

DISSERTATIONES FORESTALES — INSTRUCTIONS FOR AUTHORS

1. GENERAL

Dissertationes Forestales is a joint publication of **Finnish Society of Forest Science, Finnish Forest Research Institute (Metla), Faculty of Agriculture and Forestry of the University of Helsinki, and School of Forest Sciences of the University of Eastern Finland**. Dissertationes Forestales publishes doctoral theses in the field of forest science. The objective of the series is to collect all Finnish doctoral dissertations in forestry and related disciplines in one series. Most papers published in Dissertationes Forestales are extended summaries of doctoral theses composed of several original articles published in peer-reviewed journals.

The dissertations are published after official pre-examination by experts nominated by the university where the dissertation is defended. Dissertationes Forestales does not have a peer-review process of its own. The dissertations are published in the form they will be publicly defended.

Dissertationes Forestales is published in printed form and in electronic form on the Web. The **printed versions** comprise extended summaries and original articles, while the **electronic versions** in PDF only have extended summaries.

The author prepares the manuscript according to the instructions for the layout of the publication and has the dissertation printed. It is the author's duty to have as many printed copies made as his/her university requests for the public defence. In addition, **four printed copies must be sent to the Finnish Society of Forest Science**.

Electronic version is posted on the series' website (<http://www.metla.fi/dissertationes/>) by the Editorial Office. Access to the electronic version is free. The links to original papers lead to the web sites of their publishers. Access to the original papers depends on the policies of the publisher.

Dissertationes Forestales has an **Editorial Board** which consists of members from the publishing organisations. The **Editorial Office** of Dissertationes Forestales is located in Metla (dissertationes (at) metla.fi). The publishing universities and Metla have named **technical advisers** who help in preparation of the manuscripts. Names and contact information of the advisers are available at www.metla.fi/dissertationes.

2. WHO CAN PUBLISH IN DISSERTATIONES FORESTALES

2.1 You defend your thesis in one of the publishing faculties

If you defend your thesis in one of the publishing faculties, i.e. **Faculty of Agriculture and Forestry of the University of Helsinki or School of Forest Sciences of the University of Eastern Finland**, you are eligible to publish in Dissertationes Forestales.

2.2 You defend your thesis in another university or faculty

If you defend your thesis in another **university or faculty**, the Editorial Board decides whether your thesis is publishable in Dissertationes Forestales based on your application. Send your application to the secretary of the Editorial Board by e-mail (for contact information, see <http://www.metla.fi/dissertationes/editorial-board.htm>). The application must include the following:

- Short letter of motivation (why your thesis should be published in Dissertationes Forestales)
- The thesis in its current state
- Abstract of the thesis in one page

In addition, your home department is requested to send a written commitment to cover the expenses of electronic publishing (download the form from <http://www.metla.fi/dissertationes/>). In 2011 the costs of electronic publishing are 150 €. The publishing faculties have already in the agreement committed to covering the expenses for their PhD students.

3. INITIATING THE PUBLISHING PROCESS

If you are planning to submit your thesis to Dissertationes Forestales, it is recommended that you follow the instructions given in Section 6 when preparing the manuscript for pre-examination. Please don't hesitate to contact your institution's technical advisor when starting to prepare the manuscript, or the Editorial Office. However, the permission to publish in Dissertationes Forestales can only be given **after the author's university has granted the permit for public defence of the dissertation** (Väittelylupa).

When the permit for public defence has been granted submit the following documents to the Editorial Office:

- Copy of the permit for public defence of the dissertation (Väittelylupa)
- Signed Copyright form on paper (download the form from <http://www.metla.fi/dissertationes/>)

In addition to these documents, if you defend your thesis in **another university or faculty than the publishing faculties** you must provide:

- Signed commitment (Maksusitoumus) from the home department of the author to cover the expenses of electronic publishing (download the form from <http://www.metla.fi/dissertationes/>)
- Decision of the Editorial Board

E-mail the electronic material to the Editorial Office (dissertationes (at) metla.fi). Mail the filled Copyright form (paper copy with original signature) and Maksusitoumus form when required (paper copy with original signature) to the Editorial Office:

Metla, julkaisutoimitus
P.O. Box 18
01301 Vantaa
E-mail: dissertationes (at) metla.fi

After receiving these documents, the Editorial Office will give the publication number and ISBN numbers to the author and the author can then finish the manuscript.

