In the *Annales Universitatis Turkuensis* series (“the Annales Series”), the doctoral dissertations of the University of Turku are published. The publishing activities of the Annales Series are coordinated by the Turku University Library. The University Communications is responsible for the Graphic Standards.

In the Annales Series, the outward appearance of the publications is affected by the doctoral candidate’s discipline. The covers follow the visual identity of the University of Turku. The layout of the covers is done by a printing house or a graphic designer. The cover can be done with a colour template or an image chosen by the doctoral candidate themselves. The cover must feature the whole logo of the University of Turku. The type family used in the covers is Brother 1816. In the back cover, the doctoral candidate may write a short presentation on the topic of the dissertation.

The instructions for requesting an ISBN number are found in the webpages of the Turku University Library.

>> [http://utuguides.fi/annales](http://utuguides.fi/annales)

The University’s tendered printing houses are found in the intranet.

>> [painopalvelut](https://utuguides.fi/)

Word templates for the Annales publication

>> [https://utuguides.fi/vaitoskirjat/annalesgraafisetohjeet](https://utuguides.fi/vaitoskirjat/annalesgraafisetohjeet)

InDesing templates for the Annales publication

>> ilme@utu.fi

### COLOUR OF THE COVERS

- **A1: Astronomica** - Chemica - Physica - Mathematica ja AII: Biologica - Geographica - Geologica
  - C60, M0, Y25, K0
- **B: Humaniora**
  - C52, M66, Y0, K0
- **C: Scripta Lingua Fennica Edita**
  - C35, M0, Y90, K0
- **D: Medica - Odontologica**
  - C52, M66, Y0, K0
- **E: Oeconomica**
  - C0, M75, Y54, K0
To the back cover, a short voluntary presentation of the content, a maximum of 1,000 characters.

> Brother 1816 regular 9/12pt

The background image of the cover is the winged torch. If the front cover features an image the half image of the winged torch is left out.

> Brother 1816 bold ja regular 9pt

The Turku University Library provides the ISBN number for the publications of the University of Turku. The ISSN numbers are subseries-specific.

ISBN (Print)
ISSN (Print)
ISSN (Online)

> Request the ISBN number by using the form provided by the Turku University Library

The title of the Annales series in Finnish and Latin, subseries, volume number and year of publication.

> Brother 1816 medium, 8/12pt, uppercase

Series:

AI: Astronomica - Chemica - Physica - Mathematica
All: Biologica - Geographica - Geologica
B: Humaniora
C: Scripta Lingua Fennica Edita
D: Medica - Odontologica
E: Oeconomica
COVER TEMPLATES

The Annales Series is divided according to the discipline and the language of the doctoral dissertation into subseries. The discipline and language of the publication (Finnish/other language) determine the subseries in which the dissertation is published.

In the covers, the colour is determined by the subseries (see p. 2).

Sarja/Ser. AI: Astronomica - Chemica - Physica - Mathematica
ISSN 0082-7002 (Print)
ISSN 2343-3175 (Online)

Doctoral dissertations in the disciplines of mathematics, astronomy, chemistry and physics are published in this series.

Sarja/Ser. AII: Biologica - Geographica - Geologica
ISSN 0082-6979 (Print)
ISSN 2343-3183 (Online)

Doctoral dissertations in the disciplines of biosciences, geography and geology are published in this series.

Sarja/Ser. B: Humaniora
ISSN 0082-6987 (Print)
ISSN 2343-3191 (Online)

Doctoral dissertations in the fields of humanities, social sciences, education and law are published in this series.
All doctoral dissertations written in Finnish are published in this series regardless of the discipline.

Doctoral dissertations in the fields of medicine (incl. biomedicine), dentistry and nursing science are published in this series.

Doctoral dissertations in the disciplines of economics are published in this series.
Covers of the Annales Series featuring an image

It is possible to add a relevant image to the cover. The resolution of the image must be 300 ppi (the minimum size of the image being 2150 x 3024 pixels)

The logo and texts must stand out clearly.

The colour of the subseries is applied to the spine and back cover of a cover featuring an image.

The image can be a photo, drawing or other graphics. Keep in mind that the logo and texts must stand out clearly. A drop shadow can be applied in the texts to enhance the readability of the text.

The copyright must also be taken into account. Place the image data on the reverse side of the title page.
The measures of the pages of the doctoral dissertations published in the Annales Series are mirror images of each other.
In the Annales Series, monographs and article dissertations are published. Their structures are similar in many ways.

The next pages present the typography of the Annales Series. Typographic matters include:

- text styles (e.g. headings and body texts and their point sizes and spacing)
- recommendations regarding typographic symbols (e.g. dashes). The typographic recommendations are different in different languages.

