

Instructions for authors and editors

Table of contents

1. Before submission: Preparing the manuscript and research ethics.....	3
Editors' role in creating an edited volume.....	3
Recommendation concerning research data	3
Data Availability Statement	4
Ethical review.....	5
Using artificial intelligence applications	5
2. Instructions for editing a manuscript	5
Structure	5
Language.....	5
Technical writing instructions	5
Citations and references	6
Entries in the reference list.....	7
3. Creative Commons licenses and third-party content.....	7
Licenses	7
Citations and copyrighted images	7
Manuscripts containing previously published sections	8
4. The publishing process.....	8
Duration of the publishing process	8
Submitting a manuscript to Tampere University Press	9
Peer-review and the publishing decision	9
No Book Processing Charge.....	10
Book cover design	10
Online books, printed books, and book sales	10
ORCID identifier.....	10
Self-archiving	10
5. Finalising an accepted manuscript	11
Tips for polishing your text	11
Figures, tables, and images	11
Schedule for layout design.....	11

Accessibility	12
6. Publishing and marketing	12
Abstract and keywords.....	12
Marketing.....	12
7. Recommended reading	13

Please consider the following points while working on your manuscript:

- You should finalise and refine your manuscript prior to its submission to TUP. Editors are responsible for the coherence of an edited volume. (Chapter 1)
- Carefully read our instructions for authors and follow the instructions while refining your manuscript. By making sure that the manuscript you submit to TUP is a polished piece of writing and already contains all the necessary elements, you can save time further down the line and ensure that the publishing process runs smoothly. (Chapter 2)
- TUP publishes its books online under a Creative Commons (CC) license. Before submitting a manuscript, consider which CC license to choose for your publication. Make sure you have permission to use possible third-party content in your manuscript well in advance before submission. (Chapter 3)
- The process from manuscript to publication takes about one year on average. All manuscripts that pass our initial screening go through peer-review. We will only move forward with manuscripts that pass peer-review. Please make sure you are familiar with our peer-review policy as well as our other practices and procedures that have a bearing on the publishing process. (Chapter 4)
- After a manuscript has been approved for publication, we will agree on the schedule for finalising the manuscript. As the author, you are responsible for carefully proofreading and editing your manuscript. At this stage, you must also make sure that all the images, figures and tables included in the manuscript are available to the layout designer in TUP's preferred file formats. (Chapter 5)
- For publication and marketing purposes, authors must provide a brief abstract of their book in Finnish and in English as well as a draft version of a news release. (Chapter 6)

1. Before submission: Preparing the manuscript and research ethics

The manuscript you submit to TUP must be as polished as you can make it. By carefully planning your writing and finalising your manuscript prior to submission, you can save time further down the line and help to convince referees of the merits of your work. You should not wait until your manuscript has been accepted for publication before polishing your work. The version of the manuscript you submit to TUP must be a stylistically consistent and coherent piece of writing. You should also set aside time for proofreading and editing your text before submission. Follow TUP's instructions for authors when editing your manuscript (see section 2 in this document).

Editors' role in creating an edited volume

Editors have an important role in coordinating and finalising an edited volume. The editing process often takes a great deal of time. An edited volume must form a coherent whole, but the individual articles or chapters must also be able to stand alone. The purpose of a book is to delve deeply into a topic from multiple perspectives retaining coherence and consistency, but readers will often download and read only some of the articles online. This means that each article must be a stand-alone piece of writing that is understandable even when read on its own.

When referees assess edited volumes, their criticism typically focuses on the lack of consistency in terms of structure, themes, and references. Editors should take steps to ensure consistency in advance, for example, by selecting the referencing style that authors must use. Editors can also improve consistency by informing authors of the recommended length of articles, whether articles should start with an introduction or an abstract and be written in an active voice or a passive voice, whether authors are allowed to use stock photos or quotations, how they should formulate titles and headings, and so on.

The editors:

- Define the objectives and target audience of an edited volume;
- Are responsible for the correctness and lawfulness of content (such as obtaining permission to use third-party content);
- Maintain the thematic and structural consistency of the volume and make sure the articles form a coherent whole;
- Write the introduction and possibly a conclusion;
- Advise authors on the schedule and progress of the publishing process and provide them with technical writing instructions;
- Check that authors have adhered to the technical writing instructions (such as the selected referencing style);
- Serve as a liaison between authors and the publisher.

