**General writing instructions**

**Typical academic text types**

Useful literature on text types is available at

http://webcgi.oulu.fi/oykk/abc/tekstinhuolto/tekstilajeja/

**Essay**

* An essay is a contemplative, personal text on a particular topic and from a defined perspective.
* The perspective may entail a concrete case or a theoretical concept (subjectivity, interaction, etc.).
* At its best, it demonstrates the author’s ability to process various types of source literature.

**Learning or lecture diary**

* A learning or lecture diary must have a clear objective and a defined perspective through which one reflects on what has been learned. You may choose a theme that was not emphasized during the lecture or in the literature if it is justified on the basis of some other factor.
* The progress of the text is based primarily on the logic of the chosen viewpoint and secondarily on the chronology of what you have read or heard.
* Diary as a text type entitles you to emphasise your ”self”. The reader is especially interested in the your views, interpretations, and understanding. On the other hand, the reader is typically very familiar with the substance of the lecture or literature, which makes it unnecessary to summarize the content in detail.

**Abstract or summary**

* A summary is more descriptive than an abstract. Its purpose is to guide the reader through the text by using metatext to reveal connections between issues.
* An abstract only reveals the essential facts of the text.
* A summary does not necessarily follow the original structure of the text. It focuses on the most important facts and explains their relevance in relation to one another.

**Thesis (research report)**

* Presupposes a thorough preparatory process (reading, understanding, applying, collecting the material, analyzing the material, and construing the results).
* Text = describing the research process and reporting the results.
* Report your results using a widely adopted reporting method (see instructions below).

**Layout**

**Text**

* To write your text, use for example Microsoft Word, Times New Roman, and font size 12.
* Using hyphenation and justification (flush left and right) gives your text a polished look.
* Use page numbering (either centred at the top or right at the bottom).
* Typically, line spacing 1.5 is used (ca. 32 lines per page).
* You may use the normal Word page layout (left margin 4 cm, all other margins 2.5 cm).
* Print out the actual text (starting from the first chapter) on both sides. Print out the title page, (abstract,) and table of contents one-sided. They are to precede the first chapter in that order.
* Start page numbering from the first chapter.
* Number the chapter headings and align them to the left.

**Title page**

* Every work should have a title page regardless of the length of the text.
* Write an interesting title that describes the essence of your text. The research problem as such is not in the form of a title, but you can add it to it as a subtitle.
* There are many style guides to choose from (see e.g. APA Style Guide). As a general rule, place the title in the middle of the title page and the possible subtitle beneath it. Separate the hierarchically different titles with a line, for example. Write the author’s name, the degree programme, the type of work (essay, thesis, etc.), the date, and possibly the receiver of the work in the lower right corner of the page.

**Table of contents and headings**

* You may use draft headings to facilitate your own writing process (e.g. Here, I will discuss these issues). When finalizing the text you may leave some of the headings out, keeping in mind that they are supposed to assist the reader.
* You should make a table of contents for texts longer than 10 pages.
* In the table of contents, the headings are hierarchically under the title. Thereby no heading can be identical with the title.
* In a thesis, the headings of the salient content chapters (in which the results are reported) must be coordinate in terms of linguistics and content.
* You should not follow any table of contents structure so faithfully that all the results are in a single chapter and all the considerations in another. Make sure that, in terms of the number of pages, the frame of your thesis covers a certain part of the whole text and the results and their considerations cover another part.
* In short texts (less than 20 pages), one heading level is enough (no sublevels 1.1, 1.2, etc.). In longer texts, you may use subsequent levels, but be aware that splitting the text is not the issue. Taken too far, it only makes the text harder to grasp as a whole.
* Be logical: If you use subheadings, you should use them in all chapters. When using subheadings, there must be at least two of them under a chapter heading. If you use periods in the chapter headings, then you must use them in the subheadings as well (2. Main heading and 2.1. Subheading OR 2 Main heading and 2.1 Subheading).

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title page not numbered

abstract not numbered

possible foreword not numbered

1 INTRODUCTION 4

1.1 First section 4

1.2 Second section 10

2 CHAPTER 17

2.1 First section 17

2.2 Second section 25

3 CHAPTER 30

3.1 First section 30

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4.1 First section 39

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5 CONCLUSION 48

REFERENCES 50

APPENDIX 1 appendices not numbered

APPENDIX 2

APPENDIX 3

**Paragraphs**

* Indicate a paragraph by indenting the first line (ca. 1 cm, but this does not apply to the first paragraph after a heading) or by adding an empty line before each new paragraph.
* Avoid too short (one sentence only) and too long (a whole page) paragraphs. However, the length of your paragraphs may vary.
* Include all short, direct citations (e.g. from your material) in the paragraph within quotation marks. Separate long citations (more than four lines) from the rest of the text by indenting the left side, by adding an empty line before and after the quote, by using italics (or another font), and by using single spacing. In this case quotation marks are not needed.
* You are recommended to avoid direct quotations from the source literature or to use them vary sparingly and only when justified (e.g. when you wish to emphasise disagreement ”researcher X says one thing” and ”researcher Y says the other” or when you wish to point out a linguistic expression and concentrate only on that).

**Referring to sources and making the list of references (in theses)**

The basic idea is that information and thoughts may be quoted but not stolen. Whenever a piece of information is imported from somewhere, the source must be included in the text. The way in which you mark the source varies depending on the text type and the number of sources.

When quoting from a certain page of a publication, you must state the name of the work, its publication year, and the page number. But if the information or thought is a general inference, you only need to state the name and publication year of the work.

If, for instance, you give examples of various types of studies instead of actually referring to a text, you may indicate it by saying, see e.g. Jenkins, 2015.

You should only use sources that someone or some institution is in charge of. For example Wikipedia is not such a source.

Refer to a source by the author’s or source’s name, depending on how it reads in the list of references (e.g. Nastri 2006 or Statistics Finland 2009). This also applies to Internet sources, in which case you do not give the web address or the day you read it. These are mentioned in the reference list.

Many referencing styles exist, so make sure you only use one throughout the text.

A couple of links to referencing instructions:

http :Uwww. ki e 1 i je lp pi. fi/ki rjoitusviesti nta/?c=6-lahteiden-kavtto-ja-I ahde! uette lo

https://www.avoin.helsinki.fi/oppimateriaalit/ kasvatustieteet/essee ohjeet.htm

https://www.avoin.helsinki.fi/oppimateriaalit/kasvatustieteet/essee ohjeet.htm

https://www.jyu.fi/hum/laitokset/kielet/oppiaineet kls/fennicum/opiskelu/ opinnaytetyot/

asetteluohjeet

The heading REFERENCES is not numbered.