DEPARTMENT OF GEOGRAPHY

FORMAT FOR SEMINAR PAPER

Title page and Table of Contents

- A title and writers are centered in the middle of the title page.
- On the bottom right, set one below another a course code, a course name, Department of Geography, University of Oulu, a date.
- The second page is for a Table of Contents.
- No page numbers on these pages.

Body text

- Times New Roman, 12 pt
- Line spacing 1.5
- Page margins: left 3.5 cm, right 2.5 cm, top 3.5 cm, bottom 3.0 cm.
- Set the text in full justification and turn on hyphenation.
- Page numbers are set on the top right corner and they start from the second body text page.
- Indentation 1.0 cm in the first line of a new paragraph. However, no indentation after titles, figures, tables, lists or in the first line of a new page. No empty lines between the paragraphs.

Figures, tables and appendices

- Consecutively numbered.
- Tables' text in smaller font and in smaller line spacing.
- Set legends below the figures, captions above the tables and appendices.
- Legends and captions are in boldface, in font size 11 pt and in line spacing 1.0.

Citations and references

- Within the text, references are made by giving in the parentheses the last name of the author, the year of publication, colon and the page or pages referred to. If the reference is to the whole work, page numbers are left out. An example: (Campbell 2002: 46-48).
- List of references in alphabetical order. References are separated by a hanging intention. Search elements (a title of the journal or book, a web address, etc.) are italicized.

This English summary is based on the teaching material 'LuK-tutkielman kirjoitus- ja muotoiluohjeet' by Koutaniemi, Parviainen & Soursa (2012).

13.6.2013, J-V Marttila