Recommendation concerning research data

Creating a data management plan makes it easier to carry out research and reduces the risk of data being lost or incorrectly handled. Tampere University Press recommends drawing up a data management plan (DMP), keeping it up to date throughout the project, and delivering the latest version to the publisher alongside the manuscript sent for peer-

review. The reliability of peer-review can be improved by allowing referees to assess the data sets associated with the manuscript. Publications should include a link to appropriately stored research data if at least the related metadata records are publicly available.

Data Availability Statement

Tampere University Press recommends that the authors prepare a Data Availability Statement, which is a statement of the availability of the research data (metadata, data, code, methodology, software, etc.). The Data Availability Statement is included in the publication and briefly describes what data was created and used in this research, where it can be found, and whether there are any restrictions or conditions of use. If the research data cannot be shared, the statement will specify the reasons for this.

You can use the model texts provided in the table below to draft a Data Availability Statement. Use and combine the model texts to describe the research data that is relevant to your publication (do not copy them directly as they are.) If your publication includes research material with different availability, please describe the availability of all of them separately.

Some examples:

Availability of research data	An example text
Research data is available on request	Research data related to this publication is available on request from [name], until dd.mm.yyyy. Contact: [email]
Research data is available as a part or an appendix to a publication.	The research data is a part of or an appendix to the publication.
The research data is openly available in a publication archive. It has a permanent identifier.	Research data related this publication is available openly in [name of archive/database] at [permanent identifier, e.g. DOI or URN]. License/terms of use.
The research data is openly available in the publication archive. It doesn't have a permanent identifier.	Research data related this publication is available openly at [url]. License/terms of use.
The research data is not available.	The research data related to the publication is not openly available. The research data is subject to privacy/ethics/permission/legal restrictions and therefore cannot be shared openly. [Define reasons]
The research data will be available after an embargo period.	Data related to the publication is openly available beginning dd.mm.yyyy in [name of archive/database] at [permanent identifier e.g. DOI or URN]. License/terms of use.
Restrictions apply to the use of the research data.	Data related to the publication is available, but subject to restrictions. [Define restrictions]. It is possible to ask for permission to use the data [contact information].
No new research data was produced in connection with this publication.	No new research data was produced in connection with this publication.
The publication uses research data produced by someone else.	The publication uses research data produced by [source]. [Reference]

Ethical review

To comply with the principles of good scientific practice, researchers working in Finland must adhere to the ethical standards for research involving human participants and, if necessary, request a statement from an ethics committee before commencing research. Authors and editors who submit manuscripts to TUP have a duty to ensure that an ethical review is appropriately carried out, if necessary, before starting the research project associated with their manuscript.

Using artificial intelligence applications

If AI-based applications or language models have been used to create parts of the manuscript, such as images, or to collect data, it must be clearly stated which applications have been used and how. The authors are fully responsible for the content of the manuscript, regardless of whether some parts of the manuscript have been produced using AI.

2. Instructions for editing a manuscript

Structure

It is customary for scholarly books to follow a standard structure. Besides chapters that describe the actual subject matter, they should generally include the following sections:

- a table of contents;
- an introduction chapter and a closing chapter (introducing the topic, formulating the research question, describing the contribution to the existing body of knowledge, and so on);
- a consistent list of references;
- a list of authors (including their institutional affiliations and ORCID identifiers);
- an index or directory, when needed.

Language

Use clear and straightforward language to accurately convey your meaning.

- Avoid long and convoluted sentences.
- Avoid needless complexity and obscure words. Avoid using foreign terms if an English-language term is available.
- Pay attention to the length and consistent structure of your paragraphs. Make sure your sentences flow smoothly from one to the next to improve readability. Excessively long paragraphs reduce readability.
- You can use either the active voice or the passive voice as long as you use the selected style consistently throughout the book. This is especially important when working on an edited volume.

Technical writing instructions

Abbreviations: Write words in full instead of using abbreviations (such as e.g., etc., cf.). Only use abbreviations in references placed in parenthesis, if necessary.

Consistency: Use terms consistently throughout your manuscript.

