

# INSTRUCTIONS FOR AUTHORS

Instructions for authors of manuscripts intended for  
publication in the series *Acta Universitatis Ouluensis*

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Publication Committee,  
University of Oulu

OULU 2003





*LEENA RAUTIO, JAANA SUORAJÄRVI & VILLE VARJONEN*

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publication in the series *Acta Universitatis Ouluensis*

OULUN YLIOPISTO, OULU 2003

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Translated by Timo Mäntyvaara

ISBN 951-42-7005-3 (URL: <http://herkules.oulu.fi/isbn9514270053/>)

OULU UNIVERSITY PRESS  
OULU 2003

**Leena Rautio, Jaana Suorajärvi & Ville Varjonen, Instructions for authors.  
Instructions for authors of manuscripts intended for publication in the series *Acta  
Universitatis Ouluensis***

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Oulu, Finland  
2003

***Abstract***

These are the revised instructions (6th revised edition) for authors of manuscripts intended for publication in the series *Acta Universitatis Ouluensis*. The instructions cover concurrent publishing of manuscripts in both paper and electronic form. The instructions apply for both dissertations and other papers published in the series.

Moving to concurrent publishing significantly improves the availability, usability and accessibility of the publications published in the series, regardless of place or time. Concurrent publishing will not cause additional work to the authors. To help the authors and facilitate writing there are templates available for the most common word processing applications. The templates make the formatting of text much easier.

This booklet includes instructions on matters related to the publishing of the paper (request for publication in the series, acceptance, printing right, printing, distribution, sales and marketing). There are also separate instructions on what to bear in mind during the writing of the manuscript.

*Keywords:* guidebooks, scholarly publishing, scholarly writing



**Leena Rautio, Jaana Suorajärvi & Ville Varjonen, Ohjeita kirjoittajille. Ohjeet *Acta Universitatis Ouluensis* -julkaisusarjaan aiottujen kirjoitusten laatijoille**

Julkaisutoimikunta, Oulun yliopisto, PL 7500, FIN-90014 Oulun yliopisto, Finland

2003

Oulu

***Tiivistelmä***

Nämä ohjeet ovat (6. uudistettu painos) Acta Universitatis Ouluensis -julkaisusarjaan aiottujen kirjoitusten laatijoille. Ohjeissa otetaan huomioon elektroninen rinnakkaisjulkaiseminen. Ohjeet kattavat sekä väitöskirjat että muut sarjassa julkaistavat kirjoitukset.

Elektroniseen rinnakkaisjulkaisemiseen siirtyminen parantaa oleellisesti sarjan julkaisujen saatavuutta, käytettävyyttä ja löytyvyyttä ajasta ja paikasta riippumatta. Käsikirjoittajille rinnakkaisjulkaisemiseen siirtyminen ei tuota lisätyötä. Tekijän avuksi ja kirjoittamisen helpottamiseksi on tehty mallipohjat yleisimmille tekstinkäsittelyohjelmille. Mallipohjien avulla julkaisun ulkoasun tuottamista voidaan huomattavasti helpottaa.

Tämä kirjanen sisältää ohjeet kirjoituksen julkaisemiseen liittyvistä asioista (sarjaanpyyntö, hyväksyminen ja julkaisuoikeus, painaminen ja jakelu sekä myynti ja markkinointi). Lisäksi on ohjeet siitä, mitä käsikirjoitusvaiheessa on otettava huomioon.

*Asiasanat:* julkaisun laadinnan oppaat, tieteellinen julkaisutoiminta, tieteellinen kirjoittaminen





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# **1 Acta Universitatis Ouluensis**

## **1.1 What is published in the series**

The publication series *Acta Universitatis Ouluensis* includes original research papers, brief general surveys and comparable manuscripts that fulfill the requirements of a scientific publication. The series also includes congress publications.

## **1.2 Subseries**

The series is divided into seven subseries:

- series A (*Scientiae Rerum Naturalium*),
- series B (*Humaniora*),
- series C (*Technica*),
- series D (*Medica*),
- series E (*Scientiae Rerum Socialium*),
- series F (*Scripta Academica*) and
- series G (*Oeconomica*)

## **1.3 Language review**

Irrespective of the language used in the manuscript, each manuscript must include both a title and an abstract in English. The legends of tables and figures must also be accompanied by English texts, or alternatively the most essential of these must be explained in a separate summary. The language of the manuscript must be reviewed by an expert nominated by the Publication Committee. The language reviewer is usually a native speaker of the language in question.

## **2 Publication of the manuscripts**

### **2.1 Request for publication in the series**

If the author wishes his manuscript to be published in the series *Acta Universitatis Ouluensis*, he must fill in the publication request form, which, together with all appendices, must be submitted to the secretary to the Publication Committee.

One copy of the formatted and revised manuscript must be submitted (in the case of dissertations, any previously published articles and the figures included in them must be enclosed). The secretary to the Publication Committee prepares the cover, title page and abstract and submits the material to the subseries editor.

