

29.5.2017

## PLANNING A PUBLICATION?

### WHICH GTK SERIES?

You must have an idea where you will submit your article or publication. If you need any help in making your decision, please contact the programme directors: Research Director Pekka Nurmi or Scientific Editor Pentti Hölttä. You can also contact them if you need help in choosing the series.

### GTK PUBLICATION SERIES

The Geological Survey of Finland publishes the following series:

Bulletin

Special Paper

Tutkimusraportti – Research Report

Työraportti – Open Report

Geological thematic maps, map databases and their explanations

Academic Dissertation

All publications published by the GTK are released as online versions, and only Bulletins and Special Papers are also released in printed format. Need-specific printing has been introduced for the Research Report and Open Report series of publications.

GTK mainly publishes research results attained by GTK's internal researchers and by a cooperative effort of GTK and external organisations. In special cases, other studies can also be published if they are closely related to GTK's strategic goals. Moreover, GTK publishes special publications, for example compound dissertations.

GTK holds the economic copyrights to all GTK publications, and their place of publication is always Espoo.

### Bulletin

The Bulletin series has been published since 1895, first under the French name Bulletin de la Commission géologique de Finlande and, since 1971, as Geological Survey of Finland, Bulletin. Bulletin is an international scientific series for publishing monographs, and its publication language is English. Manuscripts directed at Bulletin are passed through a peer review conducted by two independent reviewers.

The print run of Bulletin is usually 700 copies, of which approximately 330 copies are delivered to a domestic and international publications exchange. The editorial staff of Bulletin consists of two persons: a Research Director and a Scientific Editor.



## **Special Paper**

Special Paper has been published since 1987. The series publications are typically thematically compiled works, such as summaries of large projects or congress papers. The language of the series is English. Usually, the publications have two editors: 1) a publication-specific editor who is familiar with the theme, who compiles and harmonises the publication and who is responsible for complying with the agreed upon schedule, and 2) the Scientific Editor of GTK publications. The primary role of the Scientific Editor of the GTK publications series is to control the independence of the peer-review process for the articles to be published. The print run is decided case-specifically, but it involves at least 500 copies. Approximately 200 copies of them are delivered to a domestic and international publications exchange.

## **Tutkimusraportti – Research Report**

Reports on natural resources estimates, databases, 3D models and maps of the Geological Survey of Finland (GTK), results of radiometric age definitions conducted by GTK, reports on studies of nuclear waste disposal sites and any other research reports, such as special maps, their explanation books and theses, are published in this series. Publication languages are Finnish and English, and each publication always includes a Finnish and English abstract. A Research Report is an online publication which is printed when necessary. In addition to the director of scientific research and a science editor, Research Reports are examined by at least one pre-examiner.

## **Työraportti – Open Report (single publication/article as required)**

Reports which have not been pre-examined, digital data products, thematic maps, and mapping, excursion, work method and other such guides, as well as congress abstracts are published in the Open Report series. These are published in the official languages of Finland or in English. An Open Report is an online publication and it is printed when necessary. Open Reports are examined by the director of scientific research and a science editor.

## **Geological thematic maps, map databases and their explanations**

GTK publishes thematic maps both as maps and as appendix maps in publications. Maps are usually published in numeric format at the GTK Online Servers, but they can also be published in printed format, if needed.

## **Academic Dissertation**

Dissertations are published in the Academic Dissertations series. A Dissertation can be a monograph or an article-based thesis consisting of scientific articles on a single theme. The publications used in an article-based thesis must be published articles or articles approved for publication. In addition, the thesis must include an introduction and conclusion. The introduction and conclusion are published as an online publication. The printed publication consists of the introduction and conclusion, as well as any previously published articles.

## LAYOUT OF THE PUBLICATIONS

The graphic design of all GTK publications is conducted in compliance with GTK graphic instructions and with the further instructions for the graphic design of the publications. The layout of GTK publications is approved by the Publications Committee. The Research Director is the Chair of the Publications Committee.

Further information on publications is available at Getti Intranet: <http://getti.gtk.fi/Palvelut/julkaisu/>

### Design of the covers

The personnel at the [Digital Products and Services –Unit](#) design the covers for the publication. In special cases, the covers can be designed elsewhere, but the above personnel supervise the work. The covers for all publications are to be approved by Director, Communications and Marketing before publication.