Dash: Check the use of hyphens and dashes. To type a dash, press Alt+0150 or CTRL+minus in the numeric keypad. A dash is longer than a hyphen and used to indicate a pause or a range, such as the years 1990–2000 or 12–23 (page numbers for an article in a list of references).

Footnotes: The numbering of footnotes begins with 1 in each chapter. When you create footnotes, use the footnote function of your word processing software that automatically numbers your footnotes.

Headings: Use descriptive and concise headings. A heading can consist of no more than two sections. Make sure your headings are not too lengthy. As the articles or chapters of an edited volume are also saved in separate files, it is not enough to only type “Introduction” or “Conclusions” as the heading – add a descriptive subheading.

Headings are written in lowercase and should not include a colon, a dash or a full stop at the end. In your manuscript, number the Level 1 headings of the chapters/articles as well as the Level 2 and Level 3 headings (1.1., 1.1.2 etc.) to facilitate the layout design process. Only the number of the Level 1 heading will remain in the final publication, and all the other numbers will be removed.

Hyphenation Do not enable the automatic hyphenation option in your manuscript file.

Images, figures and tables: If you are not the copyright owner of the images, figures and tables included in your publication, you must include full details of the copyright owner and the license in the immediate vicinity of each image, figure or table. Consider the size of figures and tables to ensure that both the text and numbers remain readable. Consider splitting a large table or chart into smaller segments.

Quotations: Indent long quotations of more than 40 words or two sentences.

Title: The title of the work should be short and memorable. The subtitle can be longer and more descriptive. If your publication is based on a research project or conference, choose a title that differs from the name of the project or conference. The title should be sufficiently unique to prevent your publication from being confused with other, previously published works.

Citations and references

We recommend authors and editors to use reference management software to reduce the workload of everyone who is involved in the later editing of the manuscript. Agree on the referencing format with all the authors in advance and use reference management software to create and manage references.

- Check that one style of citation and referencing is consistently used throughout the manuscript. **You can use an established discipline-specific style as long as you follow it consistently.** All the articles included in an edited volume must consistently follow the same style.
- Check that each source that is cited in the publication appears in your reference list. Check that your reference list does not include any works that are not cited in the publication.

- To avoid self-plagiarism, cite your own previous work as meticulously as you would cite the work of other researchers.

Entries in the reference list

Reference list entries include four elements that answer the following questions: who (author, writer, oral source), when (date of publication), what (title, type of publication) and where (place of publication, publisher, URL address). If there is no author, the title comes first.

Online sources are cited similarly to print content. The reference list entry must include the author, title, year of publication and the URL address. Many online sources have a Digital Object Identifier (DOI) or a Uniform Resource Name (URN), which forms a permanent address to an electronic document. A hyperlink leads readers directly to the content, so present DOIs and URLs as hyperlinks: <https://doi.org/xxxxx> or <https://urn.fi/URN:ISBN:xxxxxx>. Instead of copying the URL address from your browser, use the permanent link in your reference list entry.

For detailed instructions, see for example:

APA Style and Grammar Guidelines <https://apastyle.apa.org/style-grammar-guidelines>

Chicago-Style Citation https://www.chicagomanualofstyle.org/tools_citationguide.html

MLA 8 Citation Guide on Mendeley <https://www.mendeley.com/guides/mla-citation-guide/>

3. Creative Commons licenses and third-party content

Licenses

The Open Access books of Tampere University Press are published under a [Creative Commons \(CC\) 4.0 license](#). The authors select a license from the CC 4.0 suite to share their work with the public and allow others to reuse their work subject to the terms of that license. The use of CC licence does not mean that the author loses copyright protection, but rather that the work may only be used in the ways described in the licence, and other uses still require permission from the copyright holder. Authors retain extensive rights to use their work in other contexts. The terms and conditions will be set out in the publishing contract.

Citations and copyrighted images

Citing the works of others in research publications is allowed to the extent necessary based on the *right of quotation*. The original authors must always be given credit for their work.

You must make sure you do not infringe on someone else's copyright by including citations, images or translations created by others in your manuscript. If you include long direct quotations or, for example, copyrighted images in your manuscript, you must obtain permission from the copyright holder to publish them both in the printed book and the open access book (compatible with the selected CC license). You are also responsible for paying any fees set by the copyright holder.