If a dissertation consists of separately published articles and a summary, it is recommended that the articles have already been published or accepted for publication. The articles will not be made available in electronic form. The doctoral candidate may have just the summary printed.

Publication request forms, publication agreement forms and this guidebook are available at address <http://www.kirjasto.oulu.fi/julkaisutoiminta/acta/> and from the secretary to the Publication Committee.

### **2.2 Publication schedule**

The manuscript must be ready for submission to the editor of the series no later than six weeks before the date of the public defence of the dissertation, and the printed dissertation must be available to the public no later than ten days before the public defence. Holiday periods must be taken into account in the schedule. Manuscripts are not accepted, laid out or printed in July, which means that if the public defence is scheduled to take place in July-August the manuscript must be finalized by Midsummer.

If you wish your research paper to be published in the series *Acta Universitatis Ouluensis*, you must follow these instructions:

1. Familiarize yourself with the guidebook “Instructions for authors”.
2. Obtain permissions from the publishers of possible previously published articles and co-authors of joint publications.
3. Have the language of the manuscript reviewed.
4. Format the manuscript to comply with the requirements of the Acta series with the help of templates or have Oulu University Press do the layout.
5. Contact the appropriate faculty or departmental library for indexing (keywords).

After the preliminary reviewers appointed by the faculty have given their favourable opinions:

6. Arrange the printing schedule with Oulu University Press.
7. Submit to the secretary to the Publication Committee:
  - the final formatted and revised manuscript,
  - signed copies of the request for publication and the printing agreement,
  - the opinions of the preliminary reviewers appointed by the faculty,
  - possible previously published articles and permissions from their publishers,
  - an abstract in English and possible other languages, together with keywords and title and faculty information by e-mail to [acta.toimitus@oulu.fi](mailto:acta.toimitus@oulu.fi) or on diskette to the secretary to the Publication Committee,
  - a short abstract in Finnish (no more than 1900 characters with spaces) complete with headings for the sales catalogue by e-mail to [acta.toimitus@oulu.fi](mailto:acta.toimitus@oulu.fi) or on diskette to the secretary to the Publication Committee.

The secretary will forward the material to the editor of the series. After the editor has reviewed the manuscript, do as follows:

8. Contact the editor of the series. Make the necessary corrections and return the manuscript to the editor for final acceptance.
9. Submit the manuscript and possible previously published articles to Oulu University Press. The printing agreement signed by the editor of the series must be presented to the University Press before the printing can begin.
10. Submit all the final files for the electronic version either by e-mail to [acta.toimitus@oulu.fi](mailto:acta.toimitus@oulu.fi) or on diskette to the secretary to the Publication Committee.
11. Check the proofs at the University Press (contents and cover).

You will have to submit a separate press release to the Press and PR Unit. Instructions for the press release can be found on the University of Oulu Press and PR Unit website.

## **2.3 Acceptance to the series and copyright**

Acceptance to the series is based on two expert opinions. Acceptance is the responsibility of the editor of the subseries in question and of the secretary to the Publication Committee, or the editor-in-chief if necessary. The manuscript, one copy of the completed publication request form and two copies of the completed printing agreement form, as

well as other requested appendices must be submitted to the secretary to the Publication Committee, who will forward them to the editor of the series (see above for more information).

By signing the request for publication in the series (“I have ensured that there are no obstacles for the material I have offered for publication to be published in the series *Acta Universitatis Ouluensis*”) the author accepts responsibility for the authenticity of the material. If the author has used material under copyright of other parties (eg. texts or images), he must obtain permission for the publication of this material from the copyright holder.

After accepting the manuscript the series editor signs the publication agreement, whereupon copyright is transferred to the University of Oulu and the author gives permission to publish the manuscript in electronic form. The secretary to the Publication Committee allots a serial number and both ISBN- and ISSN-numbers to a study accepted for inclusion in the series.

Inclusion of previously published articles in the manuscript and sale of an article dissertation in the University Press Shop requires written permission from the publishers of the articles and inclusion of joint publications the consent of the other authors. If the author(s) should wish to print the manuscript or parts of it elsewhere, written permission of the Publication Committee is required.

The final printing of the manuscript can be started only after it has been accepted for inclusion in the series, meaning that the publication agreement signed by the series editor must be presented to the University Press before the printing. Sufficient time (approx. three weeks) must be set aside for the printing stage.

## **2.4 Printing and binding**

The manuscripts accepted to the series *Acta Universitatis Ouluensis* are usually printed at the Oulu University Press in Linnanmaa. If the author wants to print the manuscript elsewhere, the secretary to the Publication Committee must be consulted.

Publications in the Acta-series are printed with a Xerox DocuTech digital printing press on 100 g B4-size sheets and bound at the University Press using adhesive binding. The same method is used to attach the cover. Bound publications are cut to size B5.

Material is accepted by the foreman of the University Press, and the printing schedule must be agreed with him well in advance. Printing of a dissertation must be started no later than three weeks before the public defence, since the dissertation must be available to the public ten days before the public defence.