The graphic designers have template files at their disposal, which include the basic specifications for graphic design. The specifications cannot be changed.

Graphic details include the following:

- There is a yellow line (thickness 1.8 mm) across the covers of the publication. Any other element cannot cross or cut the yellow line;
- The lower part of the cover under the yellow line is white. The height of the white part is 58.5 mm and the bottom margin is 15 mm;
- The degrees of coloration of all coloured surfaces are determined as CMYK values;
- There is always only one photo or one map on the front cover. An exception is Bulletin, whose covers do not include a figure;
- The presentation on the back cover should be approximately 1,000 characters.

The pdf, including the cover of the Bulletin / specification on the layout template, can be found at Getti:

[http://getti.gtk.fi/export/sites/default/Palvelut/julkaisu/Bulletin\\_tasmennysohjeistus\\_10\\_09\\_x2x.pdf](http://getti.gtk.fi/export/sites/default/Palvelut/julkaisu/Bulletin_tasmennysohjeistus_10_09_x2x.pdf)

### **Sizes of the publications**

The sizes of GTK publications are determined as follows:

- B5: Bulletin, Explanation to Bedrock map.
- A4: All other publications.

### **Special publications**

The design of the covers of the special publications may diverge from the above-mentioned instructions. The covers are either designed by the personnel at the [Digital Products and Services -Unit](#) of GTK, or they are designed externally, under their supervision. The covers for special publications also need to be approved by the Director, Communications and Marketing before publication.

## **PRACTICAL GUIDE TO PROCESSING THE MANUSCRIPT AND ITS SUPPLEMENTARY MATERIAL**

When processing the manuscript and its supplementary material, it is recommended to apply good practices.

- Editorial norms
- Structure of the research publication
- References
- Literature on writing

### **Editorial norms**

#### **Delivering the manuscript**

The manuscript should be delivered to the editor as an MS Word file. No figures or tables are allowed in the text. The text should not be hyphenated or indented. The alignment to the right should be removed. Additional spacing should be avoided between the headings. The paragraphs should, however, be separated with spacing. No other formatting besides italics and bolding should be used in the text. The heading levels should be clearly separated.

Finnish and English spelling and a grammar check should be done.

The authors provide keywords which are available at <http://dev.finto.fi/geo/fi/>. Place-names are available at <http://dev.finto.fi/paikat/fi/> or <http://dev.finto.fi/sapo/fi/>.

### **Delivery of figure and table material**

Figures, maps and graphs should be individually understandable and clear units.

Figures and tables should be numbered and located in the publication in consecutive reference order.

The authors should consider and discuss with the editors the option of placing a large amount of data at the end of the publication as an appendix, for example as an appendix table or folded as an appendix map in the back cover pocket, or as a CD-ROM or DVD (NB: they increase the printing costs).

Captions for figures and tables should be located in the manuscript file after the other text. The source and publication permission for data obtained elsewhere should be stated in the caption. A language review will also be conducted for the captions to figures and tables.

#### *Figures*

Figures (drawings, maps, black-and-white and coloured photos) should be delivered as original files.

The figures should be numbered in the file names according to their order of use. The texts that are intended for the figures should be large enough and stand out from the background.

Black-and-white photos should be delivered as glossy paper copies and coloured photos not taken with a digital camera should be delivered preferably as diapositives. If cropping is desired for the diapositives, the cropping instructions should be given with the photo. The photos should be sharp. For printed products, the resolution of the photos and halftone drawings should be at least 300 pixels per inch (120 pixels/cm) in the final size of the figure. In the case of halftone black-and-white line drawing, the resolution should be even larger. The figures can be in tiff, jpg, eps or pdf form. The photos can be in tiff, jpg, or eps form. The visibility of the thinnest lines should be checked in the figure scaled to fit the printing size, as well as the visibility and size of the eventual text. Tiff figures can be compressed with LZV in order to decrease the size of the file. If the publication is released only in electronic pdf form, the resolutions of the halftone figures can be smaller than stated above.

In pictures photos at the GTK or those taken with a digital camera, it is recommended that the document's description data be saved according to the instructions given by the GTK Photographic Services. The instructions for setup and use of the program used in the saving of the data can be found at: <http://www.gtk.fi/domestic/internal/photolab/Imatchasennusohje.htm>.