In the Annales Series, doctoral dissertations are published in different languages. In this Graphic Standards, the instructions concern Finnish and English. In the Annales Series, primarily British English spelling is used.

**The text styles are presented in the aqua-coloured boxes:**

**Body text 1 par**

Minion Pro / TNR regular 11/14pt

The name of the text style (both in the Word and InDesign template)

Body text 1 par

The font is Minion Pro / TNR, the cut is regular, point size 11 and spacing 14 points.
EXAMPLE OF THE STRUCTURE OF THE DISSERTATION

Monograph

- Covers (front and back)
- Loose sheet
- Title page (and the reverse side)
- Dedication (optional)
- Abstract (English and Finnish)
- Acknowledgements (foreword)
- Table of contents
- Textual content divided into chapters
- Notes
- Abbreviations
- List of references
- Appendices

Article-based dissertation

- Covers (front and back)
- Loose sheet
- Title page (and the reverse side)
- Dedication (optional)
- Abstract (English and Finnish)
- Acknowledgements (foreword)
- Table of contents
- List of the original publications
- Introduction
- Notes
- Abbreviations
- List of references
- Appendices
- Original publications (incl. title page with the bibliographic information of the article)

The Word template of the Annales Series features the structure of the dissertation of the discipline in question.
TITLE PAGE AND LOOSE SHEET

The title page contains the same information as the cover: the title of the dissertation and the author, the information of the series and the logo of the University of Turku.

The loose sheet placed between the front cover and the title page contains the same information as the title page and also information on the public defence of the doctoral dissertation.

The Word template of the loose sheet can be found on the UTUGuides website: <https://utuguides.fi/vaitoskirjat/annalesgraafisetohjeet>

The logo of the University of Turku: width 55 mm, in the top margin of the page

The logo of the University of Turku: width 55 mm, in the top margin of the page

Title of the dissertation

Title page heading 1: Arial black, 24/24 pt, uppercase

Subtitle of the dissertation and the author’s name are divided with a line (4 pt, colour black 75 % fill)

Title page heading 2: Arial regular, 16/16 pt

Series information, place and year of publication, inside a box at the bottom of the page (height 34 mm, black 75 % fill)

Title page footer: Arial bold, 9/11 pt, uppercase

NB: The loose sheet is a separate document.

In titles written in English, the first letter of every word is written in the uppercase apart from:
- prepositions
- conjunctions
- articles and
- different verb forms of the verb ‘be’.

This pertains to all headings of the dissertation.
The reverse side of the title page contains the doctoral candidate’s faculty, school or department, discipline and the doctoral programme and the names and affiliations of the supervisors, reviewers and opponent(s).

The reverse side of the title page also contains a note that the dissertation has been checked with the Turnitin OriginalityCheck. The page also contains the ISBN and ISSN numbers and the name and place of the printing house and the year of publication.

If the front page features an image, its information is marked on the reverse side of the title page. The author is responsible for taking care of the copyright matters.

**Text styles of the reverse side of the title page**

- **Title page heading 3:** Arial black, 12/16 pt
- **Title page body text:** Arial regular, 10/12 pt

The heading and body text are divided by a 60 mm wide line (0.5 pt, black 50 % fill)

**The reverse side of the title page contains a note that the dissertation has been checked with the Turnitin OriginalityCheck**

The originality of this thesis has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service.
DEDICATION AND ABSTRACTS

It is voluntary to dedicate the dissertation to a person or persons or a community. The dedication is placed on a separate page after the title page.

Regardless of the language, the dissertation features abstract pages both in English and Finnish that are placed after the title page or the dedication page. The length of the abstract is one page.

The abstract pages are numbered.

The dedication is placed on the bottom right of the page.

The dedication page is not numbered.

Dedication: Minion Pro/TNR medium italic, 11/14 pt, black 75 %, aligned to the right

Styles used on the abstract page

In the abstract, the name of the university and the author are written in the uppercase.

- Abstract info: Arial regular, 11/13 pt
- Abstract body text 1 par: Minion Pro/TNR regular, 11/12pt
- Abstract body text: Minion Pro/TNR regular 11/12pt
- Abstract keywords: Minion Pro/TNR regular 11/12pt

The first paragraph after the heading is aligned to the left. The first line of the following paragraphs is indented by 6 mm.

This pertains to all chapters.
Acknowledgements or foreword are placed according to the convention of the discipline. The correct place is indicated in the Word template of the Annales Series. The author may mark the date and sign the acknowledgements.

