



VAASAN YLIOPISTO

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Instructions for Those Publishing in the Vaasa University Proceedings

VAASAN YLIOPISTON JULKAISUJA

OPETUSJULKAISUJA 57
PEDAGOGICS I
TEACHING

2nd, Revised Edition

VAASA 2011

Vaasan yliopisto – University of Vaasa
PL 700 – P.O. Box 700 (Wolffintie 34)
FI-65101 VAASA
Finland

www.uvasa.fi

ISBN 978-952-476-338-7 (paperback)

ISBN 978-952-476-339-4 (pdf)

ISSN 1455-4321 = Proceedings of the University of Vaasa. Teaching Aid Series

ISSN 1797-4127 = Proceedings of the University of Vaasa. Teaching Aid Series. Pedagogics

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Julkaisija Vaasan yliopisto	Julkaisuajankohta Helmikuu 2011	
Tekijä(t) Virpi Viertola Olli Mäkinen Virpi Juppo	Julkaisun tyyppi Oppikirja	
	Julkaisusarjan nimi, osan numero Vaasan yliopiston julkaisuja. Opetus- julkaisuja, 57 2., uudistettu painos	
Yhteystiedot Vaasan yliopisto PL 700 65101 VAASA	ISBN 978-952-476-338-7 (nid.) 978-952-476-339-4 (pdf)	
	ISSN 1455-4321 1797-4127	
	Sivumäärä 53	Kieli suomi
Julkaisun nimike Ohjeet Vaasan yliopiston julkaisusarjoihin kirjoittaville		
Tiivistelmä Tässä julkaisussa annetaan ohjeet Vaasan yliopiston julkaisusarjassa julkaiseville. Ohjeessa käsitellään eri julkaisusarjojen muodolliset vaatimukset (Acta Wasaensia-, Tutkimuksia-, Selvityksiä ja raportteja- sekä Working Papers -sarja). Tekstissä selvitetään, miten julkaisusarjaan käsikirjoitusta tarjoavan tulee menettellä, mitä häneltä vaaditaan ja miten julkaisuprosessi etenee. Julkaisussa annetaan muodolliset formaattiin liittyvät vaatimukset: ulkoasu ja rakenne, kuvat ja taulukot, numeroiden ilmaiseminen, tiivistelmän laatiminen, lähteiden merkintä ja lähdeluettelon laatiminen. Tämän julkaisun verkkoversiossa on myös linkki julkaisujen tekoa helpottaviin Word-julkaisupohjiin (templates).		
Asiasanat Vaasan yliopisto, julkaisut, ohjeet, tieteellinen kirjoittaminen		

Publisher Vaasan yliopisto	Date of publication February 2011	
Author(s) Virpi Viertola Olli Mäkinen Virpi Juppo	Type of publication Textbook	
	Name and number of series Proceedings of the University of Vaasa. Teaching Aid Series, 57 2 nd , Revised Edition	
Contact information University of Vaasa PB 700 FI-65101 VAASA, FINLAND	ISBN 978-952-476-338-7 (paperback) 978-952-476-339-4 (pdf)	
	ISSN 1455-4321 1797-4127	
	Number of pages 53	Language Finnish
Title of Publication Instructions for those publishing in the Vaasa University Proceedings		
Abstract This publication contains the instructions for those publishing a manuscript in the Vaasa University Proceedings Series. The instructions define the criteria for the formal requirements for the different Proceedings Series (Acta Wasaensia, Research Papers, Reports, Working Papers Series). Instructions are given to those who intend to propose a Volume to the Proceedings Series regarding the requirements and the publication process. The formal requirements of the format are given in the publication: layout, structure, figures and tables, numbers and digits, how to write an abstract, how to make references and how to write the list of references. A link to a template is given in the electronic version of this publication.		
Keywords Vaasa University, Publications, Proceedings, Instructions, Academic Writing		

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1 GENERAL INFORMATION ON SCIENTIFIC PUBLICATION

The following guidelines apply to papers published in the publication series of the University of Vaasa. They are published in print and/or only in electronic format.

In publishing scientific work, the University of Vaasa brings research findings to public attention and, according to scientific principles, subjects them to assessment by both the public at large and the entire research community. The publishing activity gives the University a profile as a research institute and as a member of the scientific community.

Adherence to these guidelines helps streamline the publishing process. Following the academic rhythm, most publications are completed either in the latter months of the year or in May and June. These guidelines have been designed to ensure enough time for the preparation of all publications. At the same time, they help assure the quality of the publication and speed up the application of the new knowledge.

The University will only accept manuscripts written and submitted according to these guidelines. To avoid multiple revision rounds, manuscripts should be forwarded to the process only after the final revision. This will accelerate the process and help eliminate errors that may occur in dealing with multiple versions.

University research papers are also issued by other organizations, in their publication series or as special publications. The regular publishers of scientific papers usually have their own guidelines that should be studied in advance.

1.1 Publication series of the University of Vaasa

Acta Wasaensia

The dissertations and research papers directed at international readers are published in this series. All dissertation papers published by the University are available in Acta Wasaensia. A dissertation can also be published by another organization or in the series of another institution. In this case, the candidate him/herself is responsible for the schedule, printing process and expenses.

Proceedings of the University of Vaasa – Research Papers

The series includes papers or accounts from the fields of basic or applied research that are mainly aimed at Finnish readers.

Proceedings of the University of Vaasa – Reports

In this series, it is possible to publish various accounts, reports or conference papers.

Proceedings of the University of Vaasa – The Teaching Aid Series

This series contains teaching materials for academia.

Working Papers of the University of Vaasa

The series includes research reports, preliminary research or other academic presentations from specific departments. Typically, these will be published as such or later in elaborated versions in other academic publication series.

The papers are published either in Finnish, Swedish, English or German.

The Levón Institute, certain University departments and the Tritonia Academic Library run their own publication series. These guidelines do not apply to them.

1.2 Printing costs

Publishing in the University series is free of charge for the author, if the material is submitted to the publishing process in a file that complies with these guidelines.

Text and image processing and layout by the author are the best guarantees of the desired outcome. The Editorial Staff does not necessarily have the time to edit the contents or technical details of individual papers, beyond preparing them for printing.

