

INSTRUCTIONS FOR AUTHORS

Edited by
LEENA RAUTIO

Publication Committee of
the University of Oulu

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ACTA UNIVERSITATIS OULUENSIS



To the reader

These are the revised instructions (5th revised edition) for authors of manuscripts intended for publication in the series Acta Universitatis Ouluensis. The instructions apply for both dissertations and other papers published in the series. The instructions are also a model for the formatting of text in the series Acta Universitatis Ouluensis.

This booklet includes instructions on what to bear in mind during the writing of the manuscript (language supervision, word processing, typography, compilation of the list of references etc.). There are separate appendices explaining the use and listing of references. Instructions for the publishing of the paper (request for publication in the series, acceptance, printing and distribution) are also included, as well as a chapter on the cost of the publication and available grants.

Copies of the booklet are available from the faculty offices of the University of Oulu, the porters of the Administrative Department and the secretary to the Publication Committee.

Oulu, February 1997

Leena Rautio, Secretary to the Publication Committee

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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 fulfil the requirements of a scientific publication. The series also includes congress publications.

1.2. Subseries

The series is divided into six subseries: series A (Scientiae Rerum Naturalium), series B (Humaniora), series C (Technica), series D (Medica), series E (Scientiae Rerum Socialium) and series F (Scripta Academica). If the need arises new subseries that better correspond to various fields in the humanities can be created parallel to subseries B (Humaniora).

2. Writing of the manuscript

2.1. Language

Manuscripts can be published either in Finnish or in a foreign language. Whatever language is used, 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.

2.2. Language review

Review of the language may be required if the paper is written in the author's mother tongue. If a paper is written in a language other than the author's native language it must be reviewed by an expert nominated by the Publication Committee. In this case the language reviewer is usually a native speaker of the language in question.

2.3. Composition of the text

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

- A) as a text file to the University Press for layout and printing or
- B) preformatted and ready for print, in the final form required by the series, as a postscript file or as printouts

The files can be submitted to the University Press either on diskettes or via network.

2.3.1. Instruction A

Oulu University Press uses the Ventura DTP program for the final layout, together with the Microsoft Word word processor.

When submitting the manuscript as text files the author must ensure that the files are compatible with Ventura and Microsoft Word.

It is recommended that only the most common programs/file formats are used.

A printed text (typewritten) can be scanned for use in DTP and word processing programs. It is not recommended that long texts are converted in this manner, however.

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 program used when writing the text or as good quality printouts. Photographs must always be the original negatives. It is possible to use colour photographs and colour graphics for additional effect.

The finished text and possible illustrations are compiled either manually using the so-called scissors layout technique or direct with a DocuTech digital printing press, which is also used to print out all finished works at 600 dpi resolution.

The printed works can be saved in digital form on optical disks, in which case it is possible to take reprints without any additional measures.

2.3.1.1. Word processing instructions (instruction A)

As mentioned in instruction A the layout of the publication is finalized at the University Press.

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.

2.3.2. *Instruction B*

As specified in instruction B the author must prepare the manuscript so that it is ready for print.

Saving the ready-for-print text file as a postscript file requires that the printer driver (PPD) used in the word processor / DTP program is one of the following: Apple LaserWriter II NTX, HP LaserJet 4MV(PCL) or Xerox DocuTech 135 v2010. The drivers are available from the University Press.

Saving the work as a postscript file in a word processor is usually accomplished by choosing: *File – Print – Print to File*. The file is saved on diskette or over network to the University Press server.

Transfer of material as a postscript file requires certain advance measures but this makes for a better end result.

In a ready-for-print printout drawings and illustrations can be attached to the text pages, if their size is in proportion with the column size. Otherwise illustrations must be submitted separately. Photographs must always be submitted separately.

2.3.2.1. *Word processing instructions (instruction B)*

For the author's manuscript to comply with the requirements of the Acta series and be ready for print, the following typographical guidelines must be closely observed.

Typeface:	Times or similar
Column size:	12,7 cm x 19,5 cm (justified edges)
Body text:	typeface size 10 pt.; line spacing 12 pt.
Headings:	centred
Main heading:	Semibold normal (14 pt.) at the start of a new page, the space between the top edge of the column and the main heading should be 12 empty lines*, and one empty line* after the main heading before the body text.