Vector drawings and diagrams (Illustrator, Freehand or CorelDraw files) are scaled sharp. The size of the eventual text and the visibility of the lines should be checked in the drawing in its publication scale. Hairline should not be used at all, because a line with thickness of 0.5 points is the minimum resolution in a publication that can be properly be printed in the proofs. A smaller value can be used for up to 0.15 mm, depending on the program, but the result will be visible for certain only in the proofs sent by the printing

house. The recommended file format is pdf. The author should inform the publications editor of the graphics program about the version that was used. For graphics done using these programs, European CMYK ink specifications should be used. If the figure is in a format not mentioned above, GTK Photographic Services and the editor of the publication will examine whether it can be used. In other picture-related matters, authors can contact the personnel at the Photographic Services and the editors of the publication. A scale will be marked in the pictures, if necessary.

In the photos and drawings in the GTK publications, the author is mentioned in the caption as "Photo: Forename, Surname, Company". If the author is not known, the following is written: "Photo: GTK" (if the photo is found in the GTK Photo archives). If the author is unknown, the following is written: "Photo: author unknown". If author is not mentioned in all photos and pictures, the following sentence should be added on the first pages of the publication: "Unless otherwise indicated, the figures have been prepared by the authors of the article/publication".

Graphs and similar figures should mention the author if it is not the author of the publication.

#### *Tables and diagrams*

Tables and diagrams should be delivered in Word or Excel format. Diagrams can be delivered also in Pdf format.

Eventual requests for the alignment types of the cells (left, right, justified or decimal alignment) should be stated separately. The tables should fit in one or two columns. If the table does not fit the page vertically or horizontally, it is made into an appendix. Long tables are grouped, for example, with an empty row, line or colour to increase readability. One of the GTK colours should be used. The colours can be found in the instructions for communications: <http://getti.gtk.fi/Palvelut/verkkopalvelut/varit/index.html>

Tables should be drafted in Open Sans light, regular and bold font, size 9.5.

In an English publication, the decimal separator is a dot, not a comma.

#### **Delivery of the layout**

A contribution by the author is also needed in the placing of figures, tables and diagrams in the publication in order to keep the logical structure of the text clear. The layout should be delivered in Word format.

In the layout, the places of figures and tables should be marked in the text, for example with the colour red. In addition, the scaling-down ratio or final size is stated in the layout.

Layout of the publications

In the stripping for the GTK publications, the reference values indicated in the table above should be followed. In the parallel online versions of the publications, the same layout is maintained for the present in pdf format.

<i>Table 1. Technical reference values of the publications series</i>	<b>Bulletin</b>	<b>Research Report</b>	<b>Special Paper</b>	<b>Open Report</b>
Normal font size / line spacing	11.5 p / 13.8 p	11.5 p / 13.8 p	11.5 p / 13.8 p	variable
Font size for caption to the figure / table / line spacing	9.5 p / 10.8 p	9.5 p / 10.8 p	9.5 p / 10.8 p	9.5 p / variable
The font size of the abstract	9.5 p	9.5 p	9.5 p	9.5 p
Column width	7.1 cm	8.1 cm	8.1 cm	variable
Column height	20 cm	25 cm	25 cm	variable
Column spacing	0.5 cm	0.5 cm	0.5 cm	variable
Number of columns	2	2	2	1 / 2
Text page width	14.7 cm	16.7 cm	16.7 cm	.
Heading levels	max. 5	max. 5	max. 5	max. 4
Text page width	14.7 cm	16.7 cm	16.7 cm	.
Front page colour / figure	Preprinted	Preprinted / designed	Preprinted / designed	Preprinted / designed
Font style	Open Sans	Open Sans	Open Sans	Open Sans
Font style, body type	Merriweather	Merriweather	Merriweather	Merriweather
Language of the abstract / maximum length	Engl. / 300 words	Engl. / 300 + Finnish / 200 words	Engl. / 300 words	Engl. / Finnish / 200 words
Publication size	B5	A4	A4	B5/A4 or other (in

printed  
format)**Special features:**

Tutkimusraportti: Research Report: The captions for figures and tables in the Finnish Report are written in English, as well as the abstract.