A condition for free publication is that the author permits the paper to be published in electronic format as well. For electronic publishing, any issues of publishing rights should be resolved well in advance (see the beginning of Chapter 2).

The University retains all financial copyrights, including distribution and modification rights, for all papers published in the above-mentioned series. The

University uses the income from publications sales to reimburse the costs of the publishing activity.

Doctoral candidates can order prints of their dissertation for their own use at a unit price. An order should be placed with the Publication Secretary well in advance of the printing process. A later order cannot be fulfilled, if it was not possible to include the additional quantity in the edition.

The publications are printed at Tampere University Press – Juvenes Print Oy, as provided in a framework agreement with Hansel Ltd¹. Other publications are printed either by Vaasa University Press or another suitable printing office.

1.3 EU-funded and other sponsored projects

In EU projects and other externally funded projects, the cost of the production and printing of publications should be included in the project budget.

It may often be in the University's interest to add this type of research papers to its publication series, but decisions are made after budget considerations in each specific case. Additional information on the publishing policy and costs is given by the Publication Editor, Head of the Research and Innovation Services or the Publication Secretary.

How EU identifications are added to the publication is described in Chapter 4.3.

¹ Situation at the end of 2010.

2 PUBLISHING PROCESS

At least two months should be reserved for a full publishing process including revisions, and for a dissertation process, examination included, even longer. Table 1 presents the publishing process of the doctoral dissertation.

Table 1. The publishing process of the doctoral dissertation.

1. Write your text to publication template.
2. Check the text carefully.
3. Ask the permission to reprint your articles from the journals.
4. Supply the print-ready text to publication secretary at least 6 weeks before the day of the public defence.
5. Deliver publication permission form and publication agreement.
6. Check the final layout proof.

7. The printing process takes 3 to 4 weeks.
8. Pick up your published book from the University Press in Luotsi.
9. The display of a copy of the dissertation 10 days before the day of the public defence
10. Distribute the copies of the dissertation.

11. Draft press release together with Communications and PR unit.
12. Supply your picture to Communications and PR unit.
13. Be prepared for media's contacts.
14. Finally the public defence of a doctoral dissertation.

2.1 Publishing rights

In submitting a manuscript to the Publishing Committee, the author assures that the required copyrights and reprinting rights have been obtained. The rights are needed for articles that have been published elsewhere, for instance in scientific journals.

A publisher's permission is required for publishing both on paper and in electronic format. Publishers usually grant their permission, especially in the case of a dissertation. Author's rights are also needed for illustrations, drawings or figures unless they are produced by the author of the manuscript.

Details of all reprinting rights shall be acknowledged on one page at the beginning of the publication, after the table of contents and other lists that there may be. This is a practical approach when several articles will be reprinted under permission (see Chapter 4.7).

The shortest way to say that permission exists is: “Reprinted with kind permission by xxx (name of the publishing company)”. Usually the text is also in the footnote of the first page of the article. Different publishers have different styles how to present the permission.

Before setting out to write the manuscript, the author/s should acquire the MS Office Word software, together with the required template and instructions. The instructions advise how a text created with another layout model is transferred to this template. University students and employees can obtain the software from the University’s Computer Centre at an economical contract price.

Printable versions of the publishing request form and publishing contract are found on the University’s website and from the intranet, Portal.

2.2 Parties of the publishing process

The writer of the manuscript (author) is responsible for the provision of the content, acquisition of publishing rights, application for a publishing permit and the editing and revision of the manuscript throughout the process. There can be more than one author. In that case it should be agreed upon who acts as a liaison at the various stages of the process.

Having obtained a publishing permit, the author shall edit or have his/her manuscript edited according to these guidelines and then send it to the Publication Secretary on a storage medium such as a Word or PDF file. The manuscript should also be submitted as a paper printout, which can be resorted to should errors arise during conversion. Printing setups should be checked before printing to see that the printout will be in normal A4 size.

The author is also responsible for the proofreading. Before supplying the manuscript, he/she should see that the references are complete and accurate. **The Editorial Staff** (Publication Editor and Publication Secretary) will not review these, but may return the work for further preparation, if the reference usage or manuscript is in need of more attention.

The Publication Editor receives publishing requests, comments on the manuscripts and suggests amendments, keeps contact with and acts as the secretary of the Publishing Committee.

The Publishing Committee accepts manuscripts written for the series Acta Wasaensia, Research Papers and Reports. The Publishing Committee is appointed by the University Rector.

The Publication Secretary maintains lists of the serial numbers of the publication series, produces the covers and the title page and prepared the paper for printing. The Secretary forwards the work to the press, checks the print quality and informs the Communications and PR Department when the publication comes out of the press.

The Communications and PR Department provides information about new publications on the various channels of the University and attends to the sale and dispatch of the books.

The appropriate units of University Services monitor the publishing costs and payments.

2.3 Stages and schedules of the publishing process

2.3.1 *Dissertations (Acta Wasaensia)*

Before fixing the date of the public examination

- contact with the Publication Secretary, evaluation of the intended dissertation material, guidance to prepare the material for printing
- acquisition of the printing permit from the Faculty
- submission of a publishing request and publication agreement to the Publication Editor; the manuscript should be included with the request

Six weeks, at the latest, before the public examination

- approval from the Publishing Committee to publish the manuscript (more or less a formality for dissertations published in the series)
- the manuscript shall be supplied to the Publication Secretary, either in a file based on a Word template or in PDF form; the table of contents and abstracts shall be supplied each as a separate file
- the Publication Secretary makes the covers and the title page and controls the technical quality of the material for printing
- the author proofreads the entire material and makes corrections before the material goes to press

Ten days before the public examination

- the display of a copy of the dissertation paper on the appropriate notice board by the Department or Faculty
- distribution of copies of the dissertation to members of the University community
- publication secretary publishes the dissertation in the internet (pdf)
- delivery of a copy of the dissertation to the Rector (appointment through the Rector's secretary)

About five days before the public examination

- upload of the text onto the website in electronic format
- a press release to the media and to the University's website by the Communications and PR Department.