**N.B. When leaving empty lines the default typeface size must always be 10 pt.; line spacing 12 pt.*

1 st level subheading:	Semibold normal (12 pt.)
2 nd level subheading:	<i>Semibold italic</i> (12 pt.)
3 rd level subheading:	<i>Normal italic</i> (12 pt.)
Line spacing:	before a subheading three empty lines* after a subheading one empty line* the spacing between two headings is two empty lines*

Table text:	(APPENDIX 1)
	Name: 10 pt. italic; line spacing 12 pt. (above the table)
Table text:	10 pt.; line spacing 12 pt. (less if necessary)
Captions:	semibold 9 pt.; line spacing 10 pt. (below the figure)
Abstract:	heading: 10 pt. semibold italic, text: 9 pt., line spacing 10pt.
Keywords:	heading: normal italic 10 pt., subject headings normal 10pt. (max. 4 subject headings, not taken from the title)
List of references:	9 pt.; line spacing 10 pt.

Paragraphs start with a 12 pt. (=1 pica) indent. This does not apply to the first paragraph after a heading, however. The spacing between paragraphs is one normal line space. The space between the caption of a table or a figure and the body text is two empty lines*. In the list of references the name of the first author of each reference starts at the left edge of the column, and the rest of the reference text follows with a 12 pt. (=1 pica) indent. In long lists of references the line spacing can be tighter than normally.

Additional information is available from the University Press, phone 08-553 3040 and 553 3044, fax 08-553 3047, e-mail: yliopistopaino@oulu.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. However, the order of the front matter must comply with points 3.1. – 3.6. (cover, title page, abstract etc.). The first page taken into consideration in the page numbering is the title page.

3.1. Cover

The cover is printed at Oulu University Press. This stage is supervised by the secretary to the Publication Committee. The University of Oulu pays the cost of the cover up to and including the 500th copy.

3.2. Title page

The title page is printed at the same time as the cover and in the same place. Information about the public defence of a dissertation will be added to the title page of a dissertation. This information must be submitted in good time to the secretary to the Publication Committee.

3.3. 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.

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 (max. 350 words). The abstract is written using complete, short sentences. The use of rare terms, abbreviations and symbols must be avoided.

The top of the abstract page contains bibliographic information about the text (name of the author(s), title of the study, address, series information and date when the manuscript arrived at the editorial office).

The bottom of the abstract page contains the keywords. 2-4 words/pairs of words must be used. Words from the title of the study are not permitted, since these are automatically recorded as keywords. See APPENDIX 3.

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

3.4. Preface/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.

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 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 practice of the discipline.

Appendices at the end of this booklet explain the use of citations and how to draft the list of references in the subseries (APPENDIX 4).

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 exact descriptions of the methods used in the study, detailed information of the results, questionnaires that have been used in the study, photographs that require the use of special photographing techniques (e.g. colour photographs) etc.

4. Publication of the manuscripts

4.1. 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 includes the following information:

- number of pages of the manuscript
- language of publication
- name of the language reviewer.

In the case of dissertations the request must also include

- names of the preliminary reviewers
- copies of their opinions
- publication permission granted by the Faculty Board (or date of the meeting when the matter is on the agenda)
- time and place of the public defence of the dissertation
- signed publication agreement.

Two copies of the manuscript must be submitted (in the case of dissertations, one copy), including any previously published articles and the figures included in them. A title page stating the name of the author(s) and the title of the manuscript and the department, division or clinic where the manuscript has been written is attached to the manuscript. The manuscript will be given to the subseries editor only after the layout has been finalized.

If a dissertation contains articles that have been or are to be published elsewhere, it is recommended that they have already been accepted for publication.

The request for publication is sent to: the Secretary, Publication Committee of the University of Oulu, Main Library, Linnanmaa 90570 Oulu, or submitted to the editor of the subseries together with the manuscript.

Publication request forms and publication agreement forms are available from the faculty offices, from porters of the Administrative Department and the secretary to the Publication Committee.

