

## REQUIREMENTS FOR MANUSCRIPTS

1. Submit only final material, with its parts in correct order, and format the text using Times New Roman, font size 12 pt with single line spacing.
2. Submit the material as one Word document (.doc, .docx and .rtf formats are accepted).
3. Throughout the document, use consistent style for headings, subheadings and body text. To position a title or some other text in the middle of the page, use centred alignment, not spaces or tabs.
4. Do not use more than one space between words.
5. Do not use the Enter key within a paragraph: use it only to end the paragraph.
6. Use table formatting for tables.
7. To create line indentation, change paragraph settings, add an empty line or use the Tab key.
8. Do not use spaces to emphasise words: for this purpose, use different font styles (bold or italic) or increase character spacing in font settings.
9. Put a space after a punctuation mark, not before it.
10. Do not use a space between paired punctuation marks (quotation marks, parentheses) and the text in them.
11. Do not use spaces in web and email addresses.
12. Retain the difference between a hyphen and a dash. The hyphen is shorter -, the dash is longer –. Press *Ctrl + [NumPad-]* or *Alt + 0150* to get a dash.  
One function of a dash is to replace the word “until”: *Forms 5–7 ; 8–10 km*. There is no space before or after the dash in this function.
13. Lists can be formatted using numbers (1, 2, 3, ...), letters (a, b, c, ...) or bullets.
14. Quotations and excerpts may be positioned within the main text or in a separate paragraph. Short quotations (up to two lines) are normally given in the main text either in quotation marks or in italics. Longer quotations should be formatted as separate paragraphs using smaller type size, with the left side indented compared to the main text.
15. In the list of used sources, include the name of the author, the full title of the work, the publishing house and the year of publishing. Use italics to write the titles of books, collections, journals and newspapers, but regular font style to write the titles of articles.  
*E.g. Kasik, R. Stahli mantlipärijad. Tartu: Tartu Ülikooli Kirjastus, 2011*  
*Hint, M. Eesti riik on eesti keele ja eesti kultuuri kaitse all. Õpetajate leht. 1 April 2011.*  
Follow the same requirements when referring to online sources, but also add the date of consulting the source.
16. The overleaf of the title page includes information about the publication (editor, translator, designer, illustrator, reviewers, authors or sources of photos, financing institutions/sponsors, acknowledgements, ISBN/ISSN, etc.).
17. Insert photos, logos and graphical images in the correct place in the file. Submit photos also separately as unprocessed files (tif, jpg). Submit vector graphic images as vector graphic files (wmf, ai, eps, cdr, pdf). If photos are to be used in 1:1, the resolution should be at least 300 dpi.
18. Do not add any comments into the original material.