

Purpose and layout of list of references

The list of references offers the reader the chance to see what kind of source material the author has used: how new and in what form the sources are. The reader also sees where to find more information and can check if the material exists. The reference in text has to begin with the same word as in the list of references in order for the reader to find the information.

The heading of the list of references is REFERENCES and it is placed at the end of the text body before the appendices. Spacing 1 is used. The references are separated from each other with one spacing. The list of references includes all and only the sources referred to in the text in alphabetical order. Other thesis-related sources the author has read during the thesis process are not included in the list of references. Marking of references is conventional, and there are several ways of marking them. In theses, the references are marked in accordance with the name-year system. Please notice that punctuation marks are used accurately in reference markings.

References are alphabetised according to the family name of the author and the first different letter in case of authors having the same name. Publications of the same author are ordered from the oldest to the newest. If several works or articles written by the same author in the same year are used, they are alphabetised according to the title, and a, b, c are placed after the year without a space character. If the author has one or more co-authors, the publications written alone are placed before the works or articles written with co-authors.

Example:

Lambert, P. 1999. - -
Lambert, P. 2005. - -
Lambert, P. 2008a. - -
Lambert, P. 2008b - -
Lambert, P. 2010 - -
Lambert, P., Reunanen, R. & Helle, M.(ed.) 2005. - -
Lambert, P. & Vanhanen-Nuutinen, L. 2008. - -

If there is both a printed and electronic version of the source, the references will be recorded according to the version used. If an electronic version has been used, the reference date and web address are included in the list of references. When an electronic source has a persistent identifier (e. g. DOI, URN), that should be used instead of the web address.

The basic guideline for reference markings for printed books is the following: Family name of the author, first letter of the first name. Year. Title of the book. Potential subtitle. Edition, if not the first. Registered office of the publisher: Publisher. If the publication year is not given in the source, it can be replaced with the abbreviation n.d. (no date).

Example:

Ramsden, P. 2007. Learning to Teach in Higher Education. 2nd edition. London: RoutledgeFalmer.

Pelin, R. 2011. Projektihallinnan käsikirja. 7th edition. Helsinki: Projektijohtaminen Oy.

If there are several authors, their names are listed in the order they have been given on the title page of the publication. If the name of the author is not given, the title of the publication or the publisher is used. It should always be stated in the list of references which and what kind of edition has been used. However, first edition is not mentioned. If the source material has been published both printed and in an electronic form, the electronic material does not need to be included in the list of references. In the list of references, a full stop is placed between the title and the year.

Examples:

Beck, C. & Sales, B. 2001. Family Mediation: Facts, Myths, and Future Prospects. 4th edition. Washington, DC: American Psychological Association.

Bereiter, C. & Scardamalia, M. 2013. The Psychology of Written Composition. New York: Routledge.

Johnson, G., Whittington, R., Scholes, K., Angwin, D. & Regnér, P. 2017. Exploring strategy: Text and Cases. 11th edition. Harlow: Pearson Education Limited.

Kankaanpää, S. & Piehl, A. 2011. Tekstintekijän käsikirja. Opas työssä kirjoittaville. Helsinki: Yrityskirjat Oy.

The registered office of the publisher or place of publication: publisher is marked last in book references. If there are several places of publication, the first or typographically highlighted is given in the list of references.

Examples:

Berkun, S. 2019. Making Things Happen. Audio Book. O'Reilly Media, Inc. Accessed 20.4.2021. <https://learning.oreilly.com/videos/making-things-happen/9781492057482/Emerson, R. W.> 2020. Essays. E-book. Open Road Integrated Media, Inc. Accessed 21.4.2021. <https://ebookcentral.proquest.com/lib/tampere/detail.action?docID=4425733>

Czinkota, M. R & Ronkainen, I. A. 2002. International Marketing. Australia: Thomson, South-Western.

Serial numbers of publications have to be given so that the reader finds the source easily.

Examples:

Ahola, N. & Tolonen, E. 2021. The winning recipe for a circular economy. What can inspiring examples show us? Sitra Studies 121. Helsinki: PunaMusta.

Andersson, S. 2007. Kahdestaan kotona. Tutkimus vanhoista pariskunnista. Tutkimuksia 169. Helsinki: Stakes.

Kielitoimiston oikeinkirjoitusopas. 2010. 8th edition. Kotimaisten kielten tutkimuskeskuksen julkaisuja 147. Helsinki: Kotimaisten kielten tutkimus.

Pasanen, P., Kortenien, J. & Sipari, A. 2011. Passiivitasen asuinkerrostalon elinkaaren hiilijalanjälki. Tapaustutkimus kerrostalon ilmastovaikutuksista. Bionova Consulting. Sitran Selvityksiä 63. Helsinki: Sitra.