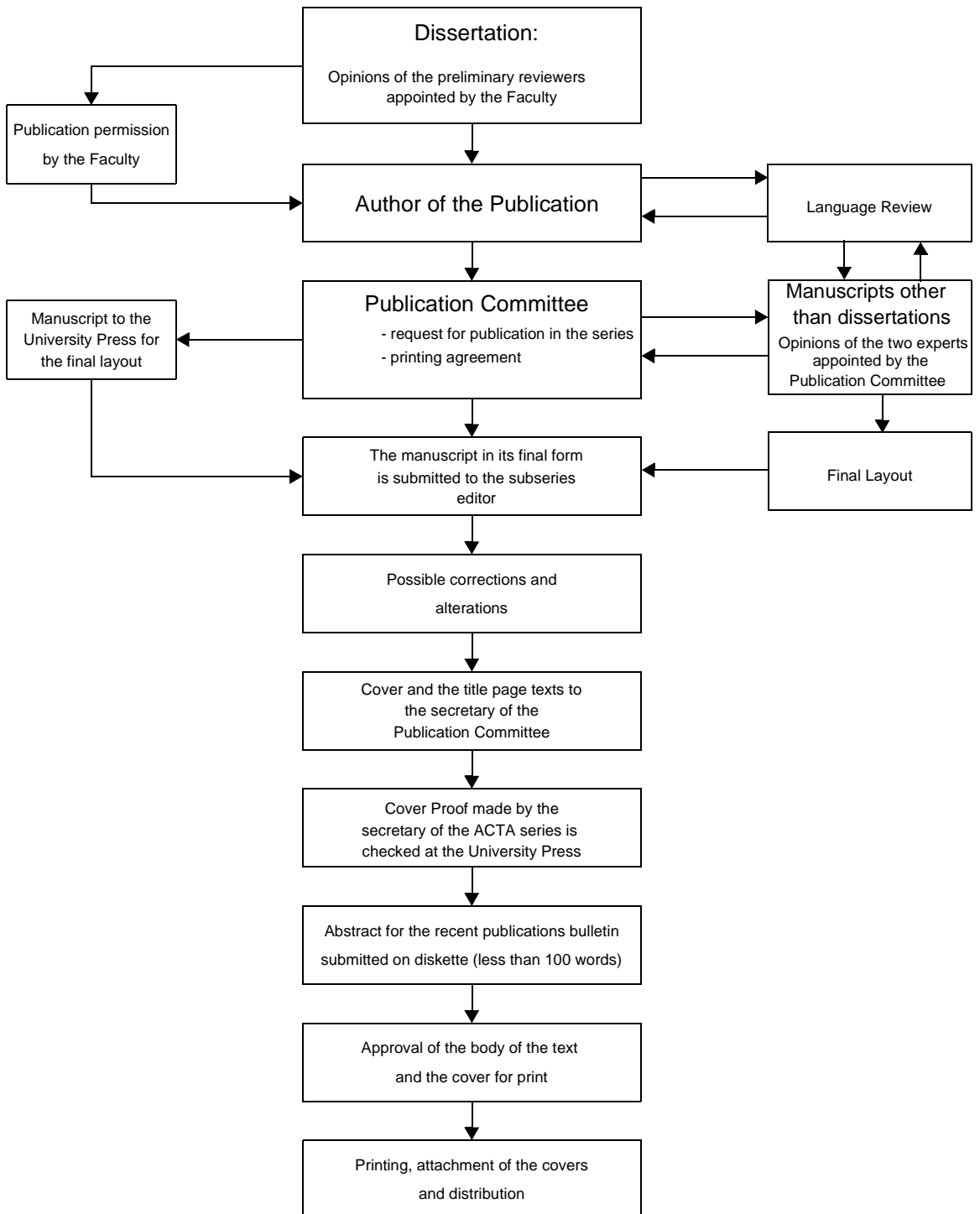


Fig 1. Publishing of manuscripts in the series Acta Universitatis Ouluensis.

4.2. Acceptance to the series and copyright

The Publication Committee meets when necessary. Acceptance to the series is based on two expert opinions. The acceptance of a dissertation is the responsibility of the editor of the subseries in question and of the editorial secretary of the Acta series, or the editor-in-chief if necessary. Before acceptance the whole manuscript must be submitted to the editor of the series and the opinions of the preliminary inspectors appointed by the Faculty must be presented. The printing agreement is also signed at the same time, whereupon copyright is transferred to the University of Oulu. The secretary to the 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 requires permission from their publishers 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, the permission of the Publication Committee is required. Permission is sent to the author(s) by letter.