Special Paper: Because it is a compiled work, each article has its own abstract and the publication as a whole has one abstract.

**STRUCTURE OF THE RESEARCH PUBLICATION****Structuring the research publication**

There are numerous guides describing the preparation, structure and contents of research publications, and therefore the practice to be followed in GTK publications series is only briefly outlined in the following pages. The sections of the publication include the following, in the following order:

- covers and title page
- abstract and keywords
- table of contents
- marks and abbreviations
- preface
- the publication
- acknowledgements
- references
- appendices

**Covers and title page**

The covers for the GTK publications series should be compatible, to the extent appropriate, with the visual image confirmed by GTK at the time in question. The covers should be of print quality and correspond in their stripping to the other publications of the publications series. The covers should have a standard basic format, but variable figures can be used for the covers. The layout for the publications in GTK series are approved together by the Image Bank and Information Services.



The front cover should include the name of the series publication and the serial number, the author(s), the title of the publication, and, if necessary, the title of its abstract in a foreign language, the publisher as well as the place and time of publication.

The front cover usually includes information concerning publication sales and the ISBN (International Standard Book Number) and ISSN (International Standard Series Number) numbers.

The online version should have its own ISBN number, as recommended by the National Library of Finland: see <http://www.kansalliskirjasto.fi/julkaisuala/isbn.html>.

On the back cover of the explanations for the maps, the Finnish division of map sheets and ISBN number are mentioned. On the third cover, the maps and explanations for the maps published in the series concerned are listed. In all back or deck titles of the publications series, the title of the publications series or the title of the publication and the name of the author or the editor are stated.

On the title page, the bibliographic information appears as follows:

- the title and number of the publications series
- author(s)
- the title of the publication and information on an eventual abstract in a foreign language
- edition (from the 2nd edition onwards)
- publisher and place of publication, and
- year of publication

In the GTK's different publications series, the information mentioned above is presented in a divergent order according to the style of the publications series concerned.

For the front cover and title pages, the authors are written as: Forename Surname. In a compiled work, the editor is mentioned on the title page. Names that are not written with the Roman alphabet will be transliterated according to SFS or ISO standards (for example, SFS 4900 1998).

The title of the publication should briefly describe the central contents of the publication. The title of the publication is important, for example when searching for information in databases or on the web. A compiled work should have one joint name. The subtitle or other information should be clearly separate from the title of the publication, as well as the title of the abstract in a foreign language, which should also appear on the title page. In addition, mention can be made of a doctoral dissertation or other further information provided.

The number of a series publication should be marked in Arabic numbers. If the edition is not the first, the number should always be reported, as well as the editor in charge of the reprint concerned.

## **Abstract**

The Finnish standard defines an abstract as follows: (SFS 3855 1978, p. 1) an abstract (summary) is a short, independent presentation of the contents of the document. An abstract should not include comments

or assessments made by the author. The aim of the abstract is, on the one hand, to help the reader assess whether to use the publication and to provide enough information for a reader unfamiliar with the topic. The abstract also enhances scientific and technical communication and Information Services.

All GTK publications should include an English abstract. In a Research Report and explanations to maps should also include a Finnish abstract written in plain language.

In a compiled work with several authors, every separate article should have its own abstract. In addition, there should be a joint abstract in a compiled work.

The abstract is a brief and clear description of the contents of the publication, and it should include all conclusions and new information about the publication. The recommended length of the abstract is 200 (Finnish) or 300 (English) words. It should be written with short, complete sentences.

Short abstracts should consist of one paragraph, while longer abstracts can be divided into paragraphs. If it is necessary to use non-established abbreviations, symbols or terms, they should be defined.

The abstract is usually placed on a separate page immediately after the title page.

In a compiled work, the abstracts (and keywords) of the articles are placed after the title and the author, but before the actual text.

After the abstract, author information (address and e-mail) as well as keywords should appear. The author chooses the keywords that describe the contents of the publication. English keywords are based on the GeoRef Thesaurus vocabulary of the American Geological Institute and the corresponding Finnish keywords are available at <http://dev.finto.fi/geo/fi/>. Place-names are available at <http://dev.finto.fi/paikat/fi/> or <http://dev.finto.fi/sapo/fi/>.