## 2.5 Division of expenses

The University of Oulu underwrites the cost of the 58 so-called obligatory free distribution copies and 15 copies for the author's use<sup>1</sup>, in total 73 copies. The author underwrites the cost of all additional copies, as well as the cost of printing and possible colour pages.

If the department representing the author participates in the cost of additional copies, the person responsible for invoicing at the University Press must be notified in good time. When the department is invoiced a lower, so-called in-house price is applied.

## 2.6 Distribution

The author can determine the size of the print run according to demand. In determining the size of the run the so-called obligatory distribution points must be borne in mind:

1. Oulu University Main Library (publications in series D ( <i>Medica</i> ) are submitted to the Medical Library by the doctoral candidate)	30 copies
2. Porters of the Administrative Department (distribution: rector, Research and Innovation Services, Press and PR Unit)	3 copies
3. Educational Affairs and Student Services Unit	1 copy
4. Series editor	1 copy
5. Publications editor	2 copies
6. University Press Shop	5 copies
7. Legal deposit copies	6 copies
8. <i>Department</i>	2 copies
9. <i>Departmental library</i>	2 copies
10. <i>Faculty</i> (notice board and archive)	2 copies
11. <i>Members of the Faculty Council</i>	4 copies
12. <i>Doctoral candidate</i>	15 copies
Total	73 copies

Oulu University Press is responsible for the distribution of items 1–7. The doctoral candidate is responsible for the distribution of items 8–12.

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1. Of these 3-4 copies are bound in special covers at the University Press for the doctoral candidate, opponents and custos.

For other publications in the series Acta Universitatis Ouluensis the obligatory distribution points are:

1. Oulu University Main Library (publications in series D ( <i>Medica</i> ) are submitted to the Medical Library by the doctoral candidate)	30 copies
2. Series editor	1 copy
3. Publications editor	2 copies
4. University Press Shop	5 copies
5. Legal deposit copies	6 copies
6. <i>Department</i>	2 copies
7. <i>Departmental Library</i>	2 copies
Total	48 copies

Oulu University Press is responsible for the distribution of items 1–5. The doctoral candidate is responsible for the distribution of items 6–7.

When determining the size of the print run it should be borne in mind that reprints of electronic publications can be produced in desired size at reasonable cost.

Publications are also available at <http://www.kirjasto.oulu.fi/julkaisutoiminta/elektroniset/>. Oulu University Library is responsible for distribution of electronic versions of publications via the server [herkules.oulu.fi](http://herkules.oulu.fi).

## 2.7 Sales and marketing

Publications in the Acta-series are sold at the University Press Shop at Linnanmaa. At least 5 copies should be put up for sale. Authors of article dissertations must obtain permission for the sale of the dissertation from the publishers of previously published articles.

For the sales catalogue the author must submit a short (no more than 1900 characters) summary in Finnish or an abstract with a Finnish title to [acta.toimitus@oulu.fi](mailto:acta.toimitus@oulu.fi) or on diskette to the secretary to the Publication Committee.

Publications can be bought and ordered directly from the University Press Shop. They can also be ordered through the virtual scientific bookshop Granum at <http://granum.uta.fi>.



### **3 Manuscript parts**

The division of the manuscript into parts is based on a plan of contents drawn up in advance, which can vary according to the nature and scope of the subject matter. Layout of the cover, title page and abstract is done at the editorial office of the series. The first page taken into consideration in the page numbering is the title page.

#### **3.1 Cover and title page**

The cover is printed at Oulu University Press. This stage is supervised by the secretary to the Publication Committee. For editing of the front matter the author must submit to the secretary to the Publication Committee the following information, which is included in the publication request and printing agreement forms and the abstract:

1. Title of the publication:
  - main title and possible subtitle in the language of the publication,
  - short title in the language of the publication for the title piece of the loose-leaf cover.

Since the space reserved for the title on the cover is limited, the title must be as short as possible. It is more advisable to use an explanatory subtitle, which is printed using a smaller type size.

2. Information about the author or authors (editor/editors):
  - first name and surname,
  - name and address of the department, division or clinic where the manuscript has been written.
3. Names and degrees or positions of the preliminary reviewers.
4. Time and place of the public defence of the dissertation.

The name of the supervisor of the dissertation can also be printed on the title page. The name or names must be submitted in writing to the secretary to the Publication Committee for example in the form of an official extract from the minutes of a faculty or departmental council meeting.

### 3.2 Abstract

The aim of the abstract is to facilitate dissemination of the main content of the text to information retrieval systems. The abstract must be independent of the content of the publication in such a way that it is understandable in its own right, without the original publication.

An abstract in English is required regardless of the language of the publication. In addition to the English abstract the publication must also include an abstract in the language of the publication. Abstracts in other languages can also be included in the publication when necessary. The abstracts complete with keywords and the name and department of the doctoral candidate must be sent to [acta.toimitus@oulu.fi](mailto:acta.toimitus@oulu.fi) or on diskette to the secretary to the Publication Committee in connection with the request for publication in the series.

