taipale (toim.) Huumausainekysymys. Porvoo: WSOY, 91-117.

Pulkkinen, L. 1982. Self-control and continuity from childhood to late adolescence. In P. B. Baltes & O. G. Brim (Eds.) Life-span development and behaviour, Vol. 4. New York: Academic Press, 63-105.

The editors of an edited work are given in Finnish for works written in Finnish, as in the example given above (toim.), or in the original language, for instance in English (ed.) for works written in English. The chosen method should be followed consistently throughout the whole bibliography.

The pages of the book are given in the bibliography if different chapters of the book were written by different people and when reference is made to only one or some of those chapters. In such a case all the pages of those chapters are given (and not only the specific pages referred to).

The subtitles of a book, if any, are given in the case that they provide fundamental information about the nature of the book.

4.3.4 Periodicals

Morgan, W. R. 1983. Learning and student life quality of public and private school youth. *Sociology of Education* 56 (4), 187-202.

Ekorre, M. 1979. Nuorisopolitiikan 1980-luvun tavoitteet. *Nuorisotyö* 4, 4-10.

Haavio-Mannila, E. 1982. Työn laatu ja työpaikkarakkaudet. *Sosiologia* 19 (4), 225-236.

For periodicals, the following information should be given: volume number (if mentioned on the periodical), issue number, and the pages of article in question.

4.3.5 Serial Publications

Hurme, H. 1978. Life event research. Findings and methodological problems. University of Jyväskylä. Reports from the Department of Psychology 215.

Karvonen, J. 1970. Opettajien asenteet, odotukset ja oppimistulokset jatkokoulutuksessa. Teoreettinen kehys. Jyväskylän yliopisto. Kasvatustieteiden tutkimuslaitoksen julkaisuja 63.

Nummenmaa, T. 1964. The language of the face. *Jyväskylä Studies in Education, Psychology and Social Research* 9.

Names of places, universities, etc. are not mentioned, if they are obvious from the name of the series. The organization is given first (e.g., University of Jyväskylä).

4.3.6 Unpublished Research

Beijer, S. 1969. Huumausaineiden käyttö Vaasan kansalaiskouluissa, oppikouluissa ja ammattikouluissa. *Julkaisematon tutkimus*.

Kivinen, P. 1972. Huumausaineita käyttävien nuorten persoonallisuudenpiirteistä ja sosiaalisista taustatekijöistä, Helsingin yliopisto. *Psykologian pro gradu -työ*.

Olkinuora, H. 1971. Kansa- ja kansalaiskoulun opetussuunnitelmien ja oppikirjojen alkoholi- informaation erittely. Jyväskylän yliopisto. Kasvatustieteiden lisensiaattityö.

4.4 Documents with No Individual Author

4.4.1 Publications of Civil Service Department

Maanomistustilastoa 1. Yhtiöiden ym. suurmaanomistajien maanomistus Suomessa 1. p:nä tammikuuta 1917. Suomen virallinen tilasto XXXIII. Helsinki: Valtioneuvoston kirjapaino.

4.4.2 Archival Sources

Keski-Suomen Maakuntaliitto ry. Syysmaakuntapäivien pöytäkirja 27.11.1976. Muurame. Keski-Suomen maakuntaliiton arkisto.

4.4.3 Committee Reports

Perhekasvatustoimikunnan mietintö 1976. Komiteanmietintö 1976: 42. Helsinki: Valtion painatuskeskus.

Instead of the method used above the so-called Anon method may be used. For instance:

Anon. 1923. Maanomistustilastoa 1. Yhtiöiden ym. suurmaanomistajien maanomistus Suomessa 1. p:nä tammikuuta 1917. Suomen virallinen tilasto XXXIII. Helsinki: Valtioneuvoston kirjapaino.

Anon. 1970. Jyväskylän yliopiston kasvatus- ja yhteiskuntatieteellinen tiedekunta. Pöytäkirja 25/17.2.1970.