The Geologic Index Terms used in GTK database is ISBN and ISSN numbers usually appear immediately after the abstract. The practice in GTK publications series is to also place them along with the sales information on the back cover. On the abstract page, other information can also be included, such as copyright information and the place of publication. In the explanations for the maps, only the ISBN number should appear.

## **Table of contents**

Every GTK publication should include a table of contents. It is usually placed after the abstract, on the first page of the actual text. The table of contents should be drafted last to ensure that the headings of the chapter appear in the same form as in the text. The table of contents should also include appendices and their titles. On the appendix pages, consecutive page numbers should not be used.

## **Marks and abbreviations**

If there are any special characters, symbols, units, abbreviations or terms, they should be defined in a separate list of symbols placed after the table of contents. If necessary, the definitions can also be included in the text as the symbols appear, but their use should be compatible, if possible, with the national or international standards concerned.

When revising the proofs, the authors should ensure that the special characters have remained as desired. When transferring the text from word processing to the desktop publishing program, and further to print at the printing house, it is possible that the characters may be changed.

## **Preface**

The preface appears in the publication immediately after the table of contents. The preface can be regarded as an overview of the research, in which the background of the publication can be introduced, certain viewpoints can be emphasised or connections to other similar studies presented. A preface is not necessary in a publication, because the information above can also be stated in the introduction. The date can also be included in the preface.

In GTK publications series, a preface is mainly used in a compiled work consisting of articles by different authors. In such cases, the author of the preface is usually the editor of the compiled work.

In the preface of a compiled work, the authors of the publication and their research topics can be briefly introduced.

## **The actual contents of the publication**

The actual contents of the publication usually begin with an introduction outlining the subject matter and objective of the research. After the introduction, the research material and methods should be presented, the reader should be introduced to the subject of the study, the research results should be presented from different viewpoints in the part assessing the research results, and, finally, the conclusions should be outlined. There should be a clear map of the research area, and the number of the map sheet as well as the coordinates of the research area should be included, if possible.

The municipality or municipalities of the research area should be specified with the above information. This information facilitates entering the description of the concerned publication in different databases. All figures and tables necessary for understanding the text should be numbered and placed in the text, preferably immediately after the textual reference and possibly already on the same page or spread. All figures and tables should be referred to. If figures are borrowed, permission should be granted by the copyright holder.

## **Acknowledgements**

The use of acknowledgements has been established in the GTK publications series. In the acknowledgements, the author thanks the sponsors of the publication and the people that participated in the research. If acknowledgements are not included in the publication, the information can be included in the preface. This is a common practice, for example, in final theses.

## **References**

*In general***In manuscripts intended for publication in GTK series, the bibliography must be created using RefWorks.**

The aim of the references is to identify or locate the publication and its authors.

There are both national (SFS 5342 1992) and international standards, but the references are, in practice, conducted according to the manner required by each publications series. Different originations can use divergent practices in their publications.

The most common published sources are books, serial publications, articles in a compiled work and journal articles, conference papers and online releases. Sometimes it is necessary to refer to special sources, such as final theses, patents, maps, statistics, standards, administrative documents, microfiches, computer programs and databases. All of the above can be available in electronic format.

Online publications should be printed and an archive-quality copy to the GTK archives should be delivered in case the publication is removed from the web.

The sources that are being prepared should include a reference in parentheses (in prep) according to the publication language, sources that are being printed should include the reference, "in press", and an unpublished manuscript or final thesis should include the reference, "unpublished".

The research should not be based too much on unpublished sources, but if unpublished sources are used, the reference should be added to the list of references.

*References in the text*

The reference in the text should be presented in a concise format as the information with which it can be connected to a publication in the references. In GTK publications series, the system of name and year is used, in which the reference consists of the author, the year of publication and the page numbers, if needed. A comma should not be used between the author and the year. If there are two authors, both appear in the reference. If there are more than two authors, the first author is named and the other authors can be replaced with "et al." (et alii). All authors should appear in the list of references.

*Examples:*

The Finnish bedrock consists of ... (Tynni 1980, p. 26), ... (Korsman & Koistinen 1998), ... (Vaasjoki et al." 1988),... (Lindmark 1988, 1989, 1990, 1991), Korsman and Koistinen (1998)

If several references are made to different publications by the same author in the same year, the references are separated with a lower case letter after the year of publication.