The final printing of the manuscript can be started only after it has been accepted for inclusion in the series.

4.3 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 of the Publication Committee must be consulted.

Dissertations are printed with a Xerox DocuTech digital printing press on 100 g B4-size sheets.

Publications in the Acta-series are also bound at Linnanmaa 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 (phone 08-553 3040), and a starting date must be agreed with him well in advance. The different stages of the process are set out in figure 2.

4.3.1. Layout

The term layout' refers to the arrangement of the text and figures on a press sheet.

The layout of texts submitted as text files (instruction A) is done with a DTP program. The finished texts are compiled on the screen of a DocuTech digital printing press after any possible manual layout. The author must inspect the proof.

4.3.2. Proofreading

Any parts of the text that have been written or processed at the University Press must be proofread by the author.

The markings used in proofreading are explained in standard SFS 2324, which must be consulted when proofreading the text. The most common correction markings are explained in this booklet (APPENDIX 6).

4.4. Distribution

The most usual print run in the series *Acta Universitatis Ouluensis* is 350 copies. However, the author can determine the size of the run according to demand. In determining the size of the run the so-called obligatory distribution points must be borne in mind:

- the organisation responsible for printing must send six copies of every issue of printed matter to the Legal Deposit Office of Helsinki University Library
- 13 copies go to the Publication Committee (taken care of by the organisation where the printing has taken place)
- 55 copies go to the Oulu University Main Library of publications in subseries A, B, C, E and F (publications in series D are sent to the Faculty of Medicine Library).

In addition to the above, instructions on the distribution of dissertations are available from the Faculties and the university porters (*Loppukiri tohtoriksi: ohjeita väittelijälle*). The author is himself responsible for internal distribution of publications except for the legal deposit copies and the copies sent to the Publication Committee, which are taken care of by the University Press.

4.5. Sales and marketing

Publications in the *Acta*-series are sold at the University Press Shop at Linnanmaa. The Publication Committee together with the University Press determines the sales price of the publication. It has been agreed that 10 copies should be put up for sale.

For the purposes of compiling a list of recently published titles the author must submit a short (less than 100 words) abstract in Finnish on diskette to the University Press.