4. PREPARING THE MANUSCRIPTS

4.1 General

You must prepare two versions of the manuscript, one for printing and one for electronic publication. The **printed version** comprises the extended summary and the original articles, while the **electronic version** only has the extended summary. Follow carefully the instructions given below for both versions of the manuscript (see 4.2 Printed version, 4.3 Electronic version and 6 Technical instructions for compiling the manuscript).

4.2 Printed version

The printed version differs from the electronic version only in three aspects; **cover, Page 2 of the extended summary and original articles.**

The cover designed for the series must be used. Technical advisors and the Editorial Office have the cover in electronic format. The technical advisors will help in editing the cover. The cover has predefined layers for series title, dissertation title and author name. Predefined fonts and placements must be used.

You may replace the predefined cover image with your image of the same size (width 115mm x height 88mm). The image must fulfil the requirements for line drawings or photographs given below (i.e. resolution 600 or 300 dpi, respectively). Consult the printing house for instructions on converting the cover to preferred file format.

Page 2 of the extended summary has different content in the printed version and in electronic version. Follow carefully the example given on <http://www.metla.fi/dissertationes/instructions.htm> when you prepare Page 2 for the printed version.

Original articles are included in the printed version only. You are responsible for getting the necessary permissions from the publishers of the original articles if these are not granted in the copyright agreement between the author and publisher of the original article. Preferred format for original articles is a PDF file. Request a PDF file from the publisher if you do not have it. Page sizes in journals vary. Consult the printing house on converting the various page sizes to B5; generally, the printing house wants to do this. If you have a printed copy only, consult the printing house for instructions.

4.3 Electronic version

The electronic version of the extended summary is similar to that of the printed version **except for Page 2**. Follow carefully the example given on <http://www.metla.fi/dissertationes/instructions.htm> when you prepare the Page 2 for the electronic version.

5. PUBLISHING THE THESIS

5.1 Checking the manuscript

The Editorial Office checks that the overall layout of the manuscript follows the instructions, and that the publication numbers are correct. **You may not submit the manuscript for printing before getting an approval from the Editorial Office**. For checking, e-mail the following files to the Editorial Office ([dissertationes \(at\) metla.fi](mailto:dissertationes@metla.fi)):

- The electronic version of the extended summary
- Page 2 of the print version
- Print ready cover (including front cover, back cover and the back of the book) as a PDF file (from the printing house)

A manuscript that does not fully comply with the instructions will be returned for corrections. After getting an approval for these files, you may submit the manuscripts for printing and for electronic publication.

5.2 Submission of the manuscript for printing

You are responsible for having the dissertation printed. You must make as many print versions as your university requests for the public defence. In addition, **four print copies must be given to the Finnish Society of Forest Science**. The Society will distribute these copies to the archives of each publisher.

Consult the printing house for instructions on converting the manuscript to file format preferred by the printing house.

5.3 Submission of the manuscript for web publication

Submit the completed manuscript for electronic publication in a PDF file to the Editorial Office ([dissertationes \(at\) metla.fi](mailto:dissertationes@metla.fi)). In addition, submit filled Publication Description form (Kuvailulomake, download the form from <http://www.metla.fi/dissertationes/>). See the instructions below for filling in the form.

Filling in the publication description form

Use the preset format (Arial 10 pts font, line spacing single) and follow the examples in the form when

filling in the publication description form.

Asiasanat (Finnish keywords) and Keywords

Provide up to six keywords or short descriptive expressions (no sentences) in Finnish and in English that do not appear in the title or its translation.

Tiivistelmä (Finnish abstract) and Abstract (in English)

An abstract is a concise, independent résumé of the paper. Its purpose is to assist the reader in deciding whether it is worth reading the entire paper, to provide information for a reader who is not an expert on the topic involved, and to assist the communication of information. References to literature, nor tables or figures are allowed. The length of the abstract is not more than 300 words.

Authors who do not know Finnish are themselves responsible for finding a translator.

List of original articles (if needed)

If the dissertation is composed of several original articles, the bibliographic information of the published articles must be provided. Follow the instructions given for the list of references of the extended summary. The bibliographic information should include the doi number of electronic publication. If no doi number is available, give as exact a link as possible. However, for papers that have been accepted or are in press at the time of your submission to Dissertationes Forestales, give just the web address of the journal. Start the doi number or web address from a new line. Please note that papers not yet accepted for publication have no bibliographic information. Thus, the word "Manuscript" suffices to describe their status. Separate each reference by a blank line. Do not use Roman numbers for the references.