For example, ... (Naldrett 1980a), ... (Naldrett 1980b), ... (Naldrett 1980a,b)

The text can include simultaneous references to several sources, which are usually presented according to the year of publication.

For example, ... (Kouvo & Tilton 1966, Vaasjoki et al. 1988)

If a source is only referred to in one sentence, the full stop is placed after the parentheses.

If the source information has been used in several sentences in the paragraph, the last sentence is ended with a full stop, after which the reference appears separately in parentheses.

Personal communications (discussions, lectures, letters) should be mentioned in the text, although they are not added to the list of references. Interviews can be used in situations in which information is not available from other sources. If interviews are used, they appear last in the list of references: see 4.10.P.

For example, ...

... (M. Vaasjoki, personal communication, October 1996)

The source of a figure or table is referred to in the caption for the figure or table.

### *List of references*

According to the national standard on bibliographic references, SFS 5342 (1992), the aim of the references is to identify or locate the publication that has been referred to. The references that are referred to are listed at the end of the document as complete references. After the actual references, other bibliographic sources deemed important by the author can be listed, even though the author has not directly referred to them.

The information in the references is primarily collected from the title pages or description pages of the publications. The information is collected as it appears in the publication. References originating from FINGEO or RAPGEO databases can be used as such or with minor changes to the references of the GTK publications series.

Information that is not in Roman letters is transliterated. The standard SFS 4900 (1998) recommends that national transliteration be used in Finnish publications and international transliteration in publications for international distribution. Both styles of transliteration are presented in the above-mentioned standard, which deals with transliterations from the Cyrillic alphabet (Russian, Bulgarian, Macedonian, Serbian, Ukrainian, Belarusian, Mongolian etc.) to the Finnish format. The International Organization for Standardization has also published instructions for transliterating Arabic, Hebrew and Greek (see ISO 233, ISO 259, and ISO 843).

In the references, the source documents are listed in alphabetical order according to the surname of the authors, the name of the community or the title of the publication. The alphabetical order should be made according to the publication language, for example with English references the so-called Scands, å, ä, ø and ö are written as a and o. The German ü is written as u. If a name includes prefixes (von, af, etc.) that

are not separate from the surname, they are considered as part of the name, and the alphabetical order is determined according to the prefix.

Only the initials of the forenames of the authors, editors, etc. should be mentioned, unless it hinders recognition. The initials should appear with full stops and they should be separated with spaces from each other and from the surname, which appears before the forename. If a publication has two authors, they are separated with &.

If a publication has three or more authors, they are separated with a comma, and the last two authors are separated with &. The editor of a compiled work is presented as the author, and the name is followed by the abbreviation ed.

The title of the publication is written with capital letters and according to the norms of the language, with either small or capital letters. Proper nouns always begin with a capital letter.

Capital letters are used according to the original publication, for example in the titles of conference publications, publications series, a compiled work and those released by publishers.

The titles of the publications series and journals should not be abbreviated in the GTK publications series. The number of appendices should appear at the end of the reference immediately after the pages if there are several appendices and they should form an integral part of the publication. Appendix maps should always be mentioned.

### *Contents and form of references*

In case GTK's publication is also available as electric publication, there should be a reference to it.

Reference should be in form like Available at: [http://tupa.gtk.fi/julkaisu/bulletin/bt\\_328.pdf](http://tupa.gtk.fi/julkaisu/bulletin/bt_328.pdf)

GTK publications series are primarily published in English and Finnish. In the references, the information is stated according to the publication language in the following manner:

#### Information Finnish English

Pages s. p.

Appendices liite app.

Map kartta map

Appendix map liitekartta app.map

Editor(s) (toim.) (ed.), (eds)

Host publication Julkaisussa: In:

The contents and form of the references is presented according to the type of publication in the following:

Reference examples are mainly to be used in English publications.