Depending on the nature of the text the abstract can be either informative or indicative. An informative abstract is suitable for a report of an experimental study, in which case the abstract explains the aim, methods, results and conclusions of the study. For large-scale general presentations, surveys etc. it is recommended that an indicative abstract is used, in which case only the main points of the content are described. (See standard SFS 3855.1978).

If the publication consists of several articles, as for example in commemorative publications, a separate abstract is written for each article and it is placed at the beginning of the article in question.

The abstract must fit on one page. The recommended length is 250 words and at most 350 words. The abstract is written using complete, short sentences. The use of rare terms, abbreviations and symbols must be avoided.

The library collects information from doctoral candidates for inclusion in the international *Dissertation Abstracts* database.

### 3.3 Keywords

The bottom of the abstract page contains the keywords. When choosing the keywords it is recommended that the library of the discipline in question is consulted. Keywords can be terms taken from official thesauri or discipline-specific free terms. Finnish keywords can be taken from the online thesaurus Vesa at <http://vesa.lib.helsinki.fi/>. The keywords are recorded in the bibliographic record of the book in the library catalogue and in the metadata of the electronic version.

### 3.4 Preface and acknowledgements

An extensive text can include a preface which explains the aim of the study and the different stages of the work and presents the background organizations of the research.

Acknowledgements to other researchers and contributing assistant staff and to financiers of the study can be presented either in the preface or in a separate acknowledgement.

### 3.5 Glossary of abbreviations and symbols

Explanations of the abbreviations, quantities, units and other symbols used can be listed alphabetically in a single glossary, if a lot of symbols have been used and they occur repeatedly in equations, drawings and elsewhere in the text. The correctness of the explanations must be verified in standards and other sources. *Acta Universitatis Ouluensis* uses the internationally approved SI-system.

In the glossary mathematical and other symbols are explained first, followed by Latin, Greek and other characters, each listed in separate groups.

### 3.6 Table of contents

The table of contents lists all chapters of the manuscript together with their titles and the pages they appear on. The titles of the front matter (abstract, preface/acknowledgements, explanation of abbreviations and symbols) are not numbered; pagination starts from the preface. The first page to be taken into account when counting the number of pages is the title page. The page numbers appear for the first time on the page following the preface, the number of which is always even.

### 3.7 Body text

The editorial staff of the Acta series make no detailed intervention in the handling of the subject matter, since this will vary for each discipline. Body text can consist for example of the following chapters, which can be further divided into sub-chapters:

- Introduction
- Literature survey
- Material and methods
- Results
- Discussion
- Conclusions
- List of references

### **3.8 List of references**

The list of references contains bibliographic information about publications that are cited in the text, and should be drawn up in such a way that it is possible to identify and trace the publications listed in it.

The list of references is organised according to the established practice of each discipline. The publications are either arranged according to the author's name and year of publication or numbered consecutively in the order in which they are first mentioned in the text.

When references are arranged according to the name of the author and year of publication, they are listed in alphabetical order. The citations are indicated in the text by the author's name and publication year.

If numbered citations are used the numbered entries are listed in the order that they appear in the text. The citations are indicated in the text by numbers.

The titles of periodicals and publication series can be abbreviated in the list of references according to the established practice of the discipline. Either full titles or abbreviations must be consistently used in the list of references, not a mixture of both.

### **3.9 Index and appendices**

It is recommended that at least extensive texts in the humanities and social sciences should include an index of persons and subjects.

Any possible appendices are placed at the end of the text. Each appendix forms an independent whole and is not closely connected with the body text.

Careful consideration should be given to what is presented in the appendices and to whether they are necessary for the reader at all. Appendices can include for example extensive tables, figures, exact descriptions of the methods used in the study, detailed information of the results and questionnaires that have been used in the study.

## 4 Preparation of the manuscript

In preparing manuscript intended for publication in the series *Acta Universitatis Ouluensis* the author may either submit the manuscript:

- as text files to the University Press for both layout and printing, in which case the layout is invoiced separately, or
- preformatted and ready for print, in the final form required by the series, using the provided templates and following the provided guidelines.

If the author wants the layout to be done at the University Press, this has to be taken into account in the planning of the schedule and expenses. The files must be submitted as attachments by e-mail to [acta.toimitus@oulu.fi](mailto:acta.toimitus@oulu.fi) or on diskette, CD-ROM or ZIP disk to the secretary to the Publication Committee.

### 4.1 Layout at the University Press

Oulu University Press uses the Adobe Framemaker desktop publishing software for the final layout of manuscripts. It is recommended that only the most common software and file formats are used in the preparation of the manuscript.

Illustrations included in the text (drawings, computer graphics etc.) are submitted to the University Press either as files saved in the native file format of the software used when writing the text or as good quality printouts. Photographs must always be the original negatives.

To ensure that conversion of material for the final layout is as easy as possible, format the text as follows:

- split the text into several files (e.g. front matter, body text, list of references and any possible previously published articles in separate files),
- align the whole of the text to the left (leaving the right edge unjustified),
- check spelling with the word processor you used to write the text,

- use *italics* to emphasize single words (headings, Latin words and linguistic content); do not use any other form of emphasis,
- do not leave any empty lines; use only one return/enter to separate paragraphs,
- do not leave two spaces after a full stop, comma or other punctuation mark,
- do not use hyphenation or add page numbers, headers, footers or footnotes,
- pay no attention to margins, columns or page breaks,
- notify the University Press of the name and version number of the word processor you have used.