When citing a work of fiction, you should use the official translated version of the book as the source. If there is no official translation available, include a notice that you translated the passage yourself.

Manuscripts containing previously published sections

As a rule, TUP only publishes original works that have not been previously published. If the work overlaps with a previous publication, it must have a significant amount of new text, a different viewpoint, or other major differences in order to be considered a new standalone publication.

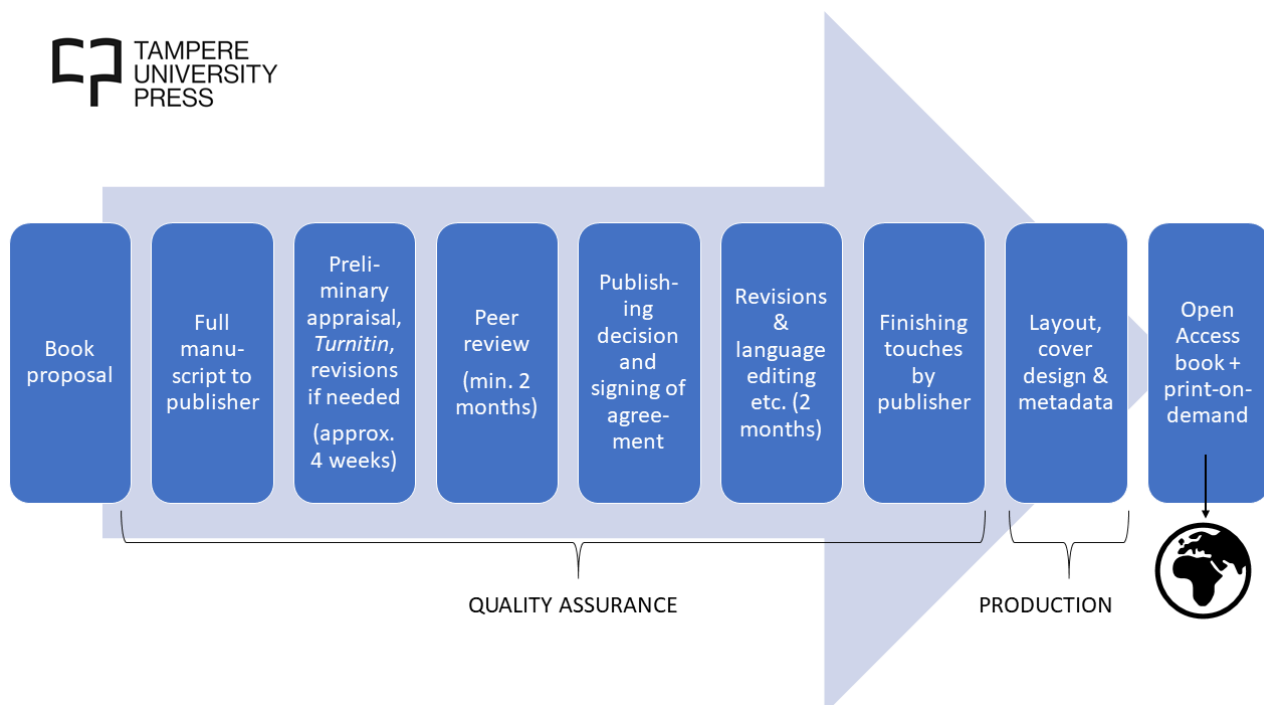
Translated works and works that have already been published may only be approved for a specific reason. This is also provided that the author holds the copyright, or that it is possible to obtain permission for making the publication openly accessible under a CC license.

If parts of your manuscript have been previously published, it is important to say so when you first contact the publisher. TUP may require the removal of such parts. We use *Turnitin* to check the originality of the text. The anti-plagiarism check is done before the manuscript is submitted for peer-review.

4. The publishing process

Duration of the publishing process

When publishing with TUP, the process from manuscript to publication takes about one year on average.



Submitting a manuscript to Tampere University Press

Please be aware that when you submit your manuscript to us for consideration for publication, you grant Tampere University Press an exclusive right to publish your manuscript while your submission is being considered. This means you cannot offer your manuscript to other publishers before we have made the decision to accept or reject your manuscript. Evaluating your submission will take 3 months at the very least. It may take much longer, for example, if your manuscript goes through a second round of peer-review.