2.3.2 *Other publications*

Acta Wasaensia: other than dissertation; Research Papers

Publications offered to the series Acta Wasaensia or Research Papers are subjected to a referee (peer review) procedure to guarantee their scientific standard. This means that a non-university expert of the field provides an opinion of the manuscript, on the basis of which the Publishing Committee either grants or refuses a publishing permit. The Publishing Committee asks a distinguished member of the scientific community (senior lecturer, professor) for an opinion. The review procedure may take some time, which the author should take note of. The Publishing Committee can accelerate the process by holding meetings by e-mail.

The publishing process proceeds as follows:

- the author passes the manuscript and a publishing request form to the Publication Editor
- having heard the referee, the Publication Editor proposes an Publishing Committee Chair and/or an Publishing Committee and the Committee meets to discuss the matter
- the Publication Editor contacts the referee
- the manuscript is sent to the referee
- the Publication Editor receives the review
- the Publishing Committee discusses the review and the manuscript and makes a decision
- the author and the Publication Secretary are informed of a publishing permit

- the author contacts the Publication Secretary and supplies the manuscript and abstracts on a Word template or in PDF form
- the Publication Secretary finalizes the manuscript for the press and prepares the covers and the title page
- the author checks the final layout proof
- signing the publication agreement
- The Communications and PR Department prepares a press release and/or briefing, if appropriate; the author may contact the Communications and PR Department, if he/she considers that the subject may be of interest to the public at large

Reports

Various accounts, reports or conference papers can be published in this series. Decisions to publish a submitted manuscript are made by the Chair of the Publishing Committee, the Publication Editor or the Publishing Committee. They can ask for a “blind review” by a person whose identity remains unknown to the author.

The publishing process proceeds as follows:

- the author sends the manuscript, together with a publishing permit form, to the Publication Editor;
- the Publication Editor consults the Publishing Committee and/or the Chair
- the Publication Editor may ask for a blind review
- the Publication Editor informs the author and the Publication Secretary of the publishing decision
- the author contacts the Publication Secretary and submits the manuscript and abstract on a Word template or in PDF form
- the Publication Secretary finalizes the manuscript for the press and prepares the covers and the title page with the necessary information
- the author checks the final layout proof;
- signing the publication agreement
- the Communications and PR Department prepares a press release and/or briefing, if appropriate; the author may contact the Communications and PR Department, if he/she considers that the subject may be of interest to the public at large

Working Papers of the University of Vaasa

Working Papers include research reports, preliminary research papers or other academic presentations from specific departments. Typically, these will be

published as such or later as elaborated versions in other academic publication series.

A publishing decision is made by heads of departments, who answer for the scholarly standard and topicality of the publication and see that it is published on the web.

Working Papers consist of two PDF files – an abstract and the actual document. Abstracts should be uniformly formatted (Word template available on the University's website).

The publishing process proceeds as follows:

- the author provides an abstract of the manuscript on the Word template
- the file is converted into PDF form
- the PDF is sent to the appropriate department for posting on the web
- the publication is linked to the website (in Finnish) at <http://www.uvasa.fi/viestinta/julkaisusarjat/>
- if necessary, the author prints out a paper copy of the working paper.

2.4 ISSN and ISBN numbers

All University publications shall bear an ISBN number, to ensure that they will be included in the appropriate databases and become available to users in libraries. Without this identification code, they will remain as “grey literature”, difficult to find and make use of. The numbers are provided by the Publication Secretary.

Additional information (in Finnish) on ISBN and ISSN at [www.kansalliskirjasto.fi / julkaisuala/isbn.html](http://www.kansalliskirjasto.fi/julkaisuala/isbn.html).

If the printed and pdf are different, pdf can have a new ISBN number. Publishing secretary takes care of these numbers.

3 DISTRIBUTION AND SALE OF PUBLICATIONS

3.1 Printing and distribution of dissertations

The doctoral candidate is supposed to distribute complete copies of his/her research paper to members of the university community, at least ten workdays before the examination. Well in advance, the candidate should agree with the persons in charge upon the examination arrangements in the faculty, since different faculties have different practices.

Of the total edition of usually 150 copies, 75 are set aside for distribution to the university community and other interested parties. This includes copies to be displayed on the dissertation notice board and distributed to the doctoral members of the Faculty Council. Copies are given to the Rector, Dean, preliminary readers, opponent, custos and any other persons that may be specified by the Faculty.

It should be noted, that pdf of the dissertation is in the university's webpages.

The number of copies for the author is 20. The candidate may order more copies at a print cost. These should be ordered from the Publication Secretary before the paper goes to press.

The University forwards dissertation papers and other publications to the collections of its own academic library and other academic libraries. Details of a new dissertation paper are recorded in the University's publication database and forwarded to book agencies, through which they can be ordered by interested parties.

As electronic publishing grows, the Publishing Committee will reassess the number of required copies and the distribution of dissertations and other publications.

Other publications

Other publications appearing in the Acta Wasaensia series are printed in 120 to 200 copies. Papers published in other series of the University are printed in 50 copies.

3.2 Author's copies

If a paper published in a University series is written by one author, he/she receives 15 free copies. Two authors receive 10 copies each. Three authors receive 5 copies each, four or more authors receive five copies each.

Authors can order additional copies against the cost of printing and editing. Additional copies should be ordered from the Publication Secretary, before the paper goes to press. As the cost of later reprints will be high, the author is advised to carefully estimate the need for copies in advance.

3.3 Electronic publishing

The overall principle is that the University posts the publications on the web for open access to all. Electronic publishing helps promote the visibility of research. Authors should contribute by securing the necessary rights. This will advance the availability of knowledge and cut the direct cost of publishing.

Research papers published in the University's series must not be published on other websites or in printed format elsewhere without the University's permission. In web publishing, in particular, the University cannot guarantee the quality and accuracy of the paper for the user's purposes. It is in the author's interest too that other operators display a link to the University's publication site whenever they wish to refer to publications sponsored by the University.

3.4 Sale of publications

The University sells the publications to communities and private persons in Finland and abroad. The publications are also marketed to national and international book agencies for resale. The income from the sales is used to reimburse the costs of the publishing activity. The prices are based on production costs.

4 STRUCTURAL DESIGN OF THE PUBLICATION

This Chapter deals with the physical details required for papers of the University's publication series, providing a checklist of the aspects that should be taken into account in the writing process.