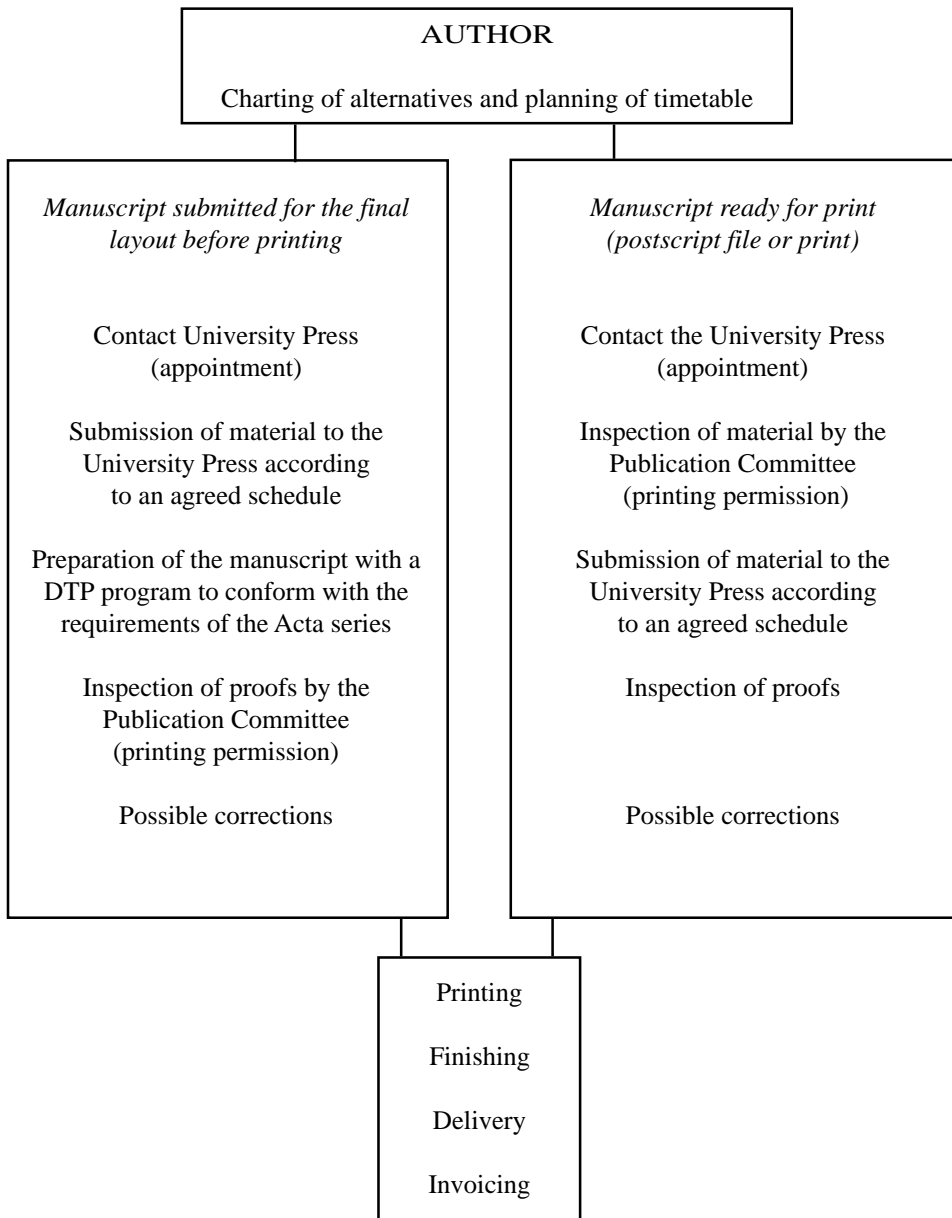


Fig. 2. Stages in the printing process at Oulu University Press.

5. Expenses

5.1. Division of expenses

The University of Oulu underwrites the cost of printing the covers of the publications in the series *Acta Universitatis Ouluensis* up to and including the 500th copy. The author pays for the printing of the rest of the publication and for the binding.

5.2. Grants

It is possible to apply to the University Board for a dissertation grant towards the printing expenses of a dissertation. Applications together with the original documents should be sent to the Finance Office of the University. Application forms are available from the University Press, the Faculty offices and the porters of the Administrative Department.

APPENDIX 1

Table 10. Ultrasonographic, histological, cytological and hysteroscopic findings in postmenopausal breast cancer patients with endometrial carcinoma.

Patient no.	Tamoxifen	Endometrial histology and grade of differentiation	Endometrial thickness (mm)	Estrogenic effect in vaginal cytology	Pistolet classification	Hysteroscopic findings
1	-	Adenocarcinoma, gr. 1	7	Atrophic	II	Not done
2	-	Adenocarcinoma, gr. 1	12	High	II	Carcinoma suspicion
3	+	Adenocarcinoma, gr. 1	13	Atrophic	IV	Carcinoma suspicion
4	+	Adenocarcinoma, gr. 1	17	Moderate	V	Carcinoma suspicion
5	+	Serous papillary, gr. 3	32	Atrophic	V	Carcinoma suspicion

None of the breast cancer patients had proliferative changes in the endometrium at the beginning of the follow-up study, whereas after one year of treatment with tamoxifen or toremifene two patients in both groups showed proliferative changes in the histological evaluation (Table 11). Interestingly, one patient in the toremifene group with pre-treatment endometrial atrophy showed clear proliferative changes at six months but only a slight estrogenic effect in the endometrium after 12 months of treatment.

Table 11. Hysteroscopic and histological endometrial findings in asymptomatic postmenopausal breast cancer patients before and during tamoxifen or toremifene treatment.

	Months		
	0	6	12
Endometrial polyps in hysteroscopy			
Tamoxifen	1/16	1/14	1/13
Toremifene	0/13	1/11	0/10
Proliferative changes in endometrial histology			
Tamoxifen	0/16	0/13	2/14
Toremifene	0/13	3/11	2/10

5.2. Vaginal cytological findings (II, III)

Hormonal evaluation of the Pap smears was possible in 46 of the 53 tamoxifen patients and in 45 of the 52 control patients. The mean (SE) proportion of parabasal cells was 8.1% (3.1%) in the tamoxifen and 39.1% (6.2%) in the control group ($p=0.0001$). The figures for intermediate cells were 82.4% (3.4%) and 55.3% (5.5%), respectively ($p=0.0001$), and for superficial cells 14.4% (2.1%) and 4.65 (1.7%), respectively. In the tamoxifen group, atrophy

APPENDIX 2

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).