## 4.2 Preparation of formatted manuscript

The author may finalize the manuscript by using ready-made templates, which are available for the most common word processing applications. Templates and more detailed instructions on their use can be found at <http://www.kirjasto.oulu.fi/julkaisutoiminta/acta/mallipohjat/>.

### 4.2.1 Templates

Templates are meant to ease the author's work by enabling him to concentrate on the content of the text and not on typographical issues. A template defines:

1. page and column sizes,
2. page numbering
3. paragraph styles
4. font styles

Templates allow the following to be automatized or considerably facilitated:

- page numbering (page numbers do not appear on the first page of a chapter),
- preparation of the table of contents,
- preparation of a list of tables and figures,
- chapter numbering,
- numbering of tables and figures,
- consistency of layout,
- conversion of the electronic version to other formats (SGML, HTML and PDF).

The style names in the templates are based on the built-in styles of Microsoft Word.

### 4.2.2 Page and column size

Column size: width 127 mm and height 195 mm. The following table presents the margin sizes. Put page numbers centred at the top of the page, 5 mm above the top edge of the column.

Table 1. Margins on A4-sized sheets.

Paper size width x height (mm)	Top margin (mm)	Bottom margin (mm)	Right margin (mm)	Left margin (mm)
A4 (210 x 297)	51,0	51,0	41,5	41,5

### 4.2.3 Typeface

The preferred typeface for all manuscripts is *Times New Roman*. If it is not available, the closest matching typeface can be used.

For the sake of clarity, the recommended typeface for legends of figures is Arial (or similar).

### 4.2.4 Styles

Styles and their use are presented together with templates at <http://www.kirjasto.oulu.fi/julkaisutoiminta/acta/mallipohjat/>.

Table 2. Most important styles and their properties.

Style name	Properties
Heading 0 (main heading)	14 pt, bold, begins a new page, centred, top margin 144 pt, bottom margin 12 pt, unnumbered
Heading 1 (main heading)	14 pt, bold, begins a new page, centred, top margin 144 pt, bottom margin 12 pt, numbered 1
Heading 2 (1 subheading)	12 pt, bold, centred, top margin 36 pt*, bottom margin 12 pt, numbered 1.1
Heading 3 (2 subheading)	12 pt, bold, italic, centred, top margin 36 pt*, bottom margin 12 pt, numbered 1.1.1
Heading 4 (3 subheading)	12 pt, italic, centred, top margin 36 pt*, bottom margin 12 pt, numbered 1.1.1.1
Heading 5 (table)	10 pt, italic, centred, numbered Table 1
Heading 5 FI (table)	10 pt, italic, centred, numbered Taulukko 1
Heading 6 (figure)	9 pt, bold, numbered Fig. 1
Heading 6 FI (figure)	9 pt, bold, numbered Kuvio 1
Body text	10 pt, line spacing 12 pt
EndNote Text (list of references)	9 pt, line spacing 12 pt, first line no indent, other lines 12 pt indent

\* The space between two consecutive headings is 24 pt.

## Appendix 1 Example of tables

Table 3. Comparison of participants to non-participants in the second cross-sectional study.

Variable	Those who participated			Those who did not participate or were excluded from the study material		
	All (N = 1022)	Men (N = 396)	Women (N = 626)	All (N = 135)	Men (N = 47)	Women (N = 88)
Age				*		*
65–74	546 (53%)	221 (56%)	325 (52%)	63 (47%)	25 (53%)	38 (43%)
75–84	410 (40%)	153 (39%)	257 (41%)	54 (48%)	17 (36%)	37 (42%)
85–	66 (7%)	22 (5%)	44 (7%)	25 (13%)	5 (11%)	13 (15%)
Marital status				***	***	*
unmarried	112 (11%)	41 (10%)	71 (11%)	23 (17%)	5 (11%)	18 (20%)
married	498 (49%)	281 (71%)	217 (35%)	44 (36%)	25 (53%)	19 (22%)
widowed	390 (38%)	67 (17%)	323 (52%)	57 (42%)	9 (19%)	48 (55%)
divorced	22 (2%)	7 (2%)	15 (2%)	11 (8%)	8 (17%)	3 (3%)
Capacity to move				***	***	***
independently without aids	827 (81%)	336 (85%)	491 (78%)	58 (57%)	23 (59%)	35 (56%)
needs an aid or help from another person	195 (19%)	60 (15%)	135(22%)	44 (43%)	16 (41%)	28 (44%)

\*0.05  $\geq$  p > 0.01; \*\*0.01  $\geq$  p > 0.001; \*\*\*p  $\leq$  0.001, ref. group is the corresponding group of those who participated

Table 4. The mean (SD) dimensions of the brainstem on T1-weighted brain magnetic resonance imaging (MRI) scan at term age in preterm infants according to the neurosensory outcome (independent samples t test).