After the acknowledgements there is a voluntary presentation of the author. It contains the name, photo and a short presentation of the author. The presentation is placed onto the bottom of the page and it cannot exceed the page.

The first line following the chapter heading is 65 mm measured from the top of the page.

**Styles in the acknowledgements**
- Chapter heading: Arial regular, 20/20 pt
- Body text 1 par: Minion Pro / TNR regular, 11/14 pt
- Body text: Minion Pro / TNR regular, 11/14pt, first line indent 6 mm

Date and signature Body text 1 par, aligned to the right, name in italics

**Presentation of the author**
- Author presentation - name: Arial regular, 11/12 pt, black 75 %
- Author presentation - text: Minion Pro / TNR regular, 11/12, black 75 %

Photo 35 x 50 mm, 300 ppi
Frame width 0,5 pt, black 75 % fill
The table of contents contains the chapter headings and the respective page numbers.

The heading hierarchy of the dissertation can be indicated in two ways:

1) heading styles (with different font sizes)

2) numbered headings (headings styles are the same in 1 and 2).

The heading styles of the table of contents:

- Chapter heading: Arial regular 20/20 pt aligned to the left
- TOC heading 1: Arial bold, 12/13pt
- TOC heading 2: Arial regular, 11/11pt, left indent 10 mm
- TOC heading 3: Arial regular 11/11pt, left indent 20 mm

The numbered headings do not contain a full stop after the last number.
CHAPTER HEADINGS

Main chapter heading
Chapter heading: Arial regular 20/20 pt, aligned to the left
Chapter subheading: Arial 14/20 pt

Chapter subheadings
Heading 1: Arial regular 15/14 pt, space before 20 pt (7.5 mm), space after 7 pt (2.5 mm), aligned to the left

Heading 2: Arial regular 13/14 pt, spaces before and after as in Heading 1, aligned to the left

Heading 3: Arial regular 11/14 pt, see above

If the heading must be divided into two lines, it must be ensured that the meaning of the heading is logically divided. Short words e.g. conjunctions are placed in the beginning of the new line rather than the end of the first line.

It is recommended to have a maximum of three subheadings.

The running head. The pages following the table of contents contain a running head. On the left-hand side of the spread, the running head contains the name of the author. The running head of the right-hand side contains either the title of the dissertation or the main chapter heading. There is no running head in the original publications of an article-based dissertation.

> Running head: Arial regular, 8.5/10 pt, aligned to the outer margin of the page
Body text styles

- **Body text 1 par:** Minion Pro / TNR regular, 11/14pt, aligned to the left (justified)
- **Body text:** as above with the first line indent 6 mm

Citations

Short citations can be placed in the body text marked with quotation marks. Longer citations are written in a separate paragraph.

- **Indented quotation:** Minion Pro / TNR regular, 10,5/14pt, left and right indent 6 mm, aligned to the left (justified), empty spacing before and after (14pt)

Recommendations on **hyphenation**:

- proper names are not hyphenated (unless absolutely necessary)
- compound words are hyphenated between elements of the compound
- in hyphenation of English, the hyphenation rules of British English are followed

**Quotation marks vary between different languages**

- **Finnish** uses the 99 quotation marks: "quotation marks".
- **English** uses the 69 quotation marks: "quotation marks".

The place of deleted text is indicated by three consecutive full stops.
There are many ways to use notes in the publications of the Annales Series.

Footnotes or endnotes can be used in the dissertation. In addition to either, bibliographic references are marked in brackets in the body text. Regardless of the type of notation, it is important to aim at consistency.

Instructions on referencing research data can be found on the Library’s webpages:
> utuguides.fi/tutkimusdata/dataanviittaaminen

The place of the note number is always after the punctuation marks except when the note refers to the word immediately preceding the number.

NB: The use of the n-dash (–) between numerals. The n-dash is also used between words referring to limit values and different parties:


NB: There is no dividing line between the body text and the footnotes.

Example of marking the references

Bibliographic references include last name, year of publication (and page numbers). The year of publication and page number can be separated by comma or colon. If there are several sources, they are separated by semicolon.

If there are two authors, the & symbol is used between the last names. If there are more than two authors, et al. (et alii) is used after the last name of the first author.

Archive sources are marked in the notes in a systematic and consistent way.

Digital sources are marked according to the name of the author or webpage (and year). The URL is given only in the list of references.

NB: Full bibliographic information is not marked in the notes. They are given in the list of references.

> Note: Minion Pro / TNR regular, 10/11pt, indent after the number 8 mm, minimum space between body text and note 8 mm.
Images can be featured in the dissertations published in the Annales Series. The author is responsible for taking care of the copyright matters.

