

## Guidelines for Manuscript Preparation

### 1. General Requirements

- Submit your manuscript in a text file. Use no formatting or styles that are not essential to your manuscript, do not break (hyphenate) words.
- In **headings and titles** use capital and small letters, do not use uppercase throughout.
- Use line spacing before and after **quotations and examples** (laid out in a narrower column).
- Submit **photographs** separately in a photo file format (.jpg, .tiff) and with an optimal resolution (at least 300) for print.
- When including **tables**, note that the print width is 106 mm (for the *Acta* and *Gigantum Humeris* series) or 89 mm (for *Bibliotheca*), and thus considerably narrower than the standard A4 page.
- **Figures and graphs** are usually printed in single colour. Use shading from light to dark to distinguish between segments or lines; the background should be white.
- **Articles in a collection** should be submitted in separate files (with the articles numbered in the order they appear before the file name).

### 2. Citation and Sources

The Tallinn University Press style requires **in-text citations**. The sources cited within the text are presented in the list of references at the end of the book or an article. When footnotes are used they serve as comments or notes on the main text, in exceptional cases as source references or bibliographic notes (see 4).

**All the works cited** in the text must appear in the references list, and **all the works listed** must have been cited in the text.

**2.1. Parenthical Citations** are used to document sources within the text and include the author's last name or the title of the work (part of the title or abbreviated title), the year of publication and a page number or a column number. A colon separates the year and page number; the page number is omitted when the entire work is referenced.

For example:

(Bellini 1992)

(Bellini 1992: 898)

A full stop should be placed after the parenthetical in-text citation (after the closing parenthesis). For example,

.. tekitasid Itaalias palju segadust (Bellini 1992: 898).

Longer quotations (several sentences or a paragraph) should have a full stop before the parenthetical citation at the end of a paragraph (a cited paragraph). For example,

.. tekitasid Itaalias palju segadust. (Bellini 1992: 898)

If the author's name is mentioned in the text, you do not need to repeat it, so cite only the year and page number in the parenthetical citation.

Ruskin rõhutas, et restaureerimine on kõige täiuslikum häving, mis võib hoonele osaks saada (1849: 25).

Ruskin (1849: 25) rõhutas, et restaureerimine on kõige täiuslikum häving, mis võib hoonele osaks saada.

If there are repeated references to the same work and page number, which come immediately after one another, *ibid.* (*ibidem* meaning 'in the same place') may be used (i.e. *ibid.*), or if the work is the same and the page number is different (*ibid.*, 12).

### **2.1.1. More Examples**

Two authors: (Barkey, Fuller 1998: 45)

Three or more authors: (Veismann *et al.* 1993)

Multiple sources: (Barkey, Fuller 1998: 12, 14; Kirisci 1997: 10)

## **2.2. A List of Referenced Works**

Arrange references alphabetically by author. Give the author's full name (surname first, followed by first name(s)). Initials may be used when they are used in the publication; leave spaces between the initials (e.g. Steven, J. B.).

If there are multiple authors, all must be listed in the list of references.

Multiple works by the same author are listed by date, and arranged in order, the earliest first. Use letters after years to distinguish between multiple works by the same author

published in the same year (1996a, 1996b, 1996c). The works published in the same year are listed alphabetically.

The **abbreviations** in references must not be translated and they are in the language of the referenced work. Below is a list of most commonly used abbreviations:

Part of reference	Estonian	English	German	French	Russian
Number	nr	no.	Nr.	n <sup>o</sup>	№
Volume	kd	vol.	Bd.	t.	т.
Edition	tr	ed.	Aufl.	éd.	изд.
Compiler	koost.	ed.	Hrsg.	dir.	сост.
Editor	toim.	ed.	Hrsg.	éd.	ред.
Translator	tlk	trans.	Übers.	trad.	пер.
Page/pages	lk	p./pp.)	S.	p.	с.
And others	<i>et al.</i>	<i>et al.</i>	<i>et al.</i>	<i>et al.</i>	и др.

Abbreviations for volume, issue and page numbers are often not used, they can be added for the sake of clarity.

If the publication date is not indicated on the title page or at the back (verso) of the title page, the probable date of publication is added in square brackets [ ]. If it is not possible to find the date, use *s.a.*, i.e. *sine anno*.

If the referenced work is scheduled to be published, but not yet published, use ‘forthcoming’ in lieu of a date and add the predicted date of publication.