Research articles, compilation articles, articles in professional journals, online news articles, online journal articles

Articles are a good and diversified source for finding current information and new research, but it is important to remember to take critical approach towards sources as in connection with other sources. Regularly issued publications are the most valued and reliable sources. If the article is in an irregularly issued publication, additional information is given in square brackets. Titles of magazines and series are written in their entirety. In addition, the volume and number of the magazine or series as well as the page numbers of the article are given.

Examples:

Hartgrove, K., Intrevado, P. & Abel, S. R. 2008. Validation Study: Clarity Multistrip Urocheck. Journal of the American Society for Clinical Laboratory Science. Clinical Laboratory Science 21 (3), 158-161.

The number 21 refers to the volume, i.e. how many years the magazine has been issued. The marking (3) means the third issue in 2008. The information can also be given as the magazine presents it.

Kangasniemi, P. 2011. Luovuus kuuluu kaikille aloille. Kuntalehti 16/2011, 48-55.

Kopponen, A. & Abruquah, E. 2021. English as a Lingua Franca (ELF) at Universities of Applied Sciences. TAMKjournal 6.7.2021. Read on 21.4.2021
<https://sites.tuni.fi/tamk-pub/pedagogical-innovations/english-as-a-lingua-franca-elf-at-universities-of-applied-sciences/>

In edited works, the editors are given as authors if the whole work is referred to. If an individual article from an edited work is used as source, alphabetisation is made according to the author of the article.

The reference in text and list of references for an edited book Lastentaudit in the Oppiportti service:

Reference in text:

(Rajantie, Mertsola & Heikinheimo 2016)

List of references: 'Rajantie, J., Mertsola, J. & Heikinheimo, M. (ed.) 2016. Lastentaudit. 6th revised edition. Kustannus Oy Duodecim. Read on 29.3.2017. Requires access right. <http://www.oppiportti.fi/op/lta00498/do>

Reference in text and list of references for an **article in the book Lastentaudit**:

Reference in text:

(Tammelin 2016)

List of references:

Tammelin, T. 2016. Liikunnan merkitys lasten kasvulle, kehitykselle ja terveydelle. In Rajantie, J., Mertsola, J. & Heikinheimo, M. (ed.) Lastentaudit. 6th revised edition. Kustannus Oy Duodecim. Read on 19.5.2017. Requires access right. <http://www.oppiportti.fi/op/lta00600/do>

Other examples:

Asunmaa, T. & Vainionpää, J. (ed.) 2013. Samalta viivalta 7. Valtakunnallisen kasvatusalan valintayhteistyöverkoston (VAKAVA) kirjallisen kokeen aineisto. Jyväskylä: PS-kustannus.

Field, H. 2009. Bullying and Assertiveness. In Chapman, V. & Charles, C. (ed.) The Midwife's Labour and Birth Handbook. Singapore: C.O.S. Printers Pte Ltd, 300-302.

Korhonen, V. & Punkari, S. (ed.) 2013. Monikulttuurinen ohjaus- ja neuvontatyö. Jyväskylä: PS-kustannus.

Sinivaara, M. & Aschan, H. 2008. Työaika-autonomia, yhteisöllinen työvuorosuunnittelumalli. In Koponen, L. & Hopia, H. (ed.) Hoitotyön vuosikirja 2008. Vetovoimainen terveydenhuolto. Sairaanhoidajaliitto, 101-106.

Expert interviews and email messages

In addition to written sources, expert interviews can also be used as sources. The list of references information should include the name of the interviewee, his/her degree, title or profession, time of the interview and name of the interviewer. In addition, it is stated if the interview has been transcribed, in other words if for example a sound recording has been written to a text form. If the interview is a part of a collection, the place of the collection or the private person who has the recording are given in the list of references. However, all information is not always available and thus the information that is available is marked to the list of references.

Example:

Hollingsworth, R. Senior Lecturer. 2021. Interview on 22.4.2021. Tampere University.

In referring to an email message, the list of references is to include the following information: the sender's family name, first letter of the first name, degree or professional title, message title, the word "email message", read and date the message was read.

Example:

Abruquah. E. Senior Lecturer. Assessment in IB Studies. Email message. Read on 15.4.2021.

Published in publication series

Reports and committee reports can be used as help in considering the approach, reference literature, measuring instruments and results of the study. If they do not have a natural author, the source is alphabetised according to the title or publisher.

Example:

Saraketo, H. & Nevalainen, T. 2017. Theories and Experiences on Team Learning. Proakatemia Academic Adventures. Tampere University of Applied Sciences. Series B. Reports 90. Tampere.

Laws and statutes

When laws or statutes are used as sources, it is marked into the list of references what law or statute is referred to, when it was issued and what the number of the statute is.

Examples:

Accounting Act 30.12.1997/1336.

Act on the Status and Rights of Patients 17.8.1992/785.

Valtioneuvoston asetus ilmanlaadusta 20.1.2011/38.