The parts of a publication in the series *Acta Wasaensia* or *Research Papers* (if applicable, also in *Reports*):

- front cover (first cover)
- inside of the front cover
- title page
- inside of the title page
- abstracts
- insides of the abstract pages (blank)
- preface
- table of contents
- list of tables
- list of figures
- abbreviations used
- actual research paper (or introduction and articles in a dissertation)
- summary
- list of references
- other appendices
- inside of the back cover (second cover)
- back cover (fourth cover)
- spine or backbone

4.1 Front cover and title of the publication

The front cover contains the information identifying the publication. The names of the authors are written in the form that they have been submitted to the Editorial Office. **No more than four persons are named on the cover.** Additional authors, if any, can be recognized in the table of contents and beneath the heading of the appropriate article in the body of the text.

The front cover and the title page also contain the title of the publication and an explanatory subtitle, the name and number of the series and a running number of the subject field.

Apart from the main title, the publication may have an explanatory subtitle. The title should be as informative as possible and give a clear idea of the contents.

Titles are used for cataloguing and for searching various databases. A succinct title is better than a discursive one.

The cover make-up conforms to the standard approved for the series.

4.2 Inside of the front cover

The page contains the contact information of the University of Vaasa and the serial numbers (ISBN, ISN). This page is produced by the Publication Secretary.

4.3 Title page

The title page contains the bibliographical data of the publication: the name of the author or, in the case of several authors, no more than four names, the title and subtitle (if any) of the publication, the title and number of the series, and the running number of the subject field. This page is produced by the Publication Secretary.

In the case of several authors, the names of co-authors not involved in the editing process are shown in the table of contents and on the first page of the relevant text section. They are not printed in the list of authors on the cover or the title page.

The codes required for EU projects are printed on the title page, if the research or author has received funding from EU sources.

4.4 Inside of the title page

Any funding received from foundations or other partners is recognized on the inside of the title page.

In a dissertation paper also:

The contact details of preliminary readers are printed on the inside of the title page. Only persons who have been in favour of publication are noted as preliminary readers. The Publication Secretary prepares the page for printing having received the necessary written data from the candidate or, more often, the Faculty. The data is printed in the language of the publication.

Preliminary readers (usually two, sometimes more)

- The person's name and academic title (degree), such as D.Sc. (Econ.& Bus. Adm.)
- Professional title (if necessary)
- University/research institute
- Department/unit
- Street/postal address
- Postal code, town or city. The name of the town or city is always printed in uppercase letters. The country name Finland is printed after the town/city. The country code FI precedes the postal code (e.g. FI-63200 VAASA, FINLAND)

4.5 Abstracts

An abstract is a one-page summary of the key contents of the research. Further details are given in Chapter 6. The abstract is printed on the right-hand page; the back of the page is always blank.

A Finnish-language abstract always comes first, followed by an abstract in English (if the publication is in Finnish) or in the language of the publication, if other than English. The writer translates the abstract to the publication.

4.6 Preface

The preface gives background information on the publication and/or the publishing process. The preface shall not be longer than two pages.

4.7 Table of contents and other lists

The table of contents consists of the numbered headings of all the chapters of the publication. The table of contents begins on the right-hand page and, if necessary, continues overleaf and on the next right-hand page. The hierarchy of numbered headings should be limited, preferably to three. Four may be acceptable to the reader; more than that can make the chapters unreasonably short.

A list of tables and figures and a list of key abbreviations, if necessary, come after the table of contents. Each list begins a new page; the first a right-hand page, and the rest either a left-hand or a right-hand page. If the lists are short, more than one can be placed on one page.

The lists are followed (in dissertation papers) by a right-hand page for the recognition of the original publication forum, publisher and publisher's permissions. (Further details of publishing rights in Chapter 2).

In article publications, which are usually dissertation papers, the table of contents and other lists only cover the introduction or articles that have not been previously published in a dissertation paper. Previously published articles are reprinted in facsimile.

4.8 Content pages

The textual content begins on the right-hand page. In article publications, each new article begins a new right-hand page. In a monograph, each main chapter begins a new page, whether a left- or a right-hand. The pages should be full pages. A writer working with the Word template should check that no blank row remains at the top of the page. The necessary page breaks are included in the template.

4.9 Summary

A summary is an explanation of the contents of the paper, more extensive than an abstract. The length may vary, usually from two to ten pages. The summary appears at the end of the paper before the references and appendices. The summary is written in the language that is the most natural to the author and the publication.

4.10 References

The list of references contains the bibliographic data of the published material used in the research. The list is prepared by the author. More information on the preparation of a list of references is given in Chapter 7.

4.11 Appendices

Appendices are consecutively numbered in Arabic numerals (Appendix 1, Appendix 2, etc.). If the appendices are short, more than one can be inserted on one page. Annexes to appendices should be avoided (more information on appendices in Chapter 5.8).

4.12 Inside of the back cover

The latest papers that have been published in the publication series are listed on the inside of the back cover. This page is produced by the Publication Secretary.

4.13 Back cover

The title and number of the series, ISSN and ISBN, place and year of printing (e.g. Vaasa 2006). Produced by the Publication Secretary.

4.14 Spine

The title and number of the publication series and the author's family name are printed on the spine. In the case of an edited publication, the name/s of the Editor/s and the abbreviation (ed.) are printed on the spine. The spine is produced by the Publication Secretary.

5 DETAILS OF FORMATTING AND STRUCTURAL DESIGN

This Chapter examines details of the design and formatting of papers to be published in the University's publication series.

The publications can be created on the Word template provided by the University; this is recommended. Other text processing programs can also be used, provided that the formatting conforms to the requirements of the University's publication series.

5.1 Size

The size of the University's publications is B5. The pages are made on the Word template in A4 and then reduced to A5. The inserted figures, tables, etc. should be large enough to remain legible even in the reduced size. B5 is 84 % of the A4 size.

5.2 Colours

The covers are printed in four colours, the inside pages in black and white.

5.3 Covers

The cover make-up conforms to the standard approved for the series. The author shall supply all the names and titles to the Publication Secretary in writing, to ensure correct spelling and specify which part of the names are family names to avoid false interpretations.