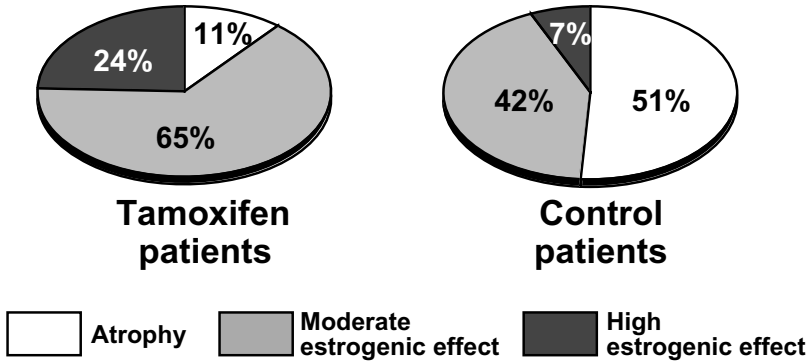


Fig. 7. Hormonal effects in the Pap smears of tamoxifen treated (n=46) and control breast cancer patients (n=45).

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).

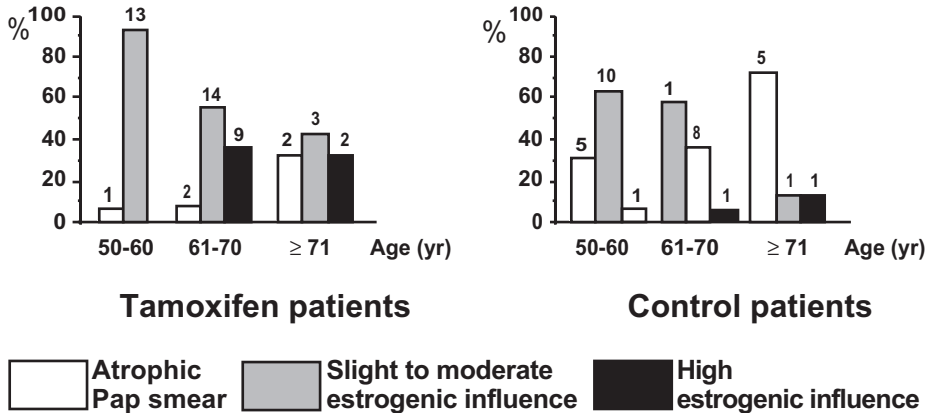


Fig. 8. Proportions of the patients with atrophic and estrogenic Pap smears with relation to age in the tamoxifen (n=46) and in the control (n=45) groups. The number of patients is presented above the columns.

Tomás, Eija, The effects of antiestrogen treatment on the uterus and insulin-like growth factor-system in postmenopausal breast cancer patients

Department of Obstetrics and Gynaecology, University of Oulu, FIN-90220 Oulu, Finland

Acta Univ. Oul. D 390, 1996

Oulu, Finland

(Manuscript received 4 November 1996)

Abstract

The antiestrogens tamoxifen and toremifene are widely used in the treatment of breast cancer and may also be beneficial in the prevention of this malignancy in women at high risk for this disease. The exact mechanism of action of antiestrogens is not completely understood. They have both an estrogen antagonistic as well as weak estrogenic effects, depending on the target organ.

In this study, the vaginal and endometrial findings in 53 asymptomatic, postmenopausal breast cancer patients receiving tamoxifen were compared to those of 52 breast cancer patients with no hormonal treatment. In addition, the vaginal and uterine effects were compared in a group of postmenopausal breast cancer patients treated with tamoxifen (n=16) or toremifene (n=15). Patients were studied by vaginal ultrasonography, vaginal and endometrial cytological smears, endometrial biopsy and hysteroscopy.

Insulin-like growth factors (IGFs) are believed to be important mediators of estrogen action, and the IGF binding proteins (IGFBPs) modulate the biological effects of IGFs. In order to examine whether tamoxifen has any effect on the circulating or endometrial IGF-IGFBP system which could explain the endometrial changes caused by antiestrogens, the plasma concentrations of IGF-I, IGFBP-1 and IGFBP-3 were studied in 40 breast cancer patients receiving tamoxifen and in 39 control patients. The expression of messenger RNA (mRNA) for IGF-I, IGF-II and IGFBPs 1-6 was studied in the endometrial samples using Northern blot and dot blot techniques.

