

Susan Student

IMAGE OF THE OULU UNIVERSITY OF APPLIED SCIENCES

Subtitle

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Subheading

Susan Student
Bachelor's thesis
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Oulu University of Applied Sciences

~~BACK PAGE OF TITLE PAGE~~

NOT IN USE!

~~APPENDIX 7~~

1st edition

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(Hirsjärvi et al. 2000, 339–359; Käytännön ohjeita opinnäytetyön tekijälle 1999, 23–29)

1. Basic model, one author

Koski, J. T. 1998. Infoähky ja muita kirjoituksia oppimisesta, organisaatiosta ja tietoyhteiskunnasta. Jyväskylä: Gummerus.

Author(s) year. Name of work. Place of publication: Publisher's name.

In-text reference:

- a. Koski (1998, 22) mentions entrepreneurship and ...
- b. A flood of information may distress people (Koski 1998, 43).
- c. Information technology has developed very fast in the last few years. As a result, people have to deal with ever increasing amounts of information both at work and elsewhere. This development has had many consequences: a need for computer skills, equipment and software training. (Koski 1998, 66–68.)

2. Basic model, more than one author

Hirsjärvi, S., Remes, P., Liikanen, P. & Sajavaara, P. 1995. Tutkimus ja sen raportointi. Editions 4–6. Helsinki: Kirjayhtymä.

All authors must be mentioned, regardless of how many there are. It is sufficient to include the initials of their first names.

In-text reference:

- a. first reference: According to Hirsjärvi, Remes, Liikanen & Sajavaara (1995, 13), problems encountered in research include ...
- b. reference to a previously mentioned source: According to Hirsjärvi et al. (1995, 33) ...

3. Compilations

Viitasaari, M. 1997. The Internet as a tool in schoolwork. In the compilation Ossi Ahvenainen (edit.) Internet as a Tool in Special Education. Jyväskylä: University of Jyväskylä, Department of Special Needs Pedagogy, 7 - 16. Research Reports, 62.

If an article is part of a compilation, the pages where the article is found are mentioned last.

In-text reference: as in section 1.

4. Translator

Eco, U. 1990. Oppineisuuden osoittaminen. Translator Pia Mänttari. 2nd edition. Tampere: Vastapaino.

The name of the translator can usually be found in translated works. According to the Copyright Act, the translator's name must be mentioned.

5. Year of publication of the original work

Simmel, G. 1986. Muodin filosofia. Translator Antti Alanen. Helsinki: Odessa. (Original 1905).

The year of publication of the original work must be mentioned when it has special significance, e.g. in the case of classic works that were first published decades ago.

6. Journals

a. Journal:

Anttila, P. 1994. Ympäristönsuojelusta uusi matkailuvaltti. Suomen Kuvalehti 78 (13), 8 - 9.

The volume and page numbers of journals must be mentioned.

In-text reference: as in section 1.

b. If author's name is not mentioned:

Laskettelussakin voi yrittää säästää ympäristöä 1995. Ympäristö 9 (1), 29.

In-text reference: In the last few years, skiing has ... (Laskettelussakin voi yrittää...1995, 29).

c. Newspaper:

Valtonen, Eija 1996. Tieto tuotantotavaroista ei kanna kuluttajalle asti. Maaseudun tulevaisuus 25 Nov 1996.

In-text reference: as in section 1.

Leipätyönä leivokset. Helsingin Sanomat 22 Nov 1998.

In-text reference: as in section 6b.

7. One author, many publications

Paavilainen, M. 1995a. Joutsenlampi näyttää esimerkkiä muille saman ketjun hotelleille. Ympäristö 9 (1), 30 - 31.

Paavilainen, M. 1995b. Ympäristöasioiden hoito lähes elinehto matkailuyritykselle. Ympäristö 9 (1), 27 - 28.

If one author has published more than one publication in one year, they can be marked as a, b etc. Each author's publications that have been published in different years are usually organised in chronological order.

In-text reference: Hotellien käyttöasteen... (Paavilainen 1995a, 30).

8. Omitted information, for example in the case of brochures

Virtanen, M. (year of printing unknown). Vihreän matkailun ideoita. Publisher's name and location not known.

Towards Telecommunications. Nokia Since 1985. Brochure. Publisher's name and location not known.

In-text reference: Development prospects in the telecommunications sector... (Towards Telecommunications, 12)

9. Serial publications

Paasikivi, R. 1995. Ympäristöä säästävä matkailu Euroopassa - missä mennään? Helsinki: Finnish Tourist Board. Finnish Tourist Board.E, 29.

Information on serial publications includes publisher's name and location, series, and series number. You do not have to repeat the year of publication if it is included in series numbering.

In-text reference: as in section 1.

10. Secondary sources

We recommend that you do not refer to secondary sources. If it is not possible to use a primary source, information on the reference relation must always be included.

Jussila (1995, 16) refers to Ojala...

In this case, the list of references must include Jussila's work, not Ojala's, as the author has not read Ojala's work.

11. Statutes, committee reports

a. Legislation

Waste Act of 3 December 1993/1072.

Date and number of legislation currently in force.

In-text reference: The sorting of waste is ... (Waste Act of 3 December 1993/1072).

b. Committee reports

Report of money-operated games committee 1995. Helsinki: Ministry of the Interior. Committee report 1995:5.

In-text reference: The control of money-operated games is given by ... (Report of the money-operated games committee 1995:23).

12. Interviews

Palonkorpi, Antero, Senior Inspector, Ministry of the Environment. Telephone interview 14 December 1995.

Interviews are listed in alphabetical order according to the interviewees' family names. The interviewee's position and organisation are always included, as is the date of the interview.

In-text reference: It is often noted that many environmental issues ... (Palonkorpi 14 December 1995, interview).

13. Theses

Kalinen, Harri (1995). CD-ROM-tuotteiden käyttöönoton aiheuttamia muutoksia informaation työhön. Tampere: University of Tampere. Department of information studies. Pro gradu thesis.

Author (s) year. Name of work. Location: Name of educational institution. Degree programme. Level of thesis.

In-text reference: as in section 1.

14. Internet sources

a. Internet

Electronic Statutes of Finland. [Http://www.edita.fi/sk/](http://www.edita.fi/sk/). Date of data acquisition 15 January 1999.

Work by students of the Kajaani Polytechnic 1997. www-admin@edtech.oulu.fi. Available at
<URL:http://edtech.oulu.fi/edtech/nofnet/kakk.html>.9.6.1997.

As for Internet sites, the data that was searched for, the address and date of data search.

In-text reference: the address of an Internet source must be mentioned, or, as in the example above, the name of the group of documents (Electronic Statutes of Finland, 3 December 1998/879. Act on the amendment of the Treatment Injury Act).

b. E-mail

1. Ordinary e-mail message

Heinisuo, Rami : Re: How to make a reference. Recipient: Kai Ekholm. 6 July 1998.

In-text reference: It is often difficult to ... (Heinisuo 6 July 1998, e-mail message)

2. Newsgroup messages

Blue, Richard: Re: Coldfusion: Helium-4, Yamaguchi, etc. Newsgroup Sci.physics.fusion.
20 September 1998.

In-text reference: According to Blue (20 September 1998, e-mail message), gases...

c. CD-ROM

The Hutchinson Multimedia Encyclopedia 1998. CD-ROM. Oxford: Atica.

In-text reference: Multimedia technology has developed ... (The Hutchinson Multimedia Encyclopedia 1998, search term: Multimedia).