If a given document has no individual author, Anon is marked as the author. In these cases the publications are listed in order of appearance. Documents that have appeared in the same year are organized in alphabetical order according to the first word of the title of the article etc.

5 EXAMPLES

Book Antiqua is used as the standard font.

Font size

FOR MAIN HEADINGS	16 dots
For subheadings	14 dots
For other headings and text	12 dots
For tables and indented paragraphs	10,5 dots
For footnotes	10,5 dots

Spacing

for text	1 (14 dots)
for tables and indented paragraphs	11 exactly (12 dots)
for footnotes	11 exactly (12 dots)

One page fits 45-46 rows of text.

The top, left, and right margins are 3 cm, the bottom margin is 2.5 cm.

A main heading begins 9 cm down from the top. Other headings begin 3 cm, and page numbering 2 cm down from the top.

Paragraphs are separated from each other by a 1-cm indentation.

Italics are used for emphasis.

6 SENDING MATERIAL TO THE PUBLISHING UNIT

The material following the layout instructions is sent to the publishing unit either as a finished PDF-file or -files or as a PostScript (PS, PRN) printing file. The computer file may either be sent as an e-mail attachment or saved on a computer disc or a CD. For verifying the material a print-out of fair quality should be provided.

In order to produce a PDF-file the *Adobe Acrobat* program should be installed on the computer. Other applications for creating PDF-files may be found on the Internet, the most reliable of which is the *Create Adobe PDF Online* service, which may be found at the website of Adobe.

A PDF-file may be created, for instance, in many different ways by using the MS Word. The simplest way is either to use the *Convert to Adobe PDF* function of MS Word or to print the document by using *Adobe PDF* as the printer.

6.1 Sending Articles to be Included in the Dissertation to the Publishing Unit

If the dissertation consists of a summary part as well as articles that have been previously published or approved for publication, the summary part and the yet unpublished articles — which should follow layout instructions detailed above — are sent to publishing unit. Articles which have already been published are to be sent to the publishing unit as early as possible so that the paper originals can be scanned. If complete PDF-files are available of the articles, they are used instead of paper originals. The doctoral candidate is advised to request for PDF-files of the articles directly from its original publisher.

The publisher's permission is needed for reprinting articles that have already been published. Publishers usually grant such permission when it is needed to reprint articles in dissertations. A notice about the permission to reprint the article is marked overtly on its title page as follows: "Reprinted with kind permission by..."

Title pages for articles are written by the doctoral candidate. The title pages follow a format where the number of the article is marked in Roman numerals (I, II, III...) which are written centred, 9 cm down from the top of the page, using the *Book Antiqua* font in bold typeface and font size 16.

Two blank rows (font size 12) are entered after the article number, and the article heading is written centred in capital letters using font size 14.

After the heading four empty rows are entered, followed by the word "by". This in turn is followed by two blank rows, after which come the names of the authors of the article, and the year in which the article was published. These are followed by one blank row, after which come the bibliographical data for the article; the name of the periodical, issue number, and page numbers.

At the bottom are written the notice about the permission to reprint the article, as well as a copyright notice, if needed. Information about the authors, publication, and permission to reprint are written using font size 12.

In addition to the information listed above, a main heading ORIGINAL PAPERS (ARTICLES) is written on the title page of the first article. This heading is placed above the article number, leaving two blank rows between the heading and the article number. The text is written in capital letters using bold typeface and font size 16.

On the following page there is an example of a title page written for an article.

ORIGINAL PAPERS

I

THIS IS AN EXAMPLE OF AN ARTICLE TITLE PAGE

by

Pekka Olsbo & Marja-Leena Tynkkynen 2003

Journal of Jyväskylä University Library 1, 1-39

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7 CONTACT INFORMATION

7.1 Publishing Unit

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Leena Laurinen, Department of Education (Education)

Tel. (014) 260 1666

email. llaurine@edu.jyu.fi

Leena Alanen, Department of Early Childhood Education (Education)

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email. lalanen@edu.jyu.fi

Tapani Korhonen, Department of Psychology (Psychology)

Tel. (014) 260 2847

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