Endometrial polyps were the most common pathological finding in the asymptomatic postmenopausal breast cancer patients receiving tamoxifen. Compared with the controls, the tamoxifen patients also had a thicker endometrium, a larger uterine volume and cervical polyps were more common. Estrogen-like effects in the vaginal smears and in the endometrium were more frequently found in the tamoxifen treated patients than in the control patients. Three patients in the tamoxifen and two in the control group developed endometrial carcinoma after the diagnosis of breast cancer. Tamoxifen and toremifene had similar estrogen-like effects on the vagina and endometrium. There were no significant differences between the mean plasma concentrations of IGF-I and IGFBP-3, whereas the mean plasma concentration of IGFBP-1 was significantly higher in the tamoxifen group than in the controls. The increase in IGFBP-1 in patients receiving tamoxifen may be an important mechanism modulating IGF-I action at the tissue level. It does not account, however, for the difference in response to antiestrogens between the endometrium and breast tissue. The present study also showed that mRNAs for IGF-I and the IGFBPs, except IGFBP-1, are expressed in the postmenopausal endometrium and that the IGFBP-2 mRNA level was significantly higher in the tamoxifen group than in the controls. The biological significance of this difference between tamoxifen treated and control patients remains unknown.

In conclusion, antiestrogen treatment increases endometrial thickness, uterine volume and the occurrence of endometrial and cervical polyps. Because of the high frequency of pathological endometrial findings in postmenopausal breast cancer patients with antiestrogen treatment, periodic examination of the endometrium by hysteroscopy or endometrial samplings is recommended. The usefulness of vaginal ultrasonography is limited by the frequent occurrence of a thickened endometrium without other abnormalities.

Keywords: tamoxifen, toremifene, IGF, hysteroscopy

Use of references

There are two ways of indicating references in research papers: (1) Author-publication year (2) 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) are used in the composition of the list of references and other lists. An excellent aid in the interpretation of these rules is the guidebook by Tapani Kemppainen and Timo Latomaa: *Ensi askelia tiedon tiellä: johdatus tiedon hankintaan ja tieteelliseen kirjoittamiseen* (this will probably be published in the Faculty of Education publication series).

(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. xxxxxxx xxxxxx xxxxxxxxxxxxxx (Crossley 1986, Paillette *et al.* 1991).

Example 2. xxxx xxx xxxxxxx xxxxx xxx xxxxxx. (Jones 1993, 5.)

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).

(1) 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'.

Article in a periodical

- Becker LJ & Seligman C (1981) Welcome to the energy crisis. *Journal of Social Issues* 37(2): 1–7.
- 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 α -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 Ca^{2+} influences susceptibility of laminin to proteolytic digestion and interactions between domain-specific laminin fragments *Eur J Biochem* 177: 477–481.

Serial publication

- Kostamovaara J (1986) Techniques and devices for positron lifetime measurement and time-of-flight laser rangefinding. *Acta Univ Oul C* 37: 5–8.

Book

- 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.

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.

Article in an edited publication

- Aliiev MR & Watson JKG (1985) Higher-order effects in the vibration-rotation spectra of semirigid molecules. In: Rao K N (ed) *Molecular Spectroscopy: Modern Research* 3: 1–67. Academic Press, Orlando.

APPENDIX 4/3

- 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.
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(2) 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 (e.g. Technica).

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

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APPENDIX 5

STANDARDS FOR PUBLISHING AND WRITING

Most of the ISO standards for publishing and writing can be found in: *Documentation and information. ISO standards handbook 1*. Geneva 1988, 1021 p. Standards in the field are also dealt with in the article: Tirronen, K. 1985. Kirjoittamiseen ja julkaisemiseen liittyvät standardit, pp. 33-51 in Fogelberg, P. (ed.) *Tutkimusviestinnän opas*, Valtion koulutuskeskus, Valtion painatuskeskus, Helsinki.

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- ISO/R 843. 1968. International system for the transliteration of Greek characters into Latin characters. 3 s.
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