Manuscripts must be submitted as a single Word file that also includes author details. Unless otherwise agreed, the version submitted for peer-review will be anonymised.

Peer-review and the publishing decision

All manuscripts submitted to TUP go through peer-review before they can be accepted for publication. Before the actual peer-review process, our Editorial Board will assess the suitability of the manuscript, request revisions if necessary, and decide whether the manuscript passes the preliminary screening.

Unfinished manuscripts will not be sent for peer review. A manuscript sent for peer-review must be a polished piece of writing and include all the intended sections, although it can still be edited and revised (and most likely needs to be) after the referees have provided their comments.

TUP conducts the peer-review process in accordance with the [requirements of the Federation of Finnish Learned Societies](#). Each manuscript is reviewed by at least two independent experts. The peer-review can be either double-blind or open (identities of authors and referees known to each other), depending on what is agreed between the parties.

Referees must be free from any conflicts of interest. A person who is a family member, supervisor, employee or instructor of any of the authors or who has co-authored publications with any of the authors in the past three years has a conflict of interest and is therefore disqualified from undertaking the peer-review. The authors may suggest potential referees, but the publisher evaluates the suitability of referees on case-by-case basis.

The publishing decision is made by the publishing manager based on the peer-review reports and the proposal of the editorial board. A manuscript can be published if:

- the manuscript passes peer-review;
- the authors are prepared to make the revisions suggested by the Editorial Board and referees;
- the manuscript fits into TUP's current publishing programme.

As a rule, manuscripts are conditionally accepted because some revisions will generally be required before they are ready to be published. Authors must address the issues raised by peer reviewers and indicate the changes made to the text upon submission of a revised manuscript.

After accepting a manuscript, TUP will sign a publishing contract with the author to agree on the terms and the schedule of publication. If the work is an edited volume, this contract

is signed with the editor/editors, and the authors sign a consent form where they grant permission to publish their articles in the edited volume without restricting the later use of their article in other contexts.

No Book Processing Charge

Tampere University Press is a diamond open access publisher, meaning there is no Book Processing Charge when publishing with us. This applies to books published in 2022 or later.

Book cover design

The publisher is responsible for designing the book covers. The covers of TUP books have a recognizable style, but the authors can express their preferences, for example in terms of colouring and illustrations.

Online books, printed books, and book sales

TUP is an Open Access publisher and therefore we prioritize the electronic form. All publications by TUP are immediately and permanently available in Open Access. Our online publishing platforms are [Edition.fi](#) provided by the Federation of Finnish Learned Societies and the international [OAPEN Library](#) and [DOAB](#) databases.

We also make printed books available as print-on-demand, which means that items are printed to order rather than printing a run of copies and storing them until they are sold. This practice is environmentally friendly and allows for lower prices. Our partner is *Books on Demand (BoD)*. Print-on-demand items appear in the catalogues of vendors and bookstores, and can be ordered by authors, libraries, and private customers from most Finnish and some international online bookstores.

ORCID identifier

The authors' [ORCID identifiers](#) are displayed in our books. If the identifiers are not included in the manuscript file, we will add them before the layout design stage. If you do not yet have an ORCID identifier, you can create one before the book is published. ORCID identifiers are recommended as they uniquely identify researchers and facilitate the transfer of publication records between systems.

Self-archiving

Both the authors' home organisations and possible research funders often require self-archiving of publications, for example to ensure long-term preservation.

Articles/chapters in edited volumes will be separately saved on [Edition.fi](#) and assigned a DOI. The article file can be shared subject to the terms of the selected CC license. This means that the final PDF version of an article can be stored, for example, in the repository of the author's home institution, as long as the original source is credited and the permanent link to the article (<https://doi.org/10.61201/tup...>) is included.

TUP recommends that you use the publisher's final version for self-archiving, rather than any of the manuscript versions. Self-archiving should take place after the publication of the work.

In addition, all volumes published by TUP are parallel published in Trepo, the institutional repository of Tampere University, regardless of the authors' affiliation.

5. Finalising an accepted manuscript

After revising your manuscript in accordance with the referees' comments, you need to resubmit your final manuscript before the deadline you agreed with TUP. After resubmission, we will go over the author report that outlines the changes made to the original manuscript and give the manuscript a final once-over. If the manuscript still needs work, we will return it to the authors.