The title and **the subtitle** are separated by a colon. Capitalise the subtitle (as on the title page). If there are **parallel titles** in two or more languages, put an equals sign to separate them.

Use maximal capitalisation in English-language titles and headings: capitalise all words except articles (*the, a, an*), prepositions (*for, on, under, about, etc.*), conjunctions (*and, but, or, etc.*) and *to* in the infinitive.

**Publication data** consist of the place of publication and the publisher. If the place of publication is not indicated on the title page or at the back (verso) of the title page, the (probable) date of publication is placed in the square brackets. If the place of publication cannot be found, use the abbreviation *s.l.*, i.e. *sine loco*. If there are no data about the publisher, do not add anything.

The place of publication and the publisher are not referenced **for periodicals**.

A long dash is used between page numbers (to show a page range).

All explanations and additions should be in square brackets.

**2.2.1.** If only a few entries are in Cyrillic, they can be embedded in Latin script list of references, and the other way round.

A Russian-language work embedded in Latin script list of references

In-text citation (Vaga 1980)

Bibliographic citation Vaga, Voldemar 1980 = Вага, Вольдемар. Памятники архитектуры Эстонии. Ленинград: Стройиздат.

A title in Latin script embedded in Cyrillic script list of references

In-text citation (Лотман 2010)

Bibliographic citation Лотман, Ю. М. 2010 = Lotman, Juri. Jalutuskäigud Lotmaniga. Tallinn: TLÜ Kirjastus.

## **2.3. Citing Books**

Separate the title and the subtitle of the book by a colon.

### **2.3.1. Book with one author.**

In-text citation (Ferguson 1977)

Bibliographic citation Ferguson, George 1977. *Signs & Symbols in Christian Art*. London.

In-text citation (Witte 1913)

Bibliographic citation Witte, Fritz 1913. *Die liturgischen Geräte und andere Werke der Metallkunst in der Sammlung Schnütgen in Cöln*. Berlin.

### **2.3.2. Book with two authors**

In-text citation (Feilden, Jokilehto 1993)

Bibliographic citation Feilden, Bernard M.; Jokilehto, Jukka 1993. *Management Guidelines for World Cultural Heritage*. Rome: ICCROM.

### **2.3.3. Book with more than two authors.**

For in-text citation use the name of the first author followed by the abbreviation *et al.* In the References section give all the names.

In-text citation (Veismann *et al.* 1993)

Bibliographic citation Veismann, Ann; Tragel, Ilona; Pajusalu, Renate 2002. *Eesti keele põhisõnavara operaatoritest*. Tartu.

**2.3.4.** Collection with the name of the compiler or editor on the title page. List by editor or compiler.

In-text citation (Knapp, Daly 2002)

Bibliographic citation Knapp, Mark L.; Daly, John A. (eds.) 2002. *Handbook of Interpersonal Communication*. 3rd ed. Thousand Oaks, London, New Delhi: Sage Publications.

**2.3.5.** Book with no author, well-known reference works (handbooks, encyclopaedias, and dictionaries). Use an abbreviated title, title or part of the title. Use Arabic numerals for volumes of a multivolume work.

In-text citation (EKABL 1996: 189–190)

EKABL = *Eesti kunsti ja arhitektuuri biograafiline leksikon*. Tallinn: Eesti Entsüklopeediakirjastus 1996.

In-text citation (Folklore 1998: 111)

Bibliographic citation *Folklore: An Encyclopedia of Beliefs, Customs, Tales, Music, and Art*. Vol. 2. Santa Barbara–Oxford: ABC-CLIO 1997.

**2.3.6.** Book by a Corporate Author

If no individual author is provided on the title page, but a group or organization that has published the work, it would be better to list the name(s) of the group or organization.

In-text citation (World Health Organisation 1993)

Bibliographic citation World Health Organisation 1993. *WHO Editorial Style Manual*. Geneva.

**2.3.7.** Reprints and translations.

Give the original publication date in the square brackets if there is a long break between the original publication and the republication or it is important to give both dates for some other reason.

In-text citation (Salzman [1952] 1997)

Bibliographic citation Salzman, Louis Francis Francis [1952] 1997. *Building in England Down to 1540: A Documentary History*. Reprint. Oxford: Clarendon.

**2.3.8.** Give as precise information as possible about unpublished works while referencing them.

In-text citation (Alttoa, ilmumas)

Bibliographic citation Alttoa, Kaur, ilmumas 2012. *Tartu Jaani kirik*. Eesti kirikud 3. Tallinn: Muinsuskaitseamet.