Note: If the thesis includes article(s) that are not yet published, the author is after the publication obliged to inform the Editorial Office about the link to the article and about possible change(s) in the title(s).

6. TECHNICAL INSTRUCTIONS FOR COMPILING THE MANUSCRIPT

6.1 Parts of the main documents

Title page

The title page includes the following information:

- Series title and issue number (Times New Roman bold 12 pts)
- Title of dissertation (Times New Roman 16 pts, capitalise only the first word of the title)
- Author's name (Times New Roman 12 pts)
- Author's affiliation: Department, Faculty and University where the doctoral studies were conducted (Times New Roman 12 pts)
- Description: "Academic dissertation" (Times New Roman 12 pts)
- Time and place of the public defence (Times New Roman, 10 pts)

Do not add anything else to the title page (e.g. no university logo here). Place the series title and issue number centred at the top, the dissertation title, author's name and affiliation approximately in the middle of the page, and the description "Academic dissertation" and time and place of public defence at the bottom of the page.

Second page: dissertation information

This page includes the following information, **see the examples at:**

www.metla.fi/dissertationes/kirjoitusohjeet.htm for electronic and printed version.

(write everything in Times New Roman 10 pts, titles in Italics, names as normal text):

- Title of dissertation
- Author's name
- Series title and issue number (Dissertationes Forestales #)
- Name and affiliation of thesis supervisor(s)
- Name and affiliations of pre-examiners
- Name and affiliation of the opponent

To the bottom of the page, add the following in Times New Roman 10 pts:

Cover photo: (only in print version if needed)

N.N.

ISSN 1795-7389

ISBN #, followed by the word paperback in parentheses in the printed version and the abbreviation PDF in parentheses in the electronic version (the printed version and electronic version have their own ISBNs, only one ISBN on page 2. **Note:** You will receive the ISBN numbers from the Editorial Office.)

(year of publication) (*only in electronic version*)

Printers:

name of the printing house, town, year (*only in print version*)

Publishers:

Finnish Society of Forest Science

Finnish Forest Research Institute

Faculty of Agriculture and Forestry of the University of Helsinki

School of Forest Sciences of the University of Eastern Finland

Editorial Office:

The Finnish Society of Forest Science

P.O. Box 18, FI-01301 Vantaa, Finland

<http://www.metla.fi/dissertationes>

Third page: English abstract

Compose the English abstract according to the instructions given above for the English abstract in word processor format. However, type everything using Times New Roman 10 pts font line spacing exactly 12 points. **See the examples at: www.metla.fi/dissertationes/kirjoitusohjeet.htm.**

An abstract is a concise, independent résumé of the paper. Its purpose is to assist the reader in deciding whether it is worth reading the entire paper, to provide information for a reader who is not an expert on the topic involved, and to assist the communication of information. References to literature, nor tables or figures are allowed.

The abstract heading consists of the full bibliographic reference to the electronic version of your main document, in the language of your dissertation (i.e. in Finnish if the extended summary of your dissertation is in Finnish). If the language of your extended summary is other than English, there must be a blank line after the abstract heading, and thereafter the English translation of the title of your dissertation preceded by the word "Abstract:".

The abstract text must be separated from the abstract heading or translation by a blank line. The length of the abstract is not more than 300 words. The abstract text should be followed by up to six keywords or short descriptive expressions (no sentences) in English that do not appear in the title or its translation. Separate the keywords from abstract text by a blank line.

You can also write an abstract in another language that is relevant for the thesis, e.g. in Finnish. If that language uses letters other than Latin, you are responsible for their correct conversion to PDF.

Abstract in the language of the publication

Abstract in the language of the publication is requested when the language of the extended summary is other than English. If the language of the extended summary is English, only English abstract is required.

The abstract heading consists of the full bibliographic reference to the electronic version of your main document in the language of your dissertation.

The abstract text must be separated from the abstract heading or translation by a blank line. The length of the abstract is not more than 300 words. The abstract text should be followed by up to six keywords or short descriptive expressions (no sentences) in the language of the abstract that do not appear in the title or its translation. Separate the keywords from abstract text by a blank line.

Preface (optional) or Acknowledgements

If the author wishes, he/she may write a preface, which is a personal introduction to the dissertation topic. The preface should include acknowledgements to those people who have significantly helped the author in the work. If no preface is written, this section will include only acknowledgements and it should be titled accordingly.

