ANNEX

Order No. 31 of 23.03.2015

of Vice-Rector for Research

Tallinn University guidelines for formatting a doctoral thesis

1. GENERAL PROVISIONS
   1. These guidelines establish the requirements for formatting a doctoral thesis published in the Tallinn University dissertation series.
   2. The doctoral theses defended at Tallinn University and/or the analytical reviews included in these theses are published in the dissertation series of the field of study in electronic form and on paper by agreement with the academic unit. The dissertation series of the field of study include theses in the fields of humanities, natural and social sciences.
   3. In order to support the decision-making process of being allowed to proceed to the defence, a doctoral student shall submit to the secretary of the Doctoral Studies Council, a manuscript of the doctoral thesis in electronic form, together with any other required documents. The doctoral thesis must be compiled pursuant to the requirements set out in Chapter 4 of the *TU Regulations for Doctoral Studies and Defence of Doctoral Theses*, including these present guidelines. A doctoral thesis shall be presented as a text file (Microsoft Word is recommended, but LaTeX or other file types may also be used where the speciality requires their use), except articles with a final layout that form part of an article-based dissertation; these shall be presented in PDF format.
   4. The Research Administration Office shall begin preparing the final layout of a thesis after the Doctoral Studies Council has made a decision on allowing the thesis to be submitted for defence.
2. NATURE AND STRUCTURE OF A DOCTORAL THESIS

The general principles and requirements for a doctoral thesis (including an analytical overview) are established in Chapter 4 of the *TU Regulations for Doctoral Studies and Defence of Doctoral Theses.* In order to achieve consistency within these existing guidelines, this present chapter further reviews the requirements in regard to the nature and structure of a doctoral thesis.

* 1. A doctoral thesis is an independent work of research that offers a novel solution to a significant problem in a discipline related to the field of the study programme. In specialities falling within the field of Arts, a doctoral thesis can be a work of art of international stature that is presented together with scholarly analysis or research.
  2. A doctoral thesis is written in one of the languages widely used in the respective research area.
  3. A doctoral thesis can be realised as:
* A monograph that is published as part of the series of dissertations of the university;
* A monograph that is published outside the series of dissertations of the university and is annexed an analytical overview;
* An article-based dissertation.
  1. A monograph is a scholarly research work that constitutes a systematic and comprehensive treatment of a clearly defined research topic or problem. A monograph published in the university dissertation series includes the following:
* A pre-title page (*see Annexes 1 and 2*);
* A title page (*see Annex 3*);
* The reverse side of the title page, which is completed after the decision to allow the doctoral thesis to be submitted for defence. This page records the decision of the doctoral studies council, the names of the supervisor(s), reviewers, the time and place of the defence (*see Annexes 4-6*):
* Contents (*see Annexes 7-9*);
* The list of the author’s articles in which the principal results of the doctoral thesis have been published (*in the case of an article-based dissertation, see Annexes 10 and 11*);
* An abstract (*optional*);
* A preface (*optional*);
* Acknowledgements (*optional*);
* List of abbreviations (*optional*);
* An introduction;
* The principal part of the thesis which includes an overview of the essence of the research problem, formulation of the research question, description of the methodology and the course of solving the research question and/or the proof thereof, conclusions and a summary;
* The summary, which is a separate entity and covers all parts of the thesis. If the thesis is in Estonian, the summary will be in another language, if the thesis is in another language, the summary will be in Estonian;
* The list of sources referred to in the thesis;
* Annexes (a list of tables, graphs, registers, questionnaires) (*optional*);
* A curriculum vitae (CV) (in both the Estonian language and in the language used in the summary of the thesis) (see *Annexes 12-14*).
  1. The analytical overview, that is annexed to a monograph published outside the series of university dissertations provides a comprehensive overview of the research work and follows the structure described in Subsection 2.4 and consists of 30-40 standard pages (A4, Times New Roman, 12pt). The Doctoral Studies Councils of the different study fields have the right to establish additional requirements.
  2. An article-based dissertation is a series of research publications that comprehensively deals with the research topic, together with an analytical overview. A series of research publications includes at least three articles in ETIS categories 1.1., 1.2. or 3.1. that have been accepted for publication.
  3. An analytical overview integrates the articles into a whole, follows the structure described in Subsection 2.4 and consists of 30-40 standard pages. The publications presented as the doctoral thesis are annexed to the analytical overview.