MRI brainstem dimension	Preterm infants with normal outcome (n = 37) mean (SD) mm	Preterm infants with disability (n = 13) mean (SD) mm	95% Confidence interval for the difference of means	p-value
<b>Sagittal</b>				
Pontine oblique height	20.6 (1.5)	19.7 (1.2)	-0.010–1.82	0.051
Brainstem height	34.1 (2.3)	32.9 (2.0)	-0.280–2.62	0.112
Mesencephalon	13.3 (0.6)	12.8 (0.9)	0.003–0.93	0.049
Pons	14.2 (0.7)	13.2 (0.8)	0.470–1.44	< 0.001
Medulla Oblongata	8.4 (0.6)	7.9 (0.6)	0.080–0.89	0.019
<b>Axial</b>				
Mesencephalon	21.4 (1.4)	20.2 (2.1)	-0.170–2.45	0.084
Pons	17.0 (1.3)	16.2 (1.4)	0.030–1.74	0.043
Medulla Oblongata	9.8 (0.7)	9.1 (1.0)	0.170–1.16	0.010



## Appendix 2 Example of figures

was seen in 5/46 of the patients, a slight to moderate estrogen effect in 30/46, and marked estrogen effect in 11/46. In the control group, the respective values were 23/45, 19/45 and 3/45. The hormonal effects in the Pap smears of the tamoxifen treated and of the control breast cancer patients are depicted in Fig. 7 (II).

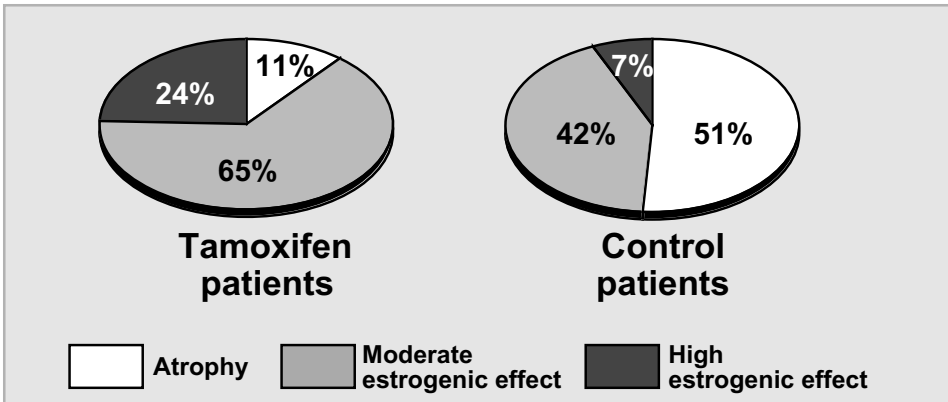


Fig. 7. Hormonal effects in the Pap smears of tamoxifen treated (n=46) and control breast cancer patients (n=45).

In this cross-sectional study, the proportion of women with atrophic smears increased with advancing age in the control but not in the tamoxifen group (Fig. 8) (II).

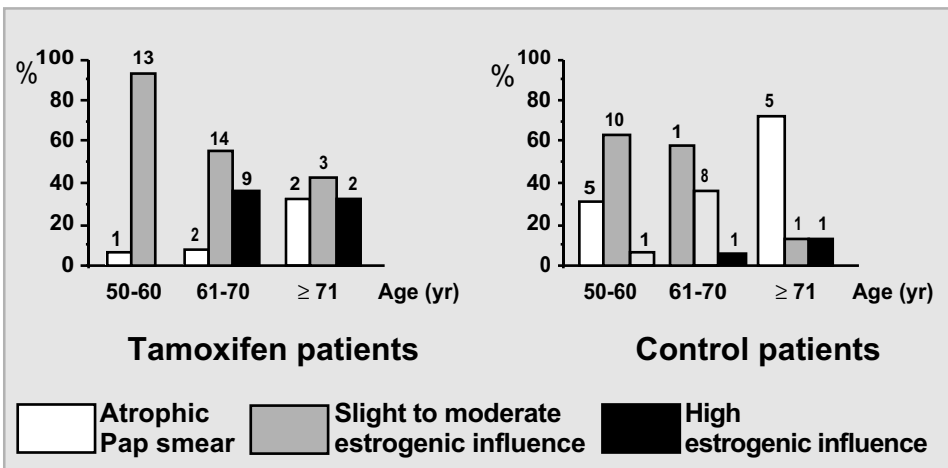


Fig. 8. Proportions of the patients with atrophic and estrogenic Pap smears with relation to age in the tamoxifen (n=46) and in the control (n=45) groups. The number of patients is presented above the columns.

## Appendix 3 Use of references

There are two ways of indicating references in research papers: Author-publication year or numbering. In subseries B it is possible to use other ways of indicating references according to the practice of the discipline in question.

In subseries E (*Scientiae Rerum Socialium*) the so-called APA-rules (*Publication Manual of the American Psychological Association*) can be used in the composition of the list of references and other lists.