List of original articles

Follow the instructions given for the list of references for the list of original articles. Give also the doi number of electronic publication. If no doi number is available, give as exact a link as possible. However, for papers that have been accepted or are in press at the time of your submission to Dissertationes Forestales, give just the web address of the journal. Please note that papers not yet accepted for publication have no bibliographic information. Thus, the word "Manuscript" suffices to describe their status.

Number the articles using Roman numerals (I, II, III, etc). You can refer to the original articles in the main text using these Roman numerals instead of full reference.

If requested by the author's university, this list may be followed by a statement on the author's contribution to multi-author papers.

Table of contents

Compose the table of contents using heading styles specified for main text (see below). Do not indent heading 1. Indent heading 2 by 5 mm and heading 3 by 10 mm. Lower headings, if used, are not given in the table of contents.

Symbols and abbreviations

If a list of symbols or abbreviations frequently mentioned in the text is used, place it after the Table of contents. When both lists are included, place the list of symbols first.

Text body

The rest of this document deals with making up the pages of the main text. In the print version the text body must always start from odd page on the right; leave a blank page between Table of contents and text body if necessary.

6.2 Layout of text body

General principle

Make a "book-like" layout. This means, for example, that you should avoid leaving big empty spaces at the bottom of a page. Move text paragraphs to fill this kind of spaces if they are caused by placing figures or tables at the top of the next page. There should be at least three rows of text after the titles before page break. Place figures and tables always at the top or bottom of a page, never within text. In general, use a printed scientific book as an example. Use alignment and indentation exactly as advised in the following instructions.

Page setup

Paper size: B5 (176 × 250 mm). MSWord has two "B5 sizes". You must select "Envelope B5". If your Word version does not give this alternative, you must set the correct paper width (176 mm) and height (250 mm) manually. Be sure to always check that correct paper width and height are displayed before you start writing.

Margins:

- Select mirror margins (in Word) or equivalent margin setting
- Top: 25 mm

- Bottom: 20 mm
- Inner: 26 mm
- Outer: 20 mm
- Header: 13 mm
- Footer: 10 mm

Use metric settings only!

This page setup leaves a contents area of 130 × 205 mm. This will be the maximum size of figures and tables (see below for further instructions on figures and tables). Write in one column only.

Page numbers:

- Select different odd and even
- Select different first page
- First page: no page number
- Odd pages: number as header, align right
- Even pages: number as header, align left

Number whole document consecutively; title page is the first page.

General font

Always use Times New Roman (or Times) 10 pts font unless specified otherwise in these instructions.

Main text

Font:

- Normal text: Times New Roman (or Times) 10 pts
- Special characters (e.g. Greek letters and math symbols) in main text: Symbol 10 pts

Paragraph formatting:

- Justified
- Line spacing exactly 12 pts
- Indent first line by 5 mm
- Do not indent first line after a heading
- No blank lines between paragraphs except in cases specified in the following:

Headings

HEADING 1: Times New Roman, **UPPER CASE BOLD**, 12 pts., line spacing exactly 14 pts; two 12 pts blank lines before, two blank lines after, left-aligned

Heading 2: Times New Roman, **lower case bold**, 10 pts., two blank lines before and one blank line after, capitalise only the first word, left-aligned; if heading 2 is placed immediately after heading 1, do not multiply blank lines (i.e. two blank lines between headings).

Heading 3: Times New Roman, *lower case italics*, 10 pts., blank line before and after, capitalise only the first word, left-aligned; if heading 3 is placed immediately after heading 2, do not multiply blank lines (i.e. one blank line between headings).

Lower level headings are not recommended, and should never be used in papers shorter than 30 pages. They may be used if absolutely necessary for clarity in longer papers; in that case, use Times New Roman, regular, 10 pts., blank line before and after. Only headings 1 and 2 are recommended in papers shorter than 20 pages.

Do not number the headings unless your text has a strict hierarchical structure.

References

Citing References in the Text

For references in the text, the name-year system is used:

"Allen (1994) has shown..." or "It has been shown (Allen 1994)..."

Allen and Jones (1990)

Allen et al. (1996)

(Allen 1988, Smith 1991, Jones 1994)

(Handbook of forest... 1991)

When reference is made to several publications, arrange them in chronological order. Where a publication has no known author or editor, the first 2-3 words of the title are quoted (followed by three dots), together with the year of publication. The term "Anonymous" must not be used.

The original articles, on which the dissertation is based, may be referred to in the text using Roman numerals that appear in the list of original articles.

List of References

Reference should be made only to published, available material. Personal communications are not included in the list of references.

