

# Instructions for finalizing your dissertation manuscript for JYU Dissertations

- ✓ **Dissertation Template**  
(If your department's LaTeX template is not available). If you have not used the Word template intended for dissertations, send your manuscript to the publishing services as soon as possible. Our editors will guide you on how to transfer your work to the template, or they can handle the transfer for you. After this, you must continue finalizing your manuscript in the version formatted with the template.
- ✓ **Title of the work**  
Is the title of your work written consistently in all instances?
- ✓ **Abstract length**  
The recommended length for the abstracts at the beginning of the dissertation (in English and Finnish) is approximately 2,200 characters (including publication information and keywords), not exceeding one page. At the end of the dissertation, you may include a summary. There is no maximum length for the summary.
- ✓ **Keywords**  
Add keywords at the end of the abstracts. Keywords help information seekers find your work in databases and search services. You can use official maintained vocabularies, such as YSA (General Finnish Ontology). Certain fields may also have their own specialized vocabularies.
- ✓ **Affiliations**  
Ensure that the names and details of supervisors, pre-examiners, and opponents are up to date.
- ✓ **Page size and margins**  
Ensure the same page size and margins are maintained consistently throughout the work.
- ✓ **Avoid page-specific references**  
Do not refer to specific pages in your dissertation text but instead to the relevant section or paragraph. Page numbers may shift slightly during final adjustments.
- ✓ **Citation style**  
You may use the established citation practices of your academic field in your dissertation.
- ✓ **References**  
If your reference includes a DOI, add it to the reference details. Include the DOI as a hyperlink so the reader can access the referenced publication directly. Ensure the hyperlink is underlined and preferably blue.
- ✓ **Tables and figures**  
Ensure that the width of figures and tables does not exceed the width of the text column and stays within the margins. If necessary, figures and tables can be rotated to fit on landscape pages.
- ✓ **Readability of figures and text**  
Ensure that tables and figures remain clear and legible when the page size is reduced to B5 (the printed size of the dissertation).

## Accessibility

- ✓ **Tables:** Do not insert tables as images into the Word document. Use the "Insert > Table" function in Word.
- ✓ **Alternative Texts:** Provide alternative text for tables and figures, explaining the information for readers who cannot see the visual content.
  - **How to add alternative texts:**  
Right-click on the table/figure, and select "Edit Alt Text."
- **Colors:** Ensure sufficient contrast between adjacent colors in figures or between figure backgrounds and text.