**2.3.9.** If the author is not indicated on the title page, but is known from other sources, the author's name is given in the square brackets. If the author cannot be identified, begin the reference with the title of the book.

In-text citation (Jannsen 1865)

Bibliographic citation [Jannsen, Johann Voldemar] 1865. *Eesti laste rõõm*. Tartu: Laakmann.

### **2.3.10. Book in a Series**

If the book has been published in a series, list the name of the series. If there is a numbering system, abbreviations (vol., etc.) are not used before the number.

Only Arab numerals are used, even if the title has Roman numerals.

In-text citation (Kurisoo 2009)

Bibliographic citation Kurisoo, Merike 2009. *Ristimise läte: Ristimiskivid keskaegsel Liivimaal*. Eesti kirikute sisustus 2. Tallinn: Muinsuskaitseamet.

In-text citation (Jokilehto 1999)

Bibliographic citation Jokilehto, Jukka 1999. *A History of Architectural Conservation*. Butterworth-Heinemann Series in Conservation and Museology. Oxford: Elsevier.

If the book in a series is published by a corporate author (an organization) and the name of the corporate author is included in the title of the series, it is not repeated after place of publication.

In-text citation (Leimus 1999)



*of Interpersonal Communication*. 3rd ed. Thousand Oaks, London, New Delhi: Sage Publications, 181–212.

In-text citation (Лотман 1977)

Bibliographic citation Лотман, Ю. М. 1977. 'Поэтика бытового поведения в русской культуре XVIII века'. – *Ученые записки Тартуского государственного университета* 411. *Труды по знаковым системам* 8. Тарту, 65–69.

#### 2.4.2. Article in a journal

There is no punctuation mark between the title of the journal and the number of the volume.

In-text citation (Kendon 2002)

Bibliographic citation Kendon, Adam 1995. 'Gestures as Illocutionary and Discourse Structure Markers in Southern Italian Conversation'. – *Journal of Pragmatics* 23, 3, 247–279.

To cite journals paged consecutively from issue to issue it is sufficient to note the volume, a volume typically being a year.

In-text citation (Howard 2010)

Bibliographic citation Howard, Deborah 1989. 'The Church of the Miracoli in Venice and Pittoni's St Jerome altarpiece'. – *Burlington Magazine* 131, 684–692.

#### 2.4.3. Article in a newspaper

Use a comma between the title of the newspaper and the date. Usually page numbers in a newspaper are not specified.

In-text citation (Leitmaa 2010)

Viitekirje Leitmaa, Dannar 2010. 'Raskustes koolid pööravad üha enam pilgu lapsevanemate poole'. – *Eesti Päevaleht*, 4. november.

### 2.5. Citing Dissertations and Unpublished Manuscripts

The main purpose is to identify the source included in the list of references, and the entry should give information about the location or where and when it was presented.



In-text citation (Jaanits 2004)

Bibliographic citation Jaanits, Kadri 2004. *Leksikaalsetest kollokatsioonidest soome ja eesti keeles*. Magistritöö. Tartu Ülikool, filosoofiateaduskond, läänemeresoome keelte õppetool. Tartu.

In-text citation (Kaljundi 1980)

Bibliographic citation Kaljundi, Jevgeni. *Lühiülevaade Narva Aleksandri kiriku ehitusloost*. Tallinn 1980. Muinsuskaitseameti arhiiv, A-421.

## 2.6. Citing Archival Materials

In-text citations to archival materials contain the abbreviated name of the archive (repository) and information about the archival material (collection title, filing unit, item number, etc). A reference to the archival material can appear in the form of a footnote. The archival materials referenced within one book should be either in-text or footnotes. The full name of the archive (the repository) is given in the first subsection of the References section.

In-text citation (EAA, f 30, n 5, s 881, l 2)

Footnote citation <sup>1</sup> EAA, f 30, n 5, s 881, l 2.

Bibliographic citation Eesti Ajalooarhiiv  
EAA, f 30 Eestimaa kubermanguvalitsus

## 2.7. Citing Internet Sources

**2.7.1.** To cite a book or a journal published online (an electronic publication), follow the same rules as described above, adding a URL and an access date. The access date is the last date when the source was consulted and it was available (the information was still available on the referenced page). For dates in English language books use: day month year.

In-text citation (Dross 1902)

Bibliographic citation Dross, Eduard 1902. *Illustrierter Catalog für Kirchengерäte*. Dorpat. <http://digar.nlib.ee/otsing/avaleht?pid=nlib-digar:59542> (4 December 2010).

