

GUIDE FOR FORMATTING AN ARTICLE FOR THE JOURNAL OF TALLINN UNIVERSITY INSTITUTE OF FINE ARTS [TIMES NEW ROMAN BOLD 14P ALL CAPS]

NAME OF FIRST AUTHOR [TIMES NEW ROMAN 11P ALL CAPS]

Xxx Ülikool/kõrgkool, Xxx osakond, maa [Times New Roman 9p]
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ABSTRACT [TIMES NEW ROMAN 12P ALL CAPS]

The current document is both a guide and a template for writing and formatizing a scientific article. The main aim of the Journal Res Artis of the Tallinn University Institute of Fine Arts is to improve and present the scientific potential of the Institute starting from issuing condensed versions of high-scored student graduate works (seminar, bachelor, master, doctoral theses). Style of Abstract body text: 10-point Times New Roman, single line spacing, justified (*Blocksatz*). The abstract should include only the most important references using short citation style in round brackets. Without subheadings and max. 200–300 words.

Keywords: [3–5 keywords]

Aim of the Journal, the guide and the template [first headline Times New Roman bold 14p]

The current document is both a guide and a template for writing and formatizing a scientific article. The main aim of the Journal Res Artis of the Tallinn University Institute of Fine Arts is to improve and present the scientific potential of the Institute starting from issuing condensed versions of high-scored student graduate works (seminar, bachelor, master, doctoral theses) which enables all participates (contributors and editors) to go through the process of i) compiling and editing a collection of scientific articles, ii) structuring an article according to internationally recommended standards, iii) converting a degree work into a (journal) article. We recommend to study the APA Guide to preparing manuscripts for journal publication (Calfee & Valencia 2001) which includes valuable insight into the review process, the characteristics of a good manuscript, and converting the dissertation into a journal article. The secondary aim is to find a text corpus for and prepare the contributors to contribute in future to a nationally and internationally high-rated multilingual Online Journal of the Institute of Fine Arts, which is planned to be established in future. The third aim is to arouse the enthusiasm and develop guiding examples for the future (young) researchers in the diverse, multi- and transdisciplinary field of art research.

Length and structure of the article [secondary headline, Times New Roman bold 12p]

The length of the article should be recommendently as followed, departing from the background on which the article is converted or compiled from:

Seminar works

Up to 2000 words or 10 000 characters (without spaces)

Bachelor and master theses

Up to 4000 words or 20 000 characters (without spaces)

Masters and doctoral theses

Up to 8000 words or 40 000 characters (without spaces)

Freely compiled articles can have a length depending on the topic, but should keep the maximum limit of 8000 words or 40 000 characters (without spaces) given above.

The structure of the article should be written in intellectual style, but easily readable, communicable in content, condensed and logical in structure. Writing about your subject field please imagine the potential readers of the other subjects and in future also an international readership. The article should recommendably include the following sections:

Abstract [obligatory heading and section, up to 200–300 words]

Theoretical background(s) / Introduction / [obligatory heading and section, heading of your choice]

Aim / Main idea / [obligatory heading and section, heading of your choice]

Method(s) and main contribution / Application / [obligatory heading and section, heading of your choice]

Implication / Discussion / Conclusion / [obligatory heading and section, heading of your choice]

References [obligatory heading and section]

Endnotes [obligatory heading and section]

Summary / Resümee [obligatory heading and section]

Zusammenfassung / [voluntarily in any other European language language, like German, French, Italian, Russian]

According to the tradition of the field of science you come from, please choose from the headings (here as examples separated by slash) those ones which would fit more accurately to the content of the section following. The commentary in square brackets means that you can choose the formulation of the heading freely. These are merely recommendations to guide those of you having basic questions concerning structuring an article like this.

The main language of the Journal Res Artis of the Institute of Fine Arts will be Estonian. The planned online-journal will be multilingual. The article must include an obligatory summary in English. The summary should not exceed 800 words or 4000 characters (without spaces) and must include the title of the whole article in the same language of the summary itself. The later online journal will require summaries obligatorily in Estonian and voluntarily in other European languages. A second *Zusammenfassung* here can be offered voluntarily in any other European language language, like German, French, Italian, Russian.

Tertiary headings are included within the Body text 12-point Times New Roman, single line spacing, bold, justified (*Blocksatz*). They may or may not end with a sentence. To format tertiary headings, simply make the first word, phrase or sentence of the paragraph bold. Style of Body text:

12-point Times New Roman, single line spacing, justified (*Blocksatz*). To include text into to sections of the template please use the clearing and adopting of formatting of your text programm with the following pace: Edit --> Paste special --> Unformatted text.

This guide and template is prepared for MS WORD 97/2000/2003/XP (.doc or .rtf). To avoid conflicts in formatting please do not save it in older or newer versions of MS WORD. Your default page size should be A4 (21.0 x 29.7 cm, 8.27 x 11.69 inches). If you usually use US letter, please change it to A4 under "file / page format" (or simply use this template). Please use the margin widths defined below. They have already been set for the present document, so you should not need to refer to them. See the margins of the whole document in table 1 below.