For the order, structure and form of the references, consult the examples below. In addition, note the following:

- When the same author has more than one publication, the author's name is replaced by a dash. Only the first author's name is thus replaced.
- If a publication has no obvious author or editor, the publication is listed in alphabetical order of its own title.
- The standard number, ISBN in books, or STRN in reports, should be given for sources of low circulation at the end of the reference.
- No italics are used in the reference list except for scientific names.
- Paragraph formatting for each reference: indentation hanging 5 mm, keep lines together.
- If there are three or more authors with a same first author the references are listed in the order of publication year.

Order of references:

- Smith, C. 1996. Aspen. *Timber* 77: 369–384.
— 1997. Silver birch. *Timber* 78: 17–23.
— & Allen, A. 1995. Scots pine. *Forest Management* 15: 5–9.
— & Harris, B. 1993. Scots pine. *Forest Management* 13: 105–119.
—, Harris, B. & Allen, A. 1990. Sawn goods. *Timber* 71: 131–140.
—, Allen, A. & Harris, B. 1995. Sawn goods revisited. *Timber* 76: 231–240.

Article in a journal:

- Deleuze, C. & Houllier, F. 1997. A transport model for tree ring width. *Silva Fennica* 31: 239–250.

Article in a book:

- Wilcove, D.S., McLellan, C.H. & Dobson, A.P. 1986. Habitat fragmentation in the temperate zone. In: Soulé, M.E. (ed.). *Conservation biology: the science of scarcity and diversity*. Sinauer, Sunderland, Massachusetts. p. 237–256.

Monograph:

- Ilvessalo-Pfäffli, M-S. 1995. *Fiber atlas: identification of papermaking fibers*. Springer Series in Wood Sciences. Springer-Verlag. 400 p.

References to Internet sources:

- Daily, G. 1999. Developing a scientific basis for managing Earth's life support systems. *Conservation Ecology* 3: 14. [Online journal]. Available at: <http://www.consecol.org/vol3/iss2/art14>.
- Johannesburg summit 2002. 2003. [Internet site]. United Nations, Division for Sustainable Development. Available at: <http://www.johannesburgsummit.org>. [Cited 5 Feb 2003].

Notes

Notes make an electronic publication difficult to read. Notes are never accepted.

Scientific names

Scientific names should be according to authoritative contemporary sources. If possible, use only one source. Scientific names should be in italics. Authors of scientific names must be given the first time a name appears but not thereafter nor in the manuscript title. The family name may be given in parentheses at first mention of a species that is not well-known. After first mention, the initial of genus name may be used if that does not cause confusion with other species. Common name of a species may be used provided that full scientific name is given when the species is mentioned for the first time in abstract and main text. If part of scientific name is used like common name, it must be written with small initial and without italics.

Examples

Well-known species:

Scots pine (*Pinus sylvestris* L.) at first mention; thereafter Scots pine or *P. sylvestris*

However, if both Scots pine (*Pinus sylvestris* L.) and Norway spruce (*Picea abies* (L.) Karst.) appear in the text, genus initial cannot be used; full scientific name without author or common name must be used.

Less-known species:

Erythrina poeppigiana (Walp.) O.F. Cook (Papilionaceae) at first mention, thereafter *E. poeppigiana*, but only if there are no other species mentioned.

Part of scientific name as common name:

“*Gliricidia sepium* (Jacq.) Kunth ex Walp. (Papilionaceae), commonly known as gliricidia” in first mention, thereafter gliricidia

Equations

Equations should be written displayed, i.e. not set in the text lines, with a blank line (or equivalent space) before and after. Some older versions of Microsoft Equation Editor require that you set the line spacing single; it may be difficult to calculate the exact line spacing for equations. Indent the equation line by 5 mm. Equations must be numbered consecutively throughout the document. Set the equation number in parentheses aligned right on the equation line. Write simple equations as text. Use an equation editor for complicated equations.

Fonts:

- Numbers and Latin letters: Times New Roman 10 pts
- Greek letters: Symbol 10 pts
- Math symbols: Symbol 12 pts or bigger, depending on clarity

Observe correct mathematical formatting (e.g. use bold capital letters for matrices)!

Divisions: use horizontal division line instead of the solidus (/) if use of the solidus would require extra parentheses.

Roots: if you have only square roots in the whole paper, you can use either the square root sign or a fractional exponent. If you have different roots (square, cubic etc.), use fractional exponents for all roots.