The technical quality requirements of the images differ between the printed and the electronic version of the publication.

In the printed version, the resolution of the image must be at least 300 ppi (pixels per inch) in size 1:1. The preferred file format is .tiff.

In the electronic version, a lower resolution suffices, e.g. 72 ppi. The preferred file formats include .jpg and .png.

The images can be numbered if they are referred to in the text or it is otherwise purposeful.

Graphic elements are treated as images, except that they are imported as vector graphics whenever possible.

More information on copyright matters: https://utuguides.fi/opinnayte/tekijanoikeusjajulkaisu

The place of the caption is below the image.

Illustration/table caption: Arial regular, 8,75/11pt, number of the image in bold
### Appearance of the table

- no frame
- columns divided by black line of 0.5pt
- filling in every other line, black 15%

or

- no frame
- filling in every other column, black 15%

or

other purposefully and consistently applied appearance.

### Table styles

- Illustration/table caption: Arial regular, 8.75/11pt, number of the table in bold
- Table header: Arial, 8.75/11pt, bold
- Table body text: Arial 8.75/11pt, alignment to the left, right or center
ENDNOTES AND ABBREVIATIONS

If the dissertation contains endnotes, they are placed after the text chapters.

The list of abbreviations varies according to the conventions of the disciplines.

If the definitions of the list of abbreviations are short, the list of abbreviations can be set in two columns.

Notes

> Notes: Minion Pro / TNR regular 10/11pt, left indent 8 mm, aligned to the left (justified)

Abbreviations

> Abbreviations: Minion Pro / TNR regular 11/14pt, aligned to the left (justified), left indent 20 mm
The sources of the research can be categorised and marked according to their content and the discipline-specific conventions. It is important that the sources have been marked systematically and consistently. The international reference styles of reference management tools, e.g. APA, Chicago, Harvard or MLA can be used.

Reference management tools
➤ utuguides.fi/vitteidenhallinta

The right-hand side image features one example of marking bibliographic references. The instructions concerning e.g. typography used in the example have been listed below. These instructions can be applied if you do not use any of the reference management tools.

➤ In cases where the author's first name is indicated by initials only, they are followed by a full stop. If there are two initials, they are separated with a space.

➤ The titles of journals, books, works of art and film are italicised. The titles of unprinted publications are not italicised.

➤ The first letters of the titles of journals and books are marked in the uppercase (see instructions on p. 10), the first letters of the titles of articles can be marked either in the uppercase or lower-case (except for proper names which are always in the uppercase). It is important to be systematic and consistent.

➤ The title and the subtitle are separated by a colon. The en dash is used only in cases where it is part of the title.

➤ If the place of publication is evident in the publisher’s name, the name of the place is not repeated.

➤ Page numbers are marked in the articles.

➤ All URLs are placed in angle brackets: <URL>.

➤ If the publication has a permanent URL, e.g. DOI or URN, its entire URL is marked in the list of references (instead of the mere number).

➤ In the digital sources, the date of access is marked in those cases where the content of the referenced page may change. If the webpage is no longer available, this is marked at the end of the references.
APPENDICES AND INDEX

The appendices are marked using the template and styles of the chapters. If there are more than one appendix, every appendix begins from a new page.

The purpose of the index is to help the reader to find the information they need quickly and easily. Adding the index is voluntary.

The index is used to outline the content of the research and to highlight important aspects. There is no single model for drafting the index.

### Appendices
- Chapter heading
- Heading 1 (title of the appendix)
- Body text 1 par
- Body text

### Index
- Index: Minion Pro / TNR regular 10/13pt, hanging indent 8 mm, two columns, aligned to the left
The original publications are marked in the end of the publication. An individual title page is drafted for each article featuring the title of the article as well as its bibliographic information. The Word template of the Annales Series includes the title page template. NB: Also the manuscripts of unpublished are included in the printed dissertation.

The articles are numbered with Roman numerals. The number is placed into a black box (height 35 mm) in the right-hand side margin. The first number box is placed 65 mm from the top of the page. The following boxes are 35 mm lower than the previous one.
The original publication is scaled to fit the page.

The maximum size of the content area is 150 x 224 mm.

There is no running head or page number marked on the pages of the original publications.

The pages are scaled so that the width of the text area is 150 mm. However, the page of the original publication must fit into the template of the Annales Series in its entirety.

A 6 mm wide box is placed into the right-hand side of the article pages at the same height as the box on the article page.
MORE INFORMATION

utugides.fi/vaitoskirjat/

Questions on the Annales Series:
annales@utu.fi