5.4 Font and column size

The basic font is Times New Roman and the point size is 12. Italics are used for highlighting. Apart from italics, boldface can be used in special cases, but not underlining. For legibility reasons, highlighting should be used sparingly. The line space in the body text is set at at least 16 pt, the inside margin at 3.57 cm and the outside margin at 2.86 cm. The top margin is 2.98 cm and the bottom margin 3.57 cm.

5.5 Pagination

The Word template contains the required headers and page numbers, and the writer does not have to worry about these. The instructions below are mainly for writers who do not use the template.

Pagination starts on the title page, but the established practice is not to show the numbers on the title page or overleaf. Page numbers are printed in Roman numerals (I, II, III, IV, etc.) until the first main chapter. The Finnish-language abstract page is number III, and the page containing an abstract in English or another language is number V. Page numbers are not printed overleaf of abstract pages.

The preface is on page VII. The overleaf of the preface is numbered VIII, whether the page contains text or not. The first page of the table of contents is IX. Henceforth, all pages containing lists of contents, figures, tables and abbreviations are numbered and the numbers are shown. This includes the list of publications.

Pagination is resumed at the first main chapter with Arabic numerals (1, 2, 3, etc.). They continue uninterruptedly until the last text page (Appendices included). The established practice is not to show a page number on the first text page, but number 2 is printed overleaf.

The following can be used as a memory rule:

- the title page is number I (number not shown on the page or overleaf)
- the Finnish abstract is on page III, other abstracts on page V (shown on the abstract page, not overleaf)
- the preface is on page VII
- the table of contents always begins on a page with an odd number, either VII or IX (depending on whether it is preceded by a preface or not; the page number is shown on all pages containing lists, including the page where the publishing permit is recognized)
- the first main chapter (introduction) always begins on a page with an odd number. The page number is 1. In the Word template, the body text is numbered from page 2.

5.6 Headings

The template contains specific layout styles for headings. They contain all the formatting and blank rows referred to below. The following instructions for point sizes, etc. apply to writers who, for one reason or another, fail to use the template.

Heading hierarchy

MAIN HEADING (1st level heading) is written in 17-point uppercase letters. Main headings are not hyphenated. Hyphenation should be avoided in all headings. The main heading should be followed by a 29-point blank space, if a text paragraph follows. If the main heading is followed by a 2nd level heading, no blank space is needed.

An unnumbered heading (PREFACE, References, Appendices) is placed at the top of the page, aligned with the left margin. The heading PREFACE is written in 17-point uppercase letters. References and Appendices are written in 17-point lowercase letters.

The table of contents is headed Contents, without a number, in 14-point lowercase letters on the top of the page, aligned with the left margin.

A 2nd level heading (1.1 Heading, etc.) is written in 17-point lowercase letters with a 29-point space above and a 12-point space beneath.

A 3rd level heading (*1.1.1 Heading*) is written in lowercase 12-point italics (text size) also with a 29-point space above and a 12-point space beneath.

5.7 Footnotes

Remarks or lengthy bibliographic references, as well as longer translations or explanations of foreign-language expressions, can be given in footnotes.

5.8 Appendices

Appendices are presented in a separate section at the end of the paper. Each appendix is headed and numbered consecutively (Appendix 1, Appendix 2, etc.). Each appendix may have a supplementary heading to explain its contents. If appendices are short, more than one can be inserted on one page.

5.9 Tables and figures

Tables and figures are numbered consecutively in Arabic numerals, each in their own series (e.g. Table 1, Figure 1, etc.). For the sake of clarity, the table number is followed by a full stop (e.g. Table 1. Demographic trends in Finland 1920–2001). The table heading ends with a full stop only if it consists of several sentences.

The tables, figures and captions should be self-explanatory without a need to read the body of the text. Headings and explanations are placed on top of the tables and captions underneath the figures.

6 HOW TO PREPARE AN ABSTRACT

To help disseminate research findings to domestic and international forums, the publications of *Acta Wasaensia* and *Research Papers* should be furnished with abstracts in both Finnish and the language of the publication.

The Finnish-language abstract always comes first. The foreign language abstract is in English, Swedish or German, whichever is the language of the publication. The abstract should be prepared on a particular template, to ensure that all the necessary information is included and laid out correctly on the page.

The abstract consists of bibliographic data (author, title, ISBN, publisher, etc.) and the actual abstract, which briefly describes the contents of the publication (research paper, report, dissertation). The data is printed at the beginning of the publication on the page following the title page.

The contents of the abstract should be provided according to the instructions of this chapter. In a compiled work (consisting of articles, a *Festschrift*, etc.), each article may have its own abstract. Publication editor may suggest some corrections to abstracts.

The abstract should be submitted together with the manuscript to the Publication Secretary, who completes it with appropriate bibliographic data. It should be noted that the information of the abstract is used as a source for the information printed on the cover and the title page. Names, headings, etc. should therefore be carefully checked before the manuscript is submitted for printing.

Templates for abstract writing can be downloaded from the University website.

6.1 Format and content of the abstract

6.1.1 Instructive and bibliographic information

This information is written at the top right hand corner of the abstract form before the actual abstract section. The information is obtained from the title page and given in the same form. The Publication Secretary fills in information about the publication series [Title and number of the series, ISSN, ISBN]. Secretary also fills in the type of the publication, which can be a monograph, an article collection, edited publication, a research report, textbook or another publication.

Author data may include family names, first names or the names commonly used and, if necessary, other given names or their initials.

Contact information includes the details of the University and the Department in question. Incoming mail will be forwarded to the author – the addresses of University departments tend to change less frequently than those of people's homes or jobs.

Model in English

[Publisher] University of Vaasa [Date of publication] 2005

[Author(s)] Tiensuu, Vesa [Title of publication] Concept Design as Managerial Challenge. The Model of Concept Design of II Generation New Product Development Process Research [Title and number of series] Acta Wasaensia: 139 [ISSN] 0355-2667 [ISBN] 952-476-092-4 [Type of publication] Dissertation, Report, etc. [Number of pages] 245 [Language] English

[Contact information: Author(s), department, university, postal address (e-mail)]

Vesa Tiensuu, Department of Marketing, University of Vaasa. P.O. Box 700, FI-65101 Vaasa, Finland.