1. FORMATTING THE PARTS OF A DOCTORAL THESIS

The parts of a doctoral thesis that are published in the TU dissertation series are listed in Subsection 2.4. The common style for presentation of the parts of a doctoral thesis in Estonian, English, German and Russian is set out in this section, as well as the more specific requirements for formatting each part in the order that these appear in the thesis.

* 1. The pre-title page, the title page and the reverse side of the title page (*see Annexes 1-6*)

The examples of a pre-title page, the title page and the reverse side of the title page in Estonian, English and Russian are given in Annexes 1-6. An employee of the Research Administration Office advises and assists in formatting the above-mentioned pages and also adds ISSN numbers and applies for and enters ISBN numbers.

* 1. Contents (*see Annexes 7-9*)

This part is entitled as follows:

SISUKORD ◼ CONTENTS ◼ INHALTSVERZEICHNIS ◼ СОДЕРЖАНИЕ

In the final layout, an automatic function is used in creating the table of contents. This ensures uniform presentation of the headings in the table of contents and the text of the thesis, as well as correct pagination.

* 1. The list of the author’s publications (*see Annexes 10 and 11*)

This part is entitled as follows:

DISSERTANDI TEEMAKOHASED PUBLIKATSIOONID ◼ LIST OF PUBLICATIONS ◼ VERZEICHNIS DER PUBLIKATIONEN◼ СПИСОК ОПУБЛИКОВАННЫХ РАБОТ ПО ТЕМЕ ДИССЕРТАЦИИ

The list of the author’s publications includes those publications in which the main results of the doctoral thesis have been published. In the case of an article-based dissertation, a reference sentence in the language of the thesis appears before the list of publications. This sentence in English is presented as follows: „The dissertation is based on these four papers, which are referred to in the analytical overview by Roman numerals:“. In Estonian: „Doktoritöö koosneb x artiklist, millele analüütilise ülevaate tekstis viitamisel kasutatakse Rooma numbreid:“. In Russian: „Докторская работа состоит из x статей, ссылки на которые в тексте аналитического обзора обозначены римскими цифрами:“.

The list of articles is numbered with Roman numerals using a period after each numeral. The most recent article may be the first in the list.

In an article-based dissertation, the role of the doctoral student in preparing the article with joint authorship shall be described. In English, the title of this subsection is „Author’s contribution“. In Estonian, the title of the subsection is „Autori panus artiklisse“. In Russian, the title of the subsection is „Вклад автора в статью“.

* 1. Abstract (*optional*)

This part is entitled as follows:

RESÜMEE ◼ ABSTRACT ◼ ABSTRACT ◼ РЕЗЮМЕ

* 1. Preface (*optional*)

This part is entitled as follows:

EESSÕNA ◼ PREFACE ◼ VORWORT ◼ ПРЕДИСЛОВИЕ

* 1. Acknowledgements (*optional*)

This part is entitled as follows:

TÄNUSÕNAD ◼ ACKNOWLEDGEMENTS ◼ DANKSAGUNG ◼ БЛАГОДАРНОСТИ

* 1. Abbreviations (*optional*)

This part is entitled as follows:

LÜHENDID ◼ ABBREVIATIONS ◼ ABKÜRZUNGEN ◼ CОКРАЩЕНИЯ

* 1. The principal part of a doctoral thesis: The introduction

This part is entitled as follows:

SISSEJUHATUS ◼ INTRODUCTION ◼ EINLEITUNG ◼ ВВЕДЕНИЕ

* 1. The principal part of a doctoral thesis: the methodology and course of research, analyses and conclusions

The principal part of the thesis includes an overview of the essence of the research problem, formulation of the research question, description of the methodology and the course of solving the research question and/or the proof and conclusions.

The principal part of the thesis is subdivided and the titles of the subdivisions correspond to the content. Division of the principal part into chapters that are characteristic of the article must be avoided in a doctoral thesis formatted as a monograph.

* 1. A principal part of a doctoral thesis: conclusion

This part is entitled as follows:

KOKKUVÕTE ◼ CONCLUSION ◼ ZUSAMMENFASSUNG ◼ ЗАКЛЮЧЕНИЕ

The conclusion includes an overview of the main research results, including unsolved problems and further research possibilities.

* 1. List of sources referred to in the thesis

This part is entitled as follows:

VIITEALLIKAD ◼ REFERENCES ◼ LITERATURVERZEICHNIS ◼ ИСПОЛЬЗОВАННАЯ ЛИТЕРