**Instructions from the Scientific Editors on finalizing your thesis**

First, congratulations on arriving at the point where you are to writing/finalizing your thesis!

You are first recommended to visit the Open Science Center’s webpage, where you will find the most important information regarding the timetable and publishing process of the thesis.

<https://www.jyu.fi/en/research/publishing-at-the-university-of-jyvaskyla/publishing-dissertations-in-jyu-dissertations>

THE PROGRESSION OF THE PUBLISHING PROCESS IN THE FACULTY

It is recommended to **contact your own field’s scientific editor well in advance** to “warn them” of you impending thesis and public examination, e.g. when you have received the pre-examination reports. This allows you to discuss the timetable and progression of the thesis to final publication. Once the Faculty Council will approve your final thesis for printing, you can then send your thesis to the scientific editor.

Once your thesis is complete, including all necessary parts, having carefully finalized the text/figures/references etc., email the document to the scientific editor for your field as a Word-document. The scientific editor will check your thesis and make appropriate comments/suggestions so that it confirms to all requirements. You can then correct the document to satisfy all of the scientific editors into its final form. Once your thesis is finalized in the opinion of the scientific editor, the permission to print granted from the Faculty Council, the scientific editor will submit the permission to print form to the editorial office. You will be included in the initial correspondence and from thereon you can communicate directly with the publishers regarding the final details of printing (e.g. number of copies, colour print, photograph for front page etc.).



Figure 1. Progress of the publication process.

Please remember that the role of the scientific editor is to check the formatting of your thesis. The editor scans the document but does not modify the content nor engage in language checking. The scientific editor does not alter the document for you, in most cases, as it is your responsibility to make the necessary modifications based on the comments they provide. You should also check through the final document, particularly the final reference list for accuracy and correct formatting.

Some tips have been compiled into this document to aid you in your thesis preparations. The information provided here is intended to help you follow the standardized format as easily as possible. Please check that your thesis conforms to the formatting requirements before sending the document to the scientific editor.

USING THE TEMPLATE

At this stage at the latest you should use the JYU publishing center’s thesis template. You can find the template and instructions from:

<https://www.jyu.fi/en/research/publishing-at-the-university-of-jyvaskyla/publishing-dissertations-in-jyu-dissertations>

REFERENCING

You may choose to use an automated referencing system (e.g. Zotero, Mendeley, Refworks). All theses from the Faculty of Sport and Health Sciences will use the American Psychological Association (APA), 7th edition referencing style, choosing the language “English UK”. According to the APA referencing style, citations are ordered in alphabetical order, and citations are separated by semi-colon.

More specific instructions regarding APA-style can be found from:

<https://apastyle.apa.org/style-grammar-guidelines/citations>

<https://apastyle.apa.org/style-grammar-guidelines/references>

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

**An example of an APA style in-text citation:**

….text text text (Mäkinen, 2019, p. 23). More text text text text (Jokinen & Virtanen, 2017; Järvinen et al., 2017; Nieminen et al., 2018).

**And the same reference written in the reference list as follows:**

Jokinen, A.M., & Virtanen, M.M. (2017). Esimerkki artikkeliviittauksesta. *Journal of Example*, *vol*(no), p-p. <http://doi.org/xxxxx>

 *Attention! Journal names should be written in full and in italics. Each word in the journal name should begin with a capital letter, but not for the words in the title.*

 *According to APA style, all authors are acknolwedged if there are 20 or less. In cases with more than 20 authors, the first 19 are named along with the final author. For further instructions see:*

<https://apastyle.apa.org/blog/more-than-20-authors>

Järvinen, A., Jokinen, B., & Mäkinen, C. (2017). Esimerkki useamman kirjoittajan lähdeviittauksesta. *Journal of Example*, *20*(5), 23-34. <https://doi.org/xxxxx>

Mäkinen, M. (2019). *Book of Example* (2nd ed.). Kustantaja.

 *Attention! Referencing a monograph should acknowledge the pages that have been used in the citation. The publisher’s address is not acknowledged in APA style.*

Nieminen, N., Mäkinen, M., Jokinen, B., & Järvinen, A. (2018). Esimerkkikappale toimitetussa teoksessa. In H. Helle & A. Halla (Eds.), *Book of examples* (3rded., pp. 23-34.). Kustantaja.

*Attention! Referencing a(n) (edited) book should acknowledge the pages that have been used in the citation. The publisher’s address is not acknowledged in APA style.*

DOI or URL addresses should be acknolwedged in the reference list wherever possible. Please see the example of a reference list above. For more specific instructions, see:

<https://apastyle.apa.org/style-grammar-guidelines/references/dois-urls>

Please note that even though e.g. Zotero is used as an aid, such systems are not error-proof and you should not blindly trust the accuracy of such systems. All in-text citations and the reference list should be checked carefully and modified where necessary before sending the thesis to print.

PAGE NUMBERS

The template uses page numbers that should be made automatically. Page numbers are to be centered and at the bottom of the page. The publishers have recommended: “…do not worry about page numbers, the publisher will finalize the layout as part of the publishing process.” Thus, in practice, the publisher will remove the page numbers from the first pages and also the original articles pages. When you receive the proofs of your thesis, you should carefully check that the contents as well as figures/tables lists are correct.

FIGURES AND TABLES

Try to make figures and tables using the same style and as clear as possible. Figure and table legends in the template have font size 10.5. Both figures and tables should be understandable even when presented as independent of the text. Refrain from using abbreviations in the figure/table legends or subheadings, or at least explain the abbreviation in the text adjacent. Try to shape the figures and tables so that they fit on one page along with their legend. It is recommended to aim for figures and tables to be portrait as it is easier to read, however, if needed, you may make the page landscape to achieve this aim. You may obtain further information on figures and tables from Tuula Tutkija –guidelines.

E.g.,

TABLE 1 This is an example of a table legend.

FIGURE 1 This is an example of a figure legend.

It is recommended to refer to all Figures and Tables in the text, for example: Figure 1B shows...(use active language) or at the end of a sentence/paragraph like this ...(Fig. 1B) or like this... (Figure 1B). Remember also to refer to the original source of the Figure/Table in the legend, even if you have modified the Figure (e.g. Modifed from...) or if it is from the original publication of your thesis.

Apart from general thesis layout and APA-reference style, there are no correct or incorrect ways to present your work. The main rule is that you standardize the style throughout the entire thesis.

NUMBERS

In general, use numbers to express numbers 10 and above and words to express numbers from zero to nine.

Always use numbers to express numbers in the following cases, including numbers from zero to nine:

|  |  |
| --- | --- |
| Describtion | Example |
| Numbers preceding the unit of measurement | 5-mg 3 cm |
| Statistical or mathematical functions | multiplied by 2 |
| Fractions or decimals | 1.52.27 |
| Percentages (50 % in Finnish) | 50%75–80% |
| Ratios | 4:1 ratio |
| Percentiles and quartiles | the 5th percentile, the 95th percentilethe 3rd quartile |
| Times and dates (including approximate values of time) | 30 s10 min3 hr2 daysapproximately 4 months2 yearsabout 6 years ago 3 decades12:30 a.m. 6 p.m. (or 6:00 p.m.) |
| Age | 5 years old, 18 years old5-year-olds, 18-year-olds5-year-old children, 18-year-old adults |
| Scores and scores on a scale | scored 6 on a 7-point scale |
| Exact amounts of money | $10$50 in U.S. dollars |
| Numbers in digits | the numeral 2 on the keyboard |

Use numbers to write numbers that mark a specific place in a sequence of numbers when the number comes after a noun (e.g. Step 1). The noun preceding the number is also written with a capital letter. This instruction also applies to sections of books and tables (e.g. Chapter 1).

However, when the number comes before the noun, the usual guidelines for using the number apply, as in the following examples.

|  |  |
| --- | --- |
| **Number after a noun** | **Number before a noun** |
| Year 5 | the 5th year |
| Grade 5, Grade 11 | the fifth grade, the 11th grade |
| Question 2, Question 25 | the second question, the 25th question |
| Table 2, Figure 5 | the second table, the fifth figure |
| Chapter 6, Chapter 14 | the sixth chapter, the 14th chapter |

ACCESSIBILITY

The doctoral researcher will ensure that the thesis is accessible. To ensure accessibility, it is recommended to use the Word-template that has been prepared specifically. The doctoral researcher is also responsible, in addition to the text, to produce alternative text **(so called alt-text) for figures and tables for the screen reader program**. The university does not have specific instructions regarding accessibility, but you could check the guidelines for master theses: <https://openscience.jyu.fi/en/thesis-tutorial/bachelors-masters-thesis/publishing-your-thesis/thesis-accessibility>

You may receive additional information and assistance from the scientific editor of your field.

ADDING THE ORIGINAL ARTICLES AS PART OF YOUR THESIS (see instructions from here: <https://openscience.jyu.fi/en/open-access-publishing/jyu-as-a-publisher/publishing-in-jyu-dissertations/jyu-dissertations#autotoc-item-autotoc-3>)

The original articles and the thesis itself are published using JYU’s system for duplicate publication (https://www.jyu.fi/en/research/publishing-at-the-university-of-jyvaskyla/self-archiving). Articles are linked to the thesis from the JYX system during publishing. Should the articles not already be within the JYX system prior to publishing the thesis , submit the published articles along with any unpublished manuscripts to the publishing services staff member along with the thesis. The publisher will ensure that all necessary attachments for the thesis are made.

P.S. Has your thesis been checked through the anti-plagiarism system TurnItIn?

Good luck for the final sprint!

Warm regards, Liikunnan scientific editors

**Harri Piitulainen**, biology of physical activity, VIV228, p: 040-5679225, harri.t.piitulainen@jyu.fi

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**Kristiina Ojala**, health sciences (varalla), L224, p: 040-8053579, kristiina.ojala@jyu.fi​

On the next pages, there are a few notices in red font regarding using the Faculty’s thesis template.

Name of the dissertation

Name of the author

Date of public defense

Place of public defense

*Add the required information above. In the title, use capital letters for each word except prepositions. The publisher will finalize these pages regarding other aspects.*

*Please mention here that you have permission from the Copyright holders and/or that the images etc. you use have an appropriate open-access (Creative Commons license) licence, and/or that you have properly referenced the original sources (including Modified from… cases).*

*The recommended format is:*

*”All original material presented in this thesis are under Open Access distributed under the terms of the Creative Commons Attribution License, or a permission was applied and granted from the copyright owner. All the original works were properly cited.”*

Blank page

Abstract

Lastname, Firstname

Name of the publication

Jyväskylä: University of Jyväskylä, 2022, xxx p.

(JYU Dissertations

ISSN…)

ISBN…

DOI…

Text of the abstract.

The recommended length of the abstracts (EN/FI) at the beginning of the manuscript is about 2200 characters (including publication information and keywords).

*Note that the Abstract MUST fit into one page!*

Keywords: keyword1, keyword2, keyword3

*You may be able to utilize existing databases to choose the keywords (e.g. MeSH/FinMeSH - Medical Subject Headings).*

TIIVISTELMÄ (Abstract IN FINNISH)

Lastname, Firstname

Name of the publication in Finnish

Jyväskylä: University of Jyväskylä, 2020, xxx p.

(JYU Dissertations

ISSN…)

ISBN…

DOI…

Text of the abstract in Finnish.

The recommended length of the abstracts (EN/FI) at the beginning of the manuscript is about 2200 characters (including publication information and keywords).

*Note that the Abstract MUST fit into one page!*

*(This is mandatory even if the thesis is written in English and/or your first language is not Finnish. Deep translate or equivalent may assist you in translating your Abstract, but always have a native speaker inspect the text – as a minimum)*

Asiasanat: keyword1, keyword2, keyword3

*You may be able to utilize existing databases to choose the keywords (e.g. MeSH/FinMeSH - Medical Subject Headings).*

**Author**  Elli Esimerkki, MSc

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**Supervisors** Professor *(professional title)* XXX, PhD *(qualification)*

Gerontology Research Center *(this can be added if the person is affiliated to a specific research center)*

Faculty of Sport and Health Sciences

University of Jyväskylä

 Finland

Senior Lecturer XXX, PhD, Title of Docent

 Department of XXX *(if no Department then Faculty etc.)*

 University of XXX

 Country

**Reviewers** Associate Professor XXX, MD

 Department of XXX

 University of XXX

Country

 Professor XXX, PhD

 Department of XXX

 University of XXX

 Country

**Opponent** Professor XXX, PhD

 Department of XXX

 University of XXX

 Country

*If your supervisor/reviewer is not a professor or associate professor, but they have been granted docentship, use the description Title of Docent.*

*Additionally, respect the reviewers’/opponent’s own method in reporting their affiliation; but also aim to maintain a systematic way of reporting affiliations.*

acknowledgements

You may write the first paragraph here.

You may write the second paragraph here.

*In this section, it is recommended to be respectful and systematic, e.g. using academic titles etc. Carefully consider the use of “overly friendly” remarks – particularly when the person is acting in an official manner (supervisor, reviewer). Do not refer to them by their nickname(s).*

Jyväskylä 1.1.2019

Author

ORIGINAL Publications and AUTHOR CONTRIBUTION

*Lista ll original publications included to your thesis and write a brief paragraph regarding your contribution to the thesis work and articles at the bottom of the page.*

*If the thesis is a monograph, then the title is simply ”AUTHOR CONTRIBUTION”*

*Below is an example of how to provide this information.*

This thesis is based on the following original publications, which will be referred to by their Roman numerals. The thesis also includes unpublished data.

I Reference of the first article (use APA-style)

II Reference of the second article (use APA-style)

III Reference of the third article (use APA-style)

IV Reference of the forth article (use APA-style)

As the first author of the original publications, considering the comments from the co-authors, the author of the thesis drafted the study questions and designs for the publications, prepared the data for statistical analysis, performed statistical analysis with help from the statisticians and took main responsibility of writing the manuscripts. The author actively participated in the data collection in the “Example”-study and that data were used in studies I, II and III. In Study IV the author was privileged to use pre-existing data.

FIGURES

[FIGURE 1 The title here 3](#_Toc505700070)

[FIGURE 2 This is an axample of a very very very very very very very loooooooooooooooooooooooooong title 3](#_Toc505700070)

TABLE

[TABLE 1 The title here 3](#_Toc505700113)

*You should provide the page numbers for all figures and tables included in the thesis. If the titles are short and they can fit one one page, then you can use the example format above. If they do not fit to one page, then present the list of figures and tables on separate pages.*

*Titles for figures and tables are most easily inserted by using the settings of this thesis template.*

ABBREVIATIONS

BMI Body mass index

ITT Intention to treat

OR Odds ratio

*If there are many abbreviations used in your thesis (more than 5), it is recommendable to provide a list of abbreviations. Try to avoid unnecessary abbreviations, because if there are too many of them, the readability of the text will suffer. Abbreviations should be used when the terms frequently repeat in the text. If the abbreviation only repeats a few times in the text, then it is not necessary to include them in this list, just rely on the initial entire definition upon first mention. All used abbreviations used in this list should fit onto one page (max. approx. 40 abbreviations).*

contents

ABSTRACT

TIIVISTELMÄ (ABSTRACT IN FINNISH)

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[1.1.1.1 Heading 4 3](#_Toc339456489)

[1.1.1.1.1 Heading 5 3](#_Toc339456490)

yHTEENVETO ([Summary IN FINNISH) 3](#_Toc339456491)

[REferenceS 3](#_Toc339456492)

APPENDICES………………………………………………………………………….X

Appendix 1. Ensimmäisen liitteen otsikko……………………………………X

Appendix 2. Toisen liitteen otsikko……………………………………………X

*If you thesis contains an appendix, you can enter them to the contents list as shown above.*

ORIGINAL PUBLICATIONS

*Check that the titles and page numbers in the contents match exactly what is in the text!*

# heading 1

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

## Heading2

This is an example of the way to mark a citation:

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.[[1]](#footnote-1)

### Heading3

Here are examples of the table and figure captions. If you use styles properly, these texts and titles can be updated automatically to contents. Use only TABLE and FIGURE titles.

TABLE 1 The title here.

FIGURE 1 The title here.

FIGURE 2 This is an example of veryveryveryveryveryveryveryveryveryveryveryveryv loooooooooooooooooooooooooooooooooooooooooooooooooooooooong title.

Nunc viverra imperdiet enim. Fusce est.

#### Heading 4

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

##### Heading 5

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

YHTEENVETO (Summary in finnish)

In dissertations written in English the summary will be in Finnish.

The summary does not have a maximum length.

*A summary may be included at the end of your text (typically approx. 2 pages). The summary is not mandatory but it is recommended. This is an opportunity for you to present your work to the wider (non-academic) Finnish audience.*

REferenceS

*The bibliography is produced following American Psychological Association (APA), 7th edition -style, using the language ”English UK”. If you use a referencing system (e.g. Zotero, Mendeley, Refworks) do not blindly trust that the citations in the text nor references in the bibliography will be written correctly. There are always issues and you should check and modify those that do not conform to the style.*

*Attention!*

*Journal names are written fully in the bibliography.*

*Journal names use capital letters for each word (not prepositions), but* ***not*** *in article titles.*

*According to APA-style, all authors are listed if there are 20 or fewer. If there are more than 20 authors, the the first 19 and the last author are listed. See:* <https://apastyle.apa.org/blog/more-than-20-authors>

*Note that there are no spaces between references in the bibliography.*

Jokinen, A.M., & Virtanen, M.M. (2017). An example article title. *Journal of Example*, *vol*(no), p-p. <http://doi.org/xxxxx>

Järvinen, A., Jokinen, B., & Mäkinen, C. (2017). An example where there several authors. *Journal of Example*, *20*(5), 23-34. <https://doi.org/xxxxx>

Mäkinen, M. (2019). *Book of Example* (2nd ed.). Publisher.

Nieminen, N., Mäkinen, M., Jokinen, B., & Järvinen, A. (2018). An example chapter or citation from a published book. In H. Helle & A. Halla (Eds.), *Book of examples* (3rded., pp. 23-34.). Publisher.

*You can find more specific guidance about APA-style from:*

[APA Style Common Reference Examples Guide, APA Style 7th Edition](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://apastyle.apa.org/instructional-aids/reference-examples.pdf&ved=2ahUKEwj4wdLUmomKAxWOIRAIHYNXALMQFnoECBgQAQ&usg=AOvVaw2ItegVtRydytQe681mWHXC)

[APA Style Reference Guide for Journal Articles, Books, and Edited Book Chapters, APA Style 7th Edition](https://apastyle.apa.org/instructional-aids/reference-guide.pdf)

<https://apastyle.apa.org/style-grammar-guidelines/references>

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

ORIGINAL PUBLICATIONS

1.

THIS IS AN EXAMPLE OF AN ARTICLE TITLE PAGE

by

Jokinen, A., & Virtanen, M. (2017).