6.1.2 Abstract section

The abstract should be an independent piece of writing, accurately summarizing the contents of the entire paper. It should be easily understood without the presence of the original work. The maximum length is 2,500 characters including bibliographic data. The maximum number of words is around 250. The entire abstract should fit in onto the abstract form.

An abstract is either informative or indicative, depending on the nature of the paper. An indicative abstract serves best in the case of extensive surveys or overviews. In an indicative abstract, the contents of the publication are summarized at a very general level. An informative abstract is well suited as an account of an experimental study to explain the purpose of the work, methods used, results and conclusions.

6.1.3 *Keywords*

Keywords are listed in the section provided at the bottom of the abstract form. Keywords are important; they are entered into the bibliographic data and into the records of the University library, as well as national and international databases. Keywords are essential for the work to be tracked. The number of keywords should be at least three, preferably five.

Finnish keywords are found in the YSA (General Finnish Thesaurus) at <http://vesa.lib.helsinki.fi/>. If a suitable keyword is not found, special glossaries of various disciplines can be used. Apart from terms taken from official vocabularies, free terms of each discipline can be chosen as keywords. English keywords are found in the thesauri of central databases (EBSCO, ABI Inform) or in high-quality dictionaries (e.g. Talvitie & Hytönen: Englanti-suomi tekniikan ja kaupan sanakirja). It is advisable to consult with the information specialists at the Tritonia Academic Library for keywords.

7 INDICATION OF REFERENCES AND PREPARATION OF A LIST OF REFERENCES

7.1 General principles and how references are indicated

In the University's publication series, references within the text are usually enclosed in brackets. Another approach, the running numbering of references, is also possible. In this case, the Word program will automatically locate the references, either at the end of each chapter or in the reference section at the end of the paper. Footnotes should be used as sparingly as possible.

For example: ... text end here [2].

The correct way to cite: a reference in the text

The principle is that every source that has been cited in the text is mentioned in the list of references and every source mentioned in the list of references should be cited in the text.

The reference should be made direct to the list of references, to make it easy for the reader to check in which work and on which page of which source the information is to be found.

This applies to the reference policy in cases where references are cited in brackets in the body of the text. The reference is enclosed in brackets as follows: 1) Author/s, 2) year of publication, 3) colon, and 4) page number/s. You may have cited Ilkka Niiniluoto in *Johdatus tieteenfilosofiaan*, which appeared in 1999. His proposition, which you cite in your own words, is on page 33 of the book. The reference should be made as follows: (Niiniluoto 1999: 33).

If you cited Niiniluoto's thinking from several pages of the book, the reference should be: (Niiniluoto 1999: 32–34). The mark between the numbers is a dash, which is longer than the hyphen. It can be typed in a number of ways², depending on computer keyboards and the version of Word in use.

² PC users may try the speedkeys Ctrl+Num- (at the top right hand corner of the keyboard) and Alt+0150. On Macs, a hyphen is typed using Alt+dash.

If citations come from several, not consecutive pages, the reference should be: (Niiniluoto 1999: 15, 53, 88).

If a citation continues from the same book and the same pages, subsequent references can be abbreviated “Ibid”. (Ibid: 15, 53, 88). In this case the citations must be consecutive.

If Niiniluoto wrote more than one book in the particular year, these should be identified with letters: the book mentioned first as “a”, the next book “b”, etc. (Niiniluoto 1998a: 78, Niiniluoto 1998b: 123, etc.).

Two or three authors should be referred to as follows: (Isaacson, Hunt & Blum 1965: 77)

If there are more than three authors, only the first author is recognized in the reference: (Isaacson et al. 1998: 44) or (Hakkarainen etc. 1997: 66–67).

If the cited text has no personal author, the name of the organization (author) or the document should be used: (University of Vaasa, Faculty of Humanities 1999: 12) or (Narcotics Decree 1993: Section 7). It is important that the reference should point directly to the list of references: a reference (Isaacson, Hunt & Blum 1965: 77) in the text points to the list of references, from which the following source appears: Isaacson, R. L., Hunt, M. L. & Blum, M. L. (1965). *Psychology. The Science of Behavior*. New York: Harper & Row; citation from page 77.

If the writer’s name appears in the body of the text, it need not be repeated in the brackets. Only the year and a reference to pages, if necessary, are put in the brackets. Example: Tornikoski (1999: 12–13) suggests that...

If a conclusion is generalized from a number of sources, all of these are enclosed in the same brackets, for example, in the order of the year of appearance. The references are separated by semicolons: (Tornikoski 1999: 12–13; Koskela 2000: 88).

If to one sentence only, the reference is added immediately after the sentence before a full stop (Mäkinen 2005: 71).

If an entire paragraph is a citation from a certain piece of writing, the reference is added at the end of the paragraph after the full stop. The reader will know that all three sentences provided in this paragraph (or the thoughts contained in them) are citations from the given pages of the particular book. (Paunonen 2004: 47–48) or (Paunonen 2004: 47–48.)

The meaning of the reference can be accentuated by certain words or abbreviations, e.g. compare (cf.) or see. Example: In considering Popper's views, Niiniluoto concludes that Popper thought criticalness is one of the basic elements of science (cf. Niiniluoto 2002: 33).

The correct way of quoting: direct quotation

The right to quote is a key element of scientific practice and a precondition for the evolution of science. When a paper has been published, its contents can be freely dealt with, even against the author's will. The right to quote is set out in the Copyright Act: *it is permissible to make quotations from a published work if they are compatible with fair use and only to the extent justified by the purpose (Copyright Act 2:22)*. At the same time, however, this is an obligation to anyone using quotations, as it requires adequate and correct references. Also, the moral rights of the author should be respected: the quotation must obey the spirit of the original text and it must not give a misleading impression of it. Besides, a writer using quotations must accept that his or her published text may be quoted by others.

The use of quotations in research papers shows that the researcher is familiar with the discipline. They are recommended where a mere summary of the point might alter the original idea, when the writer finds it important to preserve the original wording, or in the case of a definition. Every research institute and publication usually has specific rules for the correct presentation of quotations. A quotation is put in quotation marks in the original form, and if anything is omitted, this is shown with three periods or two dashes in brackets or square brackets. The writer's own insertions, if any, are enclosed in square brackets. Instead of quotation marks, a direct quotation may be typed in *italics*.