Standards and directives; see the page [Field specific instructions](#)

(<https://intra.tuni.fi/en/handbook/4646/4653/17695?page=25098>) (Technology)

Conferences, seminars and other expert lectures

Conferences, seminars and other expert lectures often provide structured information and current views that can be used as sources. The time and organiser of the conference, seminar or other event have to be given in detail in order to make it possible for the reader to find the material if necessary. The occupation, degree or title of the presenter can be given if it is informative for the reader. If lectures are in printed form, they are referred to as articles in the list of references.

Examples:

Arlander, A. Professor. 2011. Is Performance Art Self-portraiture? Lecture. Performance seminar Never r Now on 26-27.11.2011. Konsthögskolen i Bergen.

Leikomaa, M. 2021. Being boring – are you an online snoozefest? Lecture. TAMK conference on 4.2.2021. Webinar. Tampere University of Applied Sciences. Tampere.

Keen, A. 2007. The Cult of the Amateur: How Today's Internet is Killing Truth. Key-note presentation. 13th International Conference on Technology Supported Learning & Training on 28-30.11.2007. Berlin.

Theses

Diversified information can be found in Bachelor's, Master's, Licentiate and Doctoral theses. The type of the thesis is written into the list of references.

Examples:

McMenamin, M. 2018. Design and Development of a Collaborative Virtual Reality Environment. Degree Programme in Business Information Systems. Tampere University of Applied Sciences. Bachelor's thesis. Read on 12.8.2022. <https://urn.fi/URN:NBN:fi:amk-2018052911003>

Viljakka, J. 2021. Synthesis and Characterization of Indigo Photoswitches. Faculty of Engineering and Natural Sciences. Tampere University. Master's thesis. Read on 15.9.2022. <https://urn.fi/URN:NBN:fi:tuni-202108236733>

Ylilehto, E. 2021. Twin Birth. Prognosis of Newborn and Mother, and Maternal Experience. Faculty of Medicine and Health Technology. Tampere University. Tampere University Dissertations 418. Doctoral thesis. Read on 14.8.2022. <https://urn.fi/URN:ISBN:978-952-03-1959-5>

Translated works

When translated works are used in theses, the translator's name must be stated in the list of references. The publication year of the original work is given if it is known.

Examples:

Hall, S. 1999. Identiteetti. In Lehtonen, M. & Herkman, J. (ed. & trans.) Identiteettiä etsimässä. Tampere: Vastapaino, 23-66. Hegyvary, S. 1995. Yksilövaikuttava hoitotyö. Trans. Pilli, P. Helsinki: WSOY. Original work 1989.

Conche, M. 2014. Philosophizing ad Infinitum. Infinite Nature, Infinite Philosophy. Trans. Ledoux, L. & Bonne, H.G. New York: SUNY Press. Original work 2005.

Lyotard, J.-F. 1991. Phenomenology. Trans. Beakley, B. New York: SUNY Press. Original work 1986.

Vargas Llosa, M. 2011. Keltin uni. Trans. Hirvas, S. Helsinki: Otava. Original work 2010.

Films, television and radio programmes, podcasts

The name of the film or programme, publication year, potential name and number of the part, name of the director, production company and the presentation date and channel are marked into the list of references.

Examples:

Le Havre. 2011. Direction: Aki Kaurismäki. Production: Pandora, Pyramide Productions, Sputnik, Yleisradio. Production countries: Finland, France, Germany.

Kauniit ja rohkeat (The Bold and the Beautiful), "Brooken pressi-infossa spekulatioille piste". USA 2009, Bell-Phillip Television Productions Inc. Presented in Finland on 27.5.2010, MTV3.

Reseptori: Arkkiatri Risto Pelkonen ja onnellisen elämän resepti. Reporter Leena Mattila. Yle Radio 1. 7.12.2011.

Web pages

The reference should give as much information as possible. The type of the information source has to be stated unambiguously of electronic sources marked into the list of references (eg website, email, database, blog and social media).

To facilitate checking of electronic sources used in the thesis, the reference date of the source and the shortest possible URL-based address are used. The term **"read"** () and the date are marked into the list of references. This is also done when using online sources, such as newsgroups or email. If the source is also available as a paper version, as most acts and decrees and several trade and scientific magazines, it is not necessary to give the web address.

General instructions for forming electronic source references

Author, title or community in charge. Release or update year. Name or title. [Type of document]. Released on dd.mm.yyyy. Updated on dd.mm.yyyy. Potential notes. Read on dd.mm.yyyy. <http://www address>

If the source does not have a publication or update year, the abbreviation n.d. (no date) can be marked into the reference in text and list of references.

Reference in text:

(Vanhustyön keskusliitto n.d.)

List of references:

Vanhustyön keskusliitto. N.d. Tehtävät, toiminta-ajatus, säännöt. Read on 2.4.2017. http://www.vtkl.fi/fin/liitto/tehtavat_toiminta_ajatus_saannot/

Wikipedia or free encyclopaedia may not be used as the primary source as reliability of their contents has not been assessed critically. Wikipedia can however be used in searching for sources. The author must check and evaluate reliability of Wikipedia sources.