A. Reference to a monograph (for example, a book)

B. Reference to a chapter of a monograph

C. Reference to a serial publication



- D. Reference to an article from a serial publication
- E. Reference to a journal article (for example, scholarly journals)
- F. Reference to a conference publication
- G. Reference to an article in a (conference) publication
- H. Reference to a subchapter from a publication
- I. Reference to a map from a map series
- J. Reference to an explanation to a map
- K. Reference to a separate map
- L. Reference to an atlas
- M. Reference to a thesis
- N. Reference to an archival document
- O. Reference to an abstract
- P. Reference to an online release
- Q. Reference to another Internet source (or is it included in the above?)
- R. Recommendation referring to a DigiKP database
- S. Reference to an interview
- T. Reference to the law, regulation, decision or instruction

*A. Reference to a monograph (for example a book)*

Papunen, H., Haapala, I. & Rouhunkoski, P. (eds) 1986. Suomen malmigeologia: metalliset malmiesiintymät. Helsinki: Suomen Geologinen Seura r.y. 317 p.

*B. Reference to a chapter of a monograph*

Hyvärinen, L. & Eskola, L. 1986. Malminetsintä. In: Papunen, H., Haapala, I. & Rouhunkoski, P. (eds) Suomen malmigeologia: metalliset malmiesiintymät. Helsinki: Suomen Geologinen Seura r.y., 215–289.

*C. Reference to a serial publication*

Vorma, A. 1970. Alkali feldspars of the Wiborg rapakivi massif in southeastern Finland. Bulletin de la Commission géologique de Finlande 246. 72 p.

Korsman, K. (ed.) 1988. Tectono-metamorphic evolution of the Raahe–Ladoga zone. Geological Survey of Finland, Bulletin 343. 96 p.

Autio, S. (ed.) 1995. Geological Survey of Finland, Current Research 1993–1994. Geological



Survey of Finland, Special Paper 20. 222 p.

If a publication series has both Finnish and English name, the name in the publication language should be used.

Mäkitie, H. 2011. Puumalan kartta-alueen kallioperä. Summary: Pre-Quaternary rocks of the Puumala map sheet area. Geologian tutkimuskeskus, Tutkimusraportti 192. 52 s., 3 liitettä. (Elektroninen julkaisu)  
Mäkitie, H. 2011. Puumalan kartta-alueen kallioperä. Summary: Pre-Quaternary rocks of the Puumala map sheet area. Geological Survey of Finland, Report of Investigation 192. 52 p., 3 apps. (Electronic publication)

*D. Reference to an article from a serial publication*

Vaasjoki, M. & Sakko, M. 1988. The evolution of the Raahe–Ladoga zone in Finland: Isotopic constraints. In: Korsman, K. (ed.) Tectono-metamorphic evolution of the Raahe–Ladoga zone. Geological Survey of Finland, Bulletin 343, 7–32.

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*E. Reference to a journal article (for example, scholarly journals)*

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*G. Reference to an article in a (conference) publication*

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*H. Reference to a subchapter from a publication*

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*I. Reference to a map from a map series*

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*J. Reference to an explanation for a map*

F: Härme, M. 1960. Turku. Suomen geologinen yleiskartta 1:400 000, kivilajikartan selitys, lehti B1. Geologinen tutkimuslaitos. 78 s.

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E: Härme, M. 1960. Turku. General Geological Map of Finland 1:400 000, Explanation to the Map of Rocks, Sheet B1. Geological Survey of Finland. 78 p.

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*K. Reference to a separate map*

Koistinen, T. (ed.) 1994. Precambrian basement of the Gulf of Finland and surrounding area 1:1 000 000. Espoo: Geological Survey of Finland.

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Bølviken, B., Bergström, J., Björklund, A., Kontio, M., Lehmuspelto, P., Lindholm, T., Magnusson, J., Ottesen, R.-T., Steenfelt, A. & Volden, T. 1986. Geochemical Atlas of Northern Fennoscandia 1:4 000 000. Uppsala: Geological Survey of Sweden, Espoo: Geological Survey of Finland, Trondheim: Geological Survey of Norway. 19 p., 155 app. maps.

Koljonen, T. (toim.) 1992. Suomen geokemian atlas, Osa 2: Moreeni. Espoo: Geologian tutkimuskeskus. 218 s., 11 liitekarttaa.

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Koljonen, T. (ed.) 1992. The Geochemical Atlas of Finland, Part 2: Till. Espoo: Geological Survey of Finland. 218 p., 11 app. maps.