Tables

Write tables either using a table editor or as text using tabulator for separating columns. If you use a table editor, do not use carriage return within cells; Adobe Acrobat does not handle returns in table cells correctly! Number tables consecutively throughout the document. Leave two blank lines between the table and/or title and main text. Leave one blank line between table and title. Type the table title left-aligned (i.e. no indent or hanging). Place tables always at the top or bottom of a page, never within text. Table footnotes, if used, should be indicated by letters. Do not use vertical lines for separating columns. Use horizontal lines only above the table, between column headings and the table contents, and below the table.

Font:

- Arial 9 pts (maintain line spacing at exactly 12 pts)
- Use Arial 9 pts also for writing table titles. Write the word “Table” and the table number in **bold**.

The maximum size of a table is 130 × 205 mm. It is recommended that you use typographic and other techniques to fit a big table in the following order:

1. Reduce font size to Arial 8 pts; first reduce column and row headings, and only thereafter table contents, if reducing heading size does not help. Do **not** reduce font size in table titles.
2. Reduce line spacing to exactly 10 pts if you use Arial 8 pts for writing the table.
3. Try transposing rows and columns.
4. Write the table in landscape (205 mm wide, 130 mm high).
5. Format the table on two facing pages (even page left, odd page right); that gives you a 260 × 205 mm space.
6. Split the table into two or more tables.

Figures

The following instructions apply to all images—line drawings, photographs, maps etc.

The maximum figure size is 130 × 205 mm; no exceptions for bigger figures within the main document. Generally, splitting combined figures over two pages is not allowed (e.g. plot A and plot B must always be on same page). Exceptionally big combined figures (more than six plots in the same figure or exceptionally large amount of data points in each plot) may be laid out in two facing pages (even page left, odd page right). Before doing this, think twice if you can logically divide the figure in two independent figures.

Number all figures consecutively throughout the document. Type the caption in Arial 9 pts font. Write the word "Figure" and the figure number in **bold**. Type the figure caption left-aligned (i.e. no indent or hanging). Separate the figure and/or figure caption from main text by two blank lines. Leave about one blank line between the figure and its caption. Write figure captions below the figure or, in case of narrow figures, to the right of the figure. If the figure takes the whole contents area of a page, write the caption on the facing page. In that case, write "(facing page)" in bold after figure number. Place figures always at the top or bottom of a page, never within text.

Line drawings:

- Resolution at least 600 dpi
- Use Arial and Symbol font for all lettering in the graph.
- Avoid using colours in line and scatter plots; Colour seldom adds value to these graph types.
- Carefully think if you need colour in bar or pie charts. If you choose to use colour, test that your graph is understandable also in black-and-white printing.
- Avoid using 3D view in graphs unless it is really needed for information.

Photographs

- Black-and-white (grey-scale) photographs should be high-quality, full-tone photographs.
- Colour photographs, if really needed, should be high-quality, full-colour photographs.
- Resolution 300 dpi
- If you scan the photograph, set scanner resolution so that the resolution in final (printing) size is 300 dpi.
- Do not use photographs of higher resolution because file size increases too much without adding any value to presentation. If you really need higher resolution grey-scale or full-colour images, see "Images as supplementary files" below.
- Rethink if you really need colour photographs in the main document; colour photos increase file size in comparison to grey-scale photos.
- Scale, if needed (e.g. in micrographs), must be indicated by a bar pasted in the photograph.

Maps

- Simple maps should be drawn as line drawings (see instructions above).
- Scanned maps will be handled like photographs (see instructions above).
- Use grey-scale maps if possible; if you use colours, test that the map is readable also in black-and-white printing.
- Scale must be indicated by a bar pasted in the map.
- Maps should fit within the contents area. If you need a bigger map, see instructions in "Images as supplementary files" below.

Images as supplementary files

In certain cases, images may be added as supplementary files. However, try to avoid supplementary images if possible. Always contact your institution's technical advisor before using supplementary files!

If you need very high resolution photographs, e.g. microscopic images, they may be linked to the main document as supplementary files. In this case, a normal resolution (300 dpi.) photograph is placed in the main document. The figure caption should include a link to a high-resolution photograph in a separate file. Note that printing high-resolution photographs may be costly.

If you absolutely need an image that is bigger than 130 × 205 mm (e.g. a map appendix), it may be handled as a supplementary file in the web document but note that printing an extra-size appendix

may be costly. If you need this option, a small version of your image must appear in the main document with a link in the figure caption to the full-scale document.