(an article in a journal)

In-text citation (Sinijärv 2008)

Bibliographic citation Sinijärv, Urve 2008. 'Place and Location'. – *Studies in Environmental Aesthetics and Semiotics* 6, 168–176.

[http://www.eki.ee/km/place/pdf/kp6\\_11\\_sini\\_jrv.pdf](http://www.eki.ee/km/place/pdf/kp6_11_sini_jrv.pdf) (4 December 2010).

(an article in a newspaper)

In-text citation (Priimägi 2010)

Bibliographic citation Priimägi, Linnar 2010. 'Ajaloolased ärgu uurigu iseennast'. – *Eesti Päevaleht*, 6. detsember. <http://www.epl.ee/artikkel/588629> (6 December 2010).

**2.7.2.** The sources that are only available on the Web may not have the date of publication (uploading). In this case cite the access (downloading) date.

In-text citation (Kulmar, Petti, Laats 2010)

Bibliographic citation Kulmar, Tarmo; Petti, Urmas; Laats, Alar (koost.) 2010. 'Eesti teoloogiateaduse ajalooost'. <http://www.us.ut.ee/27673> (6 December 2010).

**2.7.3.** Examples of citing the web pages with no author

In-text citation (Eesti kirikute andmebaas 2010)

Bibliographic citation Eesti kirikute andmebaas 2010. <http://kirikud.muinas.ee> (6 December 2010).

In-text citation (ICD-10)

Viitekirje ICD-10 = *International Statistical Classification of Diseases and Related Health Problems. Tenth Revision*. <http://apps.who.int/classifications/apps/icd/icd10online/> (30 September 2010).

The entries of web pages are listed together with print sources.

### 3. Other Lists

In addition to the list of cited works called *References*, the book may contain a list of sources that have been used by the author to research the topic(s), but which have not been directly cited in the book called *Bibliography*, or a list of recommended books and articles called *Further Reading*. In the entries of these lists the date of publication is at the end of the publication data.

Feilden, Bernard M.; Jokilehto, Jukka. *Management Guidelines for World Cultural Heritage*. Rome: ICCROM 1993.

Stolt, Suvi; Haataja, Leena; Lapinleimu, Helena; Lehtonen, Liisa. 'Associations between lexicon and grammar at the end of the second year in Finnish children'. – *Journal of Child Language* 2009, 36, 779–806.

#### 4. Footnotes

**4.1.** Author's or translator's **comments or notes** are presented in the form of footnotes that are given as briefly as possible.

In exceptional cases the cited **archival materials** that may disrupt the flow of text are cited in the form of footnotes (see 2.6).

**4.2.** The works cited in **prefaces and afterwords**, if there are not too many of them, and it is not useful to compile another list of references, are in the footnote.

In footnotes the author's first name(s) precedes the author's surname; the author's name is followed by a comma and the title; the date of publication is at the end of the publication data.

Elfriede Tool-Marran, *Tallinna dominiiklaste klooster*. Tallinn 1971.

Renate Pajusalu, Karl Pajusalu, 'Konditsionaal relatiivlauses'. – *Eesti ja soome-ugri keeleteaduse ajakiri* 2010, 2, 243–254.

**4.3. Place of Reference Numbers.** A reference number (in a superscript) within the text should be placed after the punctuation mark, if the reference is to part of the sentence or the entire sentence. For example

Käesolevas artiklis, mis põhineb intervjuudel, osalusvaatlusel ja kirjalike materjalide analüüsil,<sup>1</sup> käsitlen ..

<sup>1</sup> Olen analüüsinud ökokogukondade liikumisega seotud kirjandust, kodulehtede materjale ja Gaia hariduse käsiraamatut ning külastanud mitmeid ökokülasid ..

Ainsana jäi teadlikult välja Pahkla tugikodu, mis on teistsuguse spetsiifikaga.<sup>2</sup>

<sup>2</sup> Pahkla tugikodus tegeletakse puuetega inimeste rehabilitatsiooniga.

If the reference explains a word (or a phrase), the number is placed immediately after the word (or phrase). For example

.. on ökokogukondade eelkäijad nii roheline ideoloogia kui ka uus vaimsus<sup>3</sup>.

<sup>3</sup> Mõiste *new age* on teoloogiadoktor Lea Altnurme eesti keelde tõlkinud uueks vaimsuseks ning selle vaste juurde jäävad ka käesoleva kogumiku autorid.