### 3.1 Author-publication year

#### 3.1.1 Citations in text

The form of citation used in the text is name/date of publication. Citations are indicated by parentheses. If the reference is cited in only one sentence, the full stop at the end of the sentence is placed after the parentheses (example 1). If the reference is cited in more than one sentence, the last sentence is closed with a full stop and the citation forms a separate sentence enclosed in parentheses (example 2).

Example 1. XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Jones 1970, Crossley 1986, Paillette *et al.* 1991).

Example 2. XXXXXXXXXXXX. XXXXXXXX. XXXXXXXXXXX. (Jones 1993.)

When the cited publication has more than two authors, it is sufficient to mention the name of the first author followed by *et al.*

Two authors are separated by an ampersand, e.g. (Cox & Hughes 1975).

#### 3.1.2 List of references

The entries in the list of references are listed in alphabetical order by the first author's name and grouped as follows: if there are two or more entries by the same author(s), they are listed in the order of publication date; if, for example two entries that were published in the same year, the first entry's year of publication is followed by 'a' and the second by 'b'.

### 1. Article in a periodical

- Paulsson M (1992) Basement membrane proteins: structure, assembly and cellular interactions. *Biochem Mol Biol* 27: 93–127.
- Paulsson M, Deutzmann R, Timpl R, Dalzoppo D, Odermatt E & Engel J (1985) Evidence for coiled-coil  $\alpha$ -helical regions in the long arm of laminin. *EMBO J* 4: 309–316.
- Paulsson M & Saladin K (1989) Mouse heart laminin: purification of the native oritein and structural comparison with Engelbreth-Holm-Swarm tumor laminin. *J Biol Chem* 264: 18726–18732.
- Paulsson M, Saladin K & Landwehr R (1988) Binding of  $\text{Ca}^{2+}$  influences susceptibility of laminin to proteolytic digestion and interactions between domain-specific laminin fragments. *Eur J Biochem* 177: 477–481.
- Talvensaari-Mattila A, Apaja-Sarkkinen M, Höyhty M, Westerlund A, Puistola U & Turpeenniemi-Hujanen T (1999) Matrix metalloproteinase-2 immunoreactive protein appears early in cervical epithelial dedifferentiation. *Gynecol Oncol* [online] 72: 306–311 [cited 15 December 1999]. Available from:  
<http://extra.idealibrary.com/production/gyno/1999/72/3/gyno.1998.5157/5157a.pdf>.

### 2. Serial publication

- Kostamovaara J (1986) Techniques and devices for positron lifetime measurement and time-of-flight laser ranging. *Acta Univ Oul C* 37: 5–8.
- Rissanen L (1999) Vanhenevien ihmisten kotona selviytyminen. Yli 65-vuotiaiden terveys, toimintakyky ja sosiaali- ja terveystalvelujen koettu tarve. *Acta Univ Oul D* 560 [online]. Oulu University Library, Oulu [cited 15 December 1999]. Available from:  
<http://herkules oulu.fi/isbn9514254414/>.

### 3. Book or other monograph

- Zar JH (1984) *Biostatistical Analysis*. Prentice-Hall, New Jersey.
- Weste N & Eshragian K (1985) *Principles of CMOS VLSI Design – A System Perspective*. Addison-Wesley, Reading, p 50–55.
- Varjonen V (1999) Viittaaminen sähköisiin dokumentteihin [verkkodokumentti]. Oulun yliopiston kirjasto, Oulu [viitattu 15.12.1999]. Saatavissa: <http://herkules oulu.fi/vili/viittaus/>.

### 4. Congress paper

- Mitra SK (1991) Some unconventional signal processing applications of multirate techniques. *Proc. IEEE International Symposium on Circuits and Systems, Raffles City, Singapore*, 1: 13–16.

### 5. Article in an edited publication

- Aliev MR & Watson JKG (1985) Higher-order effects in the vibration-rotation spectra of semirigid molecules. In: Rao KN (ed) *Molecular Spectroscopy: Modern Research* 3: 1–67. Academic Press, Orlando.
- Bajcsy SF & Gupta A (1990) Segmentation versus object representation – are they separable? In: Jain R & Jain A (eds) *Analysis and Interpretation of Range Images*. Springer-Verlag, Berlin, p 207–223.
- Hartley JT, Harker JO & Walsh DA (1980) Contemporary issues and new directions in adult development of learning and memory. In: Poon LW (ed) *Aging in the 1980s. Psychological issues*. American Psychological Association, Washington, DC, 239–252.