Example: "The difference between behaviourism and cognitivism resembles Aristotle's differentiation between *theoretical sciences* [---] and *practical sciences* [---]; theoretical..." (Niiniluoto 1999: 67).

Quotations must be used in their original context and sentences must not be separated from their context. To ensure this, it is important to reproduce a sufficiently long passage of the original text. A researcher can use quotations either to support his/her own paper or as a counterargument to the original text. Thus, a quotation helps the writer to evolve his/her own presentation.

Footnotes

Sometimes it may be advisable to add footnotes or endnotes. They may be used for comments or longer bibliographic references, which have not actually been used in the author's own contribution (Example: "In Finland, the matter has been discussed by Ilkka Niiniluoto in the following books: *Johdatus tieteenfilosofiaan* (1980), *Tiede, filosofia ja maailmankatsomus* (1984), *Informaatio, tieto ja yhteiskunta* (1989)". A translation of a citation presented in the original language, other than the language of the body text, can be added as a footnote or an endnote. The use of footnotes should be carefully considered; they may have an adverse effect on the graphic appearance and readability of the text.

7.2 Preparation of the list of references

A list of references (headed References) is placed at the very end of the work. The purpose of references is to allow the reader to easily locate a particular source. The names of the published sources may be typed in italics. English nouns in book titles are written with the initial letter in capitals. The title of an article in a serial publication is written without extra capital letters; nouns in the title of the publication series are written with the initial letters in capitals.

The sources are listed in alphabetical order. If necessary, references can be divided with certain criteria, for example: primary sources/secondary sources, electronic sources/ paper sources, laws, etc.

The following details shall be given in the following order:

Writer's family name and the initial letter of the given name/s. The names of several writers are separated by &.

Year of publication (in brackets).

Exact title and volume of the work, article or writing. In the case of an article, also the title and volume of the journal, periodical or entire work. In the case of a newspaper article, the name and date of the issue.

Number of the edition, if not the first.

Place of publication, in the form it is given in the work.

Publisher.

For **electronic sources**, the above details shall be given and also:

The website (availability and web address).

Type of medium [e.g. web address, CD-ROM, ONLINE, electronic journal, electronic document, optical disk, e-mail].

Time of the latest update.

Time of the reference: the date on which the source was referred to. This is important because websites are being updated on a continuous basis.

7.3 Examples of the preparation of a list of references

7.3.1 *Monographs (printed book)*

Author's family name, Initial/s of given name/s (year of publication). *Title of the publication*. *Subtitle*. Number of edition. Place of publication: Publisher.

Examples:

Isaacson, R. L., Hunt, M. L. & Blum, M. L. (1965). *Psychology. The Science of Behavior*. New York: Harper & Row.

Hankamäki, J. (2005). *Filosofia räjähti, tulevaisuus palaa: vähä katekismus filosofiselle anarkistille*. Helsinki: Like.

Kotler, P. (2006). *Marketing Management*. 12th ed. Upper Saddle River: Pearson Prentice Hall.

7.3.2 *Monographs (electronic publication)*

Author's family name, Initial/s of given name/s (year of publication). *Title of the publication* [Type of medium]. Place of publication: Publisher, date of update, [Date of citation]. Availability and address.

Example:

Varjonen, V. (1999). *Viittaaminen sähköisiin dokumentteihin* [Web document]. Oulu: Oulu University Library. [Cited on 15 Sept. 2006]. Available at: <http://herkules.oulu.fi/vili/viittaus/>

Herala, N. (2004). Use of qualitative comparative analysis (QCA) in comparative law. Comparison of the legal regulation of sustainable development in physical planning in Denmark and Finland. *Jurisprudence 2. Public Law* [Web publication]. Vaasa: University of Vaasa [Cited on 15 Sept. 2006]. Available at: <http://lipas.uvasa.fi/julkaisu/acta/acta124.pdf>.

7.3.3 *Multi-volume works*

If the reference is to an entire work, the number of volumes (volumes 1–4) shall be printed after the place of publication. If a certain volume is/certain volumes are to be identified, it/they shall be mentioned after the title of the work. If different volumes have different titles, the reference should be to one volume at a time.

Examples:

History of Finnish Literature (1999). Editor-in-chief: Yrjö Varpio. Helsinki: Finnish Literature Society. Volumes 1–3.

Hurskaista lauluista ilostelevaan romaaniin (1999). History of Finnish Literature. Volume 1. Ed. Liisi Huhtala and Yrjö Varpio. In *History of Finnish Literature* (1999). Editor-in-chief: Yrjö Varpio. Helsinki: Finnish Literature Society. Volumes 1–3.

7.3.4 *An article in a compiled work*

Author's family name, Initial/s of given name/s (year of publication). Title of the article. In Editor/s of the collection (Ed./Eds). *Title of the collection*. Place of publication: Publisher. Pages.

In Finnish-language works, Editors are written in Finnish (Toimittaja, Toim.). In foreign-language works, Editors can be written in the original language (e.g. Ed. or Eds). The chosen practice must be followed consistently throughout the list of references.

Examples:

Simonsuuri-Sorsa, M. (2002). Tutkimusetiikka tutkijankoulutuksessa. In S. Karjalainen et al. (Toim.). *Tutkijan eettiset valinnat*. Helsinki: Gaudeamus. 118–125.

Malaska, P. & Virtanen, I. (2005) Orienteering in the futures universe. A map-analogy-based set-theoretic approach to the theory of futuribles. In E. K. Laitinen & T. Laitinen (Eds). *Contributions to Accounting, Finance, and Management Science. Essays in Honour of Professor Timo Salmi*. Vaasa: University of Vaasa. 261–284.

McConnell, W. H. (1993). Constitutional history. In *The Canadian Encyclopedia* [CD-ROM]. Macintosh version 1.1. Toronto: McClelland & Stewart.

7.3.5 *Periodicals: An article in a printed periodical*

Author's family name, Initial/s of given name/s (year of publication). Title of the article. *Name of the periodical (paper)* Volume number: number of the issue, pages on which the article can be found.

Examples:

Vekara, T. T., Eriksson, J. - T. & Tantt, J. T. (1996). Dynamic model of an electromagnetic massive core brake actuator. *Magnetics* 32: 3, Part 2, 1970–1974.