After the manuscript has been sent to the layout designer, the content can no longer be changed, so it is important to carefully proofread the final version of the manuscript.

Tips for polishing your text

- Check that the headings match the table of contents.
- Turn spell check on in your word processing software but remember that it cannot find every error. Read the text or ask someone else to do it one more time!
- Only use the default formatting styles and fonts in Word. Do not adjust the styles manually. Use the same formats and styles consistently throughout the manuscript.
- Make sure you saved the final version of each chapter!
- Check the numbering of images, figures, and tables. Check that the images, figures, and tables are in their correct positions in the manuscript. You must also save them in separate files which you send to the layout designer (see the accepted file formats below).
- If you use the track changes feature in Word while putting the finishing touches on your manuscript, accept all changes before sending the file to the layout designer.

Figures, tables, and images

Figures and tables are submitted as separate files in an editable format (for example, figures as Excel files that include a model image and the numbers in a separate table and tables as Word files). As the layout designer usually needs to redesign the figures to achieve print-quality resolution, it is important that the texts can be copied from the original files. The work of the layout designer is made easier if the Source Sans Pro font (9/11 pt) is already used in the figures and tables. Graphics content can also be submitted in a vector graphic format as an EPS or AI file.

Images must be submitted in TIFF or JPG formats. The minimum acceptable image resolution is 300 dpi (avoid screenshots and images that are captured online that generally do not print well). For illustrations, the acceptable resolution is 1,200 dpi. Images must be scanned and delivered to TUP preferably in their final size.

The size of the book will be discussed before the materials are submitted. The layout designer will be consulted before deciding on the preferred image size.

Schedule for layout design

After a manuscript has been sent to the layout designer, major changes can no longer be made. Designing the layout and revisions will take about 2–3 weeks, but longer if the text

has not been carefully polished and proof-read in advance. Designing the layout of a book with a large number of tables and figures will take longer than a book that mostly contains only text.

The authors/editors of the book are entitled and obligated to check the final version before publishing. At this stage, it is only possible to correct typos or other minor errors. The corrections should not affect the pagination of the book. When checking the proof, pay special attention to the tables and figures, image captions, special characters, footnotes, hyphenation, and possible internal references within the text.

Accessibility

In addition to a wide range of other document types, the EU Web Accessibility Directive also applies to eBooks. As the majority of the accessibility requirements are technical in nature, the necessary adjustments will be made at the layout design stage.

However, authors and editors are responsible for providing [alternative text descriptions](#) (alt text) for all images and charts that convey the meaning of content that is displayed visually. If the content of the images and figures is not explained in the body text, clearly numbered alternative text descriptions are submitted in a separate file alongside the final version of the manuscript. Please contact us with questions about writing alternative text.

6. Publishing and marketing

Abstract and keywords

Before your book is published, you need to provide a compact abstract in English, and preferably also in Finnish (maximum 1300 characters). If you wish, you can also add keywords, and a draft version of a news release.

Marketing

TUP publicizes new books through its own channels, and social media. TUP will also provide a design for a leaflet/card with a QR code, which authors can have printed to hand out at book launches etc.

You can increase the visibility of your work by sharing news about the book with personal contacts (such as colleagues and media contacts) and on social media and, of course, by organising a book launch event.

7. Recommended reading

[Contributor Roles Taxonomy](#) – a tool to describe each contributor's specific contribution to the scholarly output.

Finnish National Board on Research Integrity TENK: [The Finnish Code of Conduct for Research Integrity and Procedures for Handling Alleged Violations of Research Integrity in Finland 2023 \(PDF\)](#)

Finnish National Board on Research Integrity TENK: [The ethical principles of research with human participants and ethical review in the human sciences in Finland. Finnish National Board on Research Integrity TENK guidelines 2019 \(PDF\)](#)

Kirsi, Miia (2020). [The European Accessibility Act and accessibility of e-books](#). Responsible Research – Guide to research integrity, research ethics and science communication in Finland.

Salmelin, Riitta (2019). [Self-plagiarism – how it can be avoided and why repeating yourself may also benefit research](#). Responsible Research – Guide to research integrity, research ethics and science communication in Finland.