Tables / Figures / Examples [How to call them is your choice]

Element	Cm	Inches
Top margin	2.8	1.1
Bottom margin	3.7	1.46
Left margin	2.0	0.8
Right margin	2.0	0.8

Table 1. Tables / figures / examples may be formatted so that they spread over the whole length of the page. But they also can be narrower. In this case the description text of the tables / figures / examples must start on the right side and flow around the object if it takes more

space than the example itself. The distance of the tables / figures / examples from surrounding text is the following: top 0,32 cm, bottom 0,7 cm, left 0,32 cm, right 0,32 cm. Horizontal position is relative to the column, vertical position is relative to the paragraph. The style of the text within the tables / figures / examples could be smaller than the body text. In case of using Word-table apply 10-point Times New Roman.

We recommend for practical reason to convert tables / figures / examples into pictures (jpg, tiff) or PDF-files without margins and insert them as picture. In this case the style of the text should be Times New Roman and in case of minimization through inserting into the article not bigger than around 10-point (exceptions can be made, if the picture design internally requires other types and sizes).

Bold-face font in the body text should be used only for Tertiary headings as described above, but there can also made exceptions, e.g. in listings etc. *Italic* font should be used for terms borrowed from other languages, the first mention of technical or unusual terms, or for regular emphasis. "Quotation marks" should be used only when quoting a specific person or group of people whose identity is clear from the text and/or to which can be referred in short citation mode (Surname year: pp–pp) or endnote style.

Process of writing and editing

The current document is both a guide and a template for writing and formatizing the article. As a technical template you should use it only in the last phase of formatizing. In earlier phases we recomment to use a text editing programm (MS Word or free Office software OpenOffice/NeoOffice. .doc 97/2000/2003/XP or .rtf) with the following simple settings: 12-point Times New Roman, double line spacing.

Footnotes or endnotes?

You are free to insert footnotes into your text at any point, in the regular way. They should be printed as „endnotes“ at the end of the article (not at the foot of each page).¹

Acknowledgment. If you wish to thank your colleagues or friends, or to mention the foundation(s) or institution(s) supporting your research, you can do it at the end of the article.

Biography. This section should include a short cv of the author, not exceeding 5 sentences (in case of joint articles the second/third author(s) will have the same space).

* * *

If you have questions about unusual procedures, please send questions by email to the compiler of this template, Gerhard Lock (gerhard.lock@tlu.ee).²

References³

Referred literature and background resources

American Psychological Association (2006). *Publication Manual of the American Psychological Association* (6th edition). Washington, DC: Autor.

Calfee, Robert C. & Valencia, Richard R. (2001). *APA Guide to Preparing Manuscripts for Journal Publication*, Washington, DC: American Psychological Association.

Internet publications

APA-style [2009]. A complete resource for writing and publishing in the social and behavioral sciences, Washington, DC: American Psychological Association, www.apastyle.org [18.10.2009].

APA Formatting and Style Guide [2009]. *The owl at purdue* (free writing help and teaching resurces, open 24/7), West Lafayette: The Writing Lab & The OWL at Purdue and Purdue University, <http://owl.english.purdue.edu/owl/resource/560/01/> [18.10.2009].

Examples of references

Baroni, Mario (2003). The macroform in post-tonal music. Listening and analysis. In: *Musicae Scientiae*, Vol. VII, 2, 219–240.

Bent, Ian D. & Pople, Antony (2007). Analysis. In: *Grove Music Online* [17.06.2008] www.oxfordmusiconline.com.

Burnard, Pamela (2006). Understanding children’s meaning-making as composers. In: I. Deliège, G. Wiggins (eds.), *Musical Creativity. Multidisciplinary Research in Theory and Practice*, New York: Psychology Press, 111–133.

Clarke, Eric F. & Cook, Nicholas (2004). *Empirical Musicology. Aims, Methods, Prospects*.

Oxford: Oxford University Press.

Elliott, David J. (1995). *Music Matters: A New Philosophy of Music Education*. New York and Oxford: Oxford University Press.

Gardner, Howard (1993). *Frames of Mind: The Theory of Multiple Intelligences* (2nd edition). New York: Basic Books.

Lehmann, Andreas C.; Sloboda, John A. & Woody, Robert H. (2007). *Psychology for Musicians*. Oxford: Oxford University Press.

Popper, Karl (1972). *Objective Knowledge*. Oxford: Clarendon Press.

Swanwick, Keith (1999). *Teaching Music Musically*. London and New York: Routledge.

¹ Endnotes are in 10-point Times New Roman. They are labeled with a regular Arabic numeral (not a Roman numeral, letter, or symbol). They are left (but not right) justified. Do not include a full reference to a literature source in a footnote; instead, refer to an entry in the reference list, e. g. Gardner (1993) or (Lehman, Sloboda & Woody 2007: 00).

² Guiding example for compiling this template was the template of the 4th International Conference of Interdisciplinary Musicology (CIM08, Thessaloniki, 2008). This was also used for compiling the template for 2nd International Conference The Changing Face of Music Education „Music and Environment“ (Tallinn University, Institute of Fine Arts, Music Department, 2009) and CFMAE: The Changing Face of Music and Art Education. Interdisciplinary Journal of Music and Art Pedagogy (www.tlu.ee/CFMAE). Other templates from the conferences in Caserta („Understanding and creating“ 2005) and Jyväskylä (ESCOM 2009) were used as reference and comparison.

³ The examples in our list are generally formatted in APA style – APA stands for the American Psychological Association, and APA style is described in the well-known APA Handbook (American Psychological Association 2006). You may format your references in any well-known style, as long as you do it consistently. In any case, the reference list should be arranged in alphabetical order of (first) author. Make sure that there is a one-to-one correspondence between the reference list and the references within the main text including abstract, captions and footnotes.