Talvinen, J. M. & Saarinen, T. (1995). MkIS support for the marketing management process: perceived improvements for marketing management. *Marketing Intelligence & Planning* 13: 1, 18–27.

7.3.6 *Periodicals: An article in an electronic publication*

An electronic publication is often a one-to-one copy (PDF) of the paper version, and an article contained in it can be referred to in the same way as in the paper version (see above). If it is possible that the form or contents of the article will change (be updated, etc.), the reference should be as follows:

Author's family name, Initial/s of given name/s (year of publication). Title of the article. *Name of the periodical (paper)* [Type of medium] Volume number: number of the issue, [date of citation] pages on which the article can be found.

Availability and address.

Examples:

Sidorov, J. (2006) It ain't necessarily so: The electronic health record and the unlikely prospect of reducing health care costs. *Health Affairs* [Web document] 25: 4 [11 Sept. 2006], 1079–1085. Available at: <http://web.ebscohost.com/ehost/>

detail?vid=10&hid=102&sid=5ece407b-7a1d-4a75-a553-86219ade5906%40sessionmgr102.

Butz, B. P., Duarte, M. & Miller, S. M. (2006). An intelligent tutoring system for circuit analysis. *IEEE Transactions on Education* [Web document] 49: 2, [12 Sept. 2006], 216–223. Available at: <http://ieeexplore.ieee.org/iel5/13/34178/01629217.pdf?isnumber=34178&arnumber=1629217>.

7.3.7 *Theses*

Haveri, T. (2006). *Organisaation sisäinen viestintä - Tutkimuskohteena Autokeskus Oy*. University of Vaasa. Department of Management and Organization. Master's thesis.

Heinonen, J. (2006). *Hinnanalennuksen ja vahingonkorvauksen suhde irtaimen kaupassa*. University of Vaasa. Department of Business Law. Master's thesis.

7.3.8 *Corporative authors*

The author is often a collective. This is the case in official announcements, directions, legal texts, committee reports and statistics. The SFS standard provides instructions for referring to collective publications. Here are a few examples:

Examples:

7.3.8.1 *Statistics*

Cost index of civil engineering works. 1993, December. Helsinki: Statistics Finland.

Index of wage and salary earnings. 1988, 1st quarter. Helsinki: Statistics Finland.

7.3.8.2 *Minutes*

Council of the Faculty of Business Studies at the University of Vaasa. 2006. Minutes. Meeting 1/2006. 17 Jan. 2006.

7.3.8.3 *Laws and decrees*

Act on the Protection of Privacy in Electronic Communications 2004. 516/16 June 2004

Act on the Protection of Evidence in Civil Matters Pertaining to Industrial Rights and Copyrights 2000. 344/7 April 2000.

Government Decree on the Language Skills required of certain Civil Servants in the Sector of the Ministry of Justice 2003. 1126/18 Dec. 2003.

7.3.8.4 *Report series*

Report of the Expert Group on B2B Internet trading platforms. Final report. European Commission. Technology for innovation, ICT industries and e-business. Brussels, 2003.

7.3.8.5 *Committee reports*

Patent Law Committee Report 1993. Committee report 1993:40. Helsinki Finnish Government Printing Office.

7.3.9 *Translator's name*

According to the Copyright Act, the name of the translator shall appear in the bibliographic data. It should be given as follows:

Tabucchi, A. (2000). *Intialainen yösoitto*. Translated by a group of Italian language students at the University of Turku, led by Pauliina de Anna. Helsinki: Like.

Kotler, P. (2005). *Markkinoinnin avaimet*. Translated by Riikka Renko. Helsinki: Readme.fi.

8 SUBMITTING OF MATERIAL TO THE PUBLICATION PROCESS

When the material has been accepted for publication and formatted as instructed, it shall be supplied to the Publication Secretary either in one or more finished PDF files or as a laid out Word document. A high-quality print shall also be supplied for checking.

8.1 Supply of articles contained in dissertation papers

If a dissertation paper consists of a summary and articles that have been previously published or accepted for publication, the layout of the summary and the unpublished articles shall comply with the instructions of this guideline.

Articles can be in the original format (pdf) if publisher does not forbid it or in word-format without any formattings of the journal.

Previously published articles shall be submitted to the Publication Secretary as early as possible for the scanning of paper originals. If PDF files are available, they shall be used instead of paper originals.

8.2 Proofs and corrections

A proof is always made before printing. As far as possible, it is made of the file passed for press in the final format of the book. The proof shall be read by the Publication Secretary and the author/s. If the author is unable to read the proof on the spot, he/she can check the PDF files. Corrections shall be agreed with the Publication Secretary.

8.3 Filing of publications

The University files a copy of each publication in its archives. Tritonia Academic Library also files copies of publications. The responsibility to store the manuscript for future needs rests with the author.

8.4 Contact information

A smooth publishing process benefits all parties. The persons listed below will be of service in matters related to publishing and can be given feedback with the aim of improving the process³.

- Scientific Publication Editor Virpi Juppo, (publication process, pressreleases), tel. (06) 324 8458, 044 024 4233, virpi.juppo@uwasa.fi
- Chairperson of Publishing Committee, professor Esa Hyyryläinen, tel. (06) 324 8420, 044 024 4313, esa.hyyrylainen@uwasa.fi
- Publication Secretary Tarja Salo, Konttori building, room 110, tel. (06) 324 8217, tarja.salo@uwasa.fi
- Secretary of Research and Innovation Services Anne Vankka, (advice on the Word template) tel. (06) 324 8303, anne.vankka@uwasa.fi
- Tritonia Academic Library, information specialists (keywords), tel. exchange (06) 324 8111
- IT support, help desk, tel. (06) 324 8345, helpdesk@uwasa.fi
- Head of Communications Virpi Viertola, tel. (06) 324 8224, virpi.viertola@uwasa.fi
- University of Vaasa, Communications and PR (information on dissertations, research papers), viestinta@uwasa.fi
- Rector's assistant Linda Lindqvist, tel. (06) 324 8215, 050 331 6433, linda.lindqvist@uwasa.fi

See updated information at www.uwasa.fi (personnel search, on the front page of the website).

³ Situation at the February 2011.