*Journal of Example, vol*(no), p-p.

http://doi.org/xxxxx

Reproduced with kind permission by xxxxx.

*Remember to obtain publishing permission for your article from the publishers.*

*If you are uncertain, ask for help from the Open Science Center.*

1.

THIS IS AN EXAMPLE OF AN ARTICLE TITLE PAGE

by

Jokinen, A., & Virtanen, M.

(Submitted)

*If your article is not yet accepted/published but under peer-review, simply write “submitted”.*

*HINT for alt texts*

*The most convenient way to add an alt-text to a table is to select the table and right-click on it and select "Table properties", and then the window below will open where you can add a short verbal description of the table's contents. *

*Similarly for Figures: select the Fiogure, right-click and select "Show alternative text". And you can add text to it. e.g.*

**

*More info about alt-text from:*

*https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/thesis-guide/thesis-accessibility*

*Examples about pecularities in APA7*

*s. 28*

*However, while impacts of such high intensity are very rare in older adults*

*(Hannam, Deere, Hartley, Clark, et al., 2017; Tobias, 2014), it has been proposed*

*that in older, compared to younger adults, lower intensity impacts are associated*

*with bone density (Hannam, Deere, Hartley, Al-Sari, et al., 2017; Stiles et*

*al., 2017).*

*The example shows a publication by the same authors from the same year. As many authors as necessary should be marked to distinguish which publication is concerned. Cf. See References:*

*Hannam, K., Deere, K., Hartley, A., Al-Sari, U., Clark, E., Fraser, W., & Tobias, J.*

*(2017). Habitual levels of higher, but not medium or low, impact physical*

*activity are positively related to lower limb bone strength in older women:*

*Findings from a population-based study using accelerometers to classify*

*impact magnitude. Osteoporosis International, 28(10), 2813–2822.*

*https://doi.org/10.1007/s00198-016-3863-5*

*Hannam, K., Deere, K., Hartley, A., Clark, E., Coulson, J., Ireland, A., Moss, C.,*

*Edwards, M., Dennison, E., Gaysin, T., Cooper, R., Wong, A., McPhee, J.,*

*Cooper, C., Kuh, D., & Tobias, J. (2017). A novel accelerometer-based*

*method to describe day-to-day exposure to potentially osteogenic vertical*

*impacts in older adults: Findings from a multi-cohort study. Osteoporosis*

*International, 28(3), 1001–1011. https://doi.org/10.1007/s00198-016-3810-5*

*NOTE: If the author(s) and year are the same, the different publications are separated by a lower case letter, e.g.*

*(Blondaux & O’Hanrahan, 2018a)*

*Blondaux and O’Hanrahan (2018b)*

*And in the bibliography, the same principle is used, i.e. 2018a and 2018b.*

*s. 32*

*Global questionnaires are also feasible with large sample sizes or limited*

*resources and when more complex methods would increase the participation*

*burden (D. P. Gill et al., 2012).*

*The example is about referring to two different people named Gill.*

*Gill, D. P., Jones, G. R., Zou, G., & Speechley, M. (2012). Using a single question*

*to assess physical activity in older adults: A reliability and validity study.*

*BMC Medical Research Methodology, 12, Article 20.*

*https://doi.org/10.1186/1471-2288-12-20*

*Gill, J., Allum, J. H. J., Carpenter, M. G., Held-Ziolkowska, M., Adkin, A. L.,*

*Honegger, F., & Pierchala, K. (2001). Trunk sway measures of postural*

*stability during clinical balance tests: effects of age. The Journals of Gerontology: Series A, Biological Sciences and Medical Sciences, 56(7), M438–*

*M447.* [*https://doi.org/10.1093/gerona/56.7.M438*](https://doi.org/10.1093/gerona/56.7.M438)

*Below are some more brief examples of how references are done:*

**

**

**

**

1. Lorem Ipsum, 2009 [↑](#footnote-ref-1)