- Niskanen MEW (1999) Rates of tooth size and facial size reduction. In: Mayhall JT & Heikkinen T (eds) Dental morphology 1998. Proceedings of the 11th international symposium on dental morphology. Oulu, Finland, August 1998, 222 - 227 [online]. Oulu University Library, Oulu [cited 15 December 1999]. Available from: <http://herkules.oulu.fi/isbn951425497X/isbn951425497X.pdf>.
- Niskanen MEW (1999) Rates of tooth size and facial size reduction. In: Mayhall JT & Heikkinen T (eds) Dental morphology 1998. Proceedings of the 11th international symposium on dental morphology. Oulu, Finland, August 1998, 222 - 227 [CD-ROM].
- Sunnari V (2000) Sex, gender and school violence. In: Sunnari V & Räsänen R (eds) Ethical challenges for teacher education and teaching. Special focus on gender and multicultural issues. Acta Univ Oul E 45: 91–103 [online]. Oulu University Library, Oulu [cited 15 December 1999]. Available from: <http://herkules.oulu.fi/isbn951425869X/isbn951425869X.pdf>.

## 6. Responsible organization

- Asumistaso: asuntoasiain vuosikirja (1991) Suomen Asuntoliitto, Helsinki, 72.
- Coffee drinking and cancer of the pancreas (1991) BMJ 219: 628–629.
- The Royal Marsden Hospital Bone-Marrow Transplantation Team (1977) Failure of syngeneic bonemarrow graft without preconditioning in post-hepatitis marrow aplasia. Lancet 2: 742–744.
- Virginia Law Foundation (1987) The medical and legal implications of AIDS. Charlottesville: The Foundation.

## 7. Thesis

- Toivola V (1988) Diabases in the Sonkajärvi - Varpaisjärvi area. (Sonkajärvi - Varpaisjärvi alueen diapaasit.) Unpublished MSc. thesis, Univ Helsinki, Dept Geology.
- Helaakoski T (1984) DNA:n spesifinen merkkkaus raskailla atomeilla. Pro gradu -tutkielma. Oulun yliopisto, biokemian laitos.
- Pudas M (1999) Tilastollisten menetelmien hyödyntäminen polttoainetuhkan aiheuttaman agglomeraation tutkimuksessa. Pro gradu -tutkielma. Oulun yliopisto, kemian laitos [verkkodokumentti]. Oulun yliopiston kirjasto, Oulu [viitattu 15.12.1999]. Saatavissa: <http://herkules.oulu.fi/nbnfi-fe19991193/>.

## 8. Abstract

- Fuhrman SA & Joiner KA (1987) Binding of the third component of complement C3 by Toxoplasma gondii (abstract). Clin Res 35: 475 A.

## 9. Patent

- Harriet JF, Knight AR & McIntyre JS (1972) Dow Chemical Company, assignee. Epoxidation process. US patent 3.654.317.

## 10. Unpublished material (in press)

- Lillywhite HB & Donald JA Pulmonary blood flow regulation in an aquatic snake. Science, in press.

## 3.2 Numbering

### 3.2.1 Citations in text

If a numerical order is used in the list of references the numbered references are listed in the order that they appear in the text. Citations are indicated in the text by numbers that correspond to the entries in the list of references.

The numbers are enclosed in either round or square brackets, according to the practice of the discipline in question.

For example: Similar algorithms using the LMS criterion have been applied in image analysis applications by Meer *et al.* (22) and Roth & Levine (26).

### 3.2.2 List of references

1. Paulsson M, Saladin K & Landwehr R (1988) Binding of  $\text{Ca}^{2+}$  influences susceptibility of laminin to proteolytic digestion and interactions between domain-specific laminin fragments. *Eur J Biochem* 177: 477-481.
2. Paulsson M & Saladin K (1989) Mouse heart laminin: purification of the native oritein and structural comparison with Engelbreth-Holm-Swarm tumor laminin. *J Biol Chem* 264: 18726–18732.
3. Paulsson M, Deutzmann R, Timpl R, Dalzoppo D, Odermatt E & Engel J (1985) Evidence for coiled-coil  $\alpha$ -helical regions in the long arm of laminin. *EMBO J* 4: 309-316.
4. Paulsson M (1992) Basement membrane proteins: structure, assembly and cellular interactions. *Biochem Mol Biol* 27: 93–127.

## Appendix 4 Prefixes

If the prefix and the name are written as one word, the prefix is considered part of the name used as the entry element. Otherwise the choice of entry word is determined by the table of prefixes.

Considered part of the name used as entry element		Not considered part of the name used as entry element
A', Ab, Ap, D', De, Fitz, M', Mac, Mc, Van	English	- - -
la, las, los, San, Santa, Santo	Spanish	de, de la, de las, de los, del
ver	Dutch	de, den, der, 't, ten, ter, thor, van, van den, van der, vander, van't
d', dagli, dai, dal, dalla, dalle, de, de', degli, dei, del', della, delle, di, la, San, Santo	Italian	de, de', degli, dei, de li (ennen 1800-lukua eläneiden aatelisten henkilöiden nimissä)
Sáo	Portuguese	d', da, das, de, do, dos, 'c
des, du, l', la, le, les, Saint, Sainte	French	d', de
d', de, du	Swedish	af, van, von, von der
am, auf'm, aus'm, im, vom, zum, zur	German	de, von, von dem, von den, von der, zu, zu dem, zu den, zu der

These principles follow *Names of persons: national usages for entry in catalogues / comp. by the IFLA International Office for UBC. – 3. ed. – London, 1977.*