*M. Reference to a thesis*

\*(in an English reference, "in Finnish" can be added inside parentheses)

Hulkki, H. 1990. Sodankylän Sattasvaaran komatiittikompleksin Au-kriittinen muuttumisvyöhyke. Pro gradu -tutkielma, Helsingin yliopisto, geologian ja mineralogian osasto. 190 s.

Peltonen, P. 1995. Petrology, Geochemistry and Mineralogy of Ultramafic Rocks and Associated Ni-Cu Deposits in the Vammala Ni-Belt, Southwestern Finland. Espoo: Geologian tutkimuskeskus. 108 p. (väitöskirja)

Hulkki, H. 1990. Sodankylän Sattasvaaran komatiittikompleksin Au-kriittinen muuttumisvyöhyke. Unpublished master's thesis, University of Helsinki, Department of geology and mineralogy. 190 p. (in Finnish)



Peltonen, P. 1995. Petrology, Geochemistry and Mineralogy of Ultramafic Rocks and Associated Ni-Cu Deposits in the Vammala Ni-Belt, Southwestern Finland. Espoo: Geological Survey of Finland. 108 p. (dissertation)

*N. Reference to an archival document*

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*O. Reference to an abstract*

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*P. Reference to an online release*

Middleton, M., Skre, O. & Sutinen, R. 2007. AISA imaging of plant communities indicative of soil moisture at a clear-cut site in Finnish Lapland [Electronic resource]. In: 5th EARSel SIG IS workshop "Imaging spectroscopy: innovation in environment research", 23-25 April 2007, Bruges, Belgium. Ghent: VITO. 6 p. (Electronic publication). Available at:  
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*Q. Reference to another Internet source (or is it included in the above?)*

Kirjan kansainvälinen standarditunnus ISBN (International Standard Book Number).  
[Verkkodokumentti] Helsinki: Helsingin yliopisto, Kansalliskirjasto 2006 [Viitattu 4.10.2006]  
Saatavissa: <http://www.kansalliskirjasto.fi/julkaisuala/isbn.html>

*R. Recommendation referring to a DigiKP database*



Bedrock of Finland – DigiKP. Digital map database [Electronic resource]. Espoo: Geological Survey of Finland [referred dd.mm.yyyy]. Version 1.0.

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*S. Reference to an interview*

List of Interviews:

Cieslak, Andrzej. Chief specialist, Maritime Office Gdynia, personal communication, 27.10.2004.

*T. Reference to the law, regulation, decision or instruction*

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Valtioneuvosto 2007. Valtioneuvoston asetus maaperän pilaantuneisuuden ja puhdistustarpeen arvioinnista 214/2007.

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**ORDERING OF REFERENCES:**

First give the references for which the author is the sole author, listing them in order of the year of publication. After this come the publications with two, and then with three or more authors in alphabetical order. For example.

Singer, D. A. 1975. ...

Singer, D. A. 2007. ...

Singer, D. A. & Berger, V. I. 2007. ...

Singer, D. A. & Kouda, R. 1999. ...

Singer, D. A. & Menzie, W. D. 2005. ...

Singer, D. A., Berger, V. I. & Kouda, R. 2007. ...

Singer, D. A., Kouda, R. & Menzie, W. D. 1999. ...

Singer, D. A., Menzie, W. D. & Kouda, R. 2005. ...

In English language publications, references beginning with the letter ‘Ä’ are listed under A, and those beginning with ‘Ö’ under O.

## Appendices

Appendices complement the research information. An appendix can present information that is necessary for completeness, but which may confuse the presentation order of the publication, information that does not fit into the actual publication, for example due to its size or manner of presentation, or information that is not necessary for a person unfamiliar with the subject, but which is necessary for an expert.

*The appendices may consist of:*

Figures and tables,

Maps and other special material (in which the size and manner of presentation are atypical),

Literature,

Description of devices, techniques or computer programmes, as well as Floppy disks, CD-ROMs, DVDs, etc.

The appendices can be separated with capital letters. The standard ISO 5966 (1982) also recommends organising their content (headings, subheadings, figures, tables, literature and equations) in consecutive order;

for example, Appendix B, Chapter B.1.1, Figure B.9, Table B.5, Reference B.23 and Equation B.14.

The appendices can form an independent part of the publication and can have their own description page, if needed. The publication should refer to each appendix. If the appendices include references, they will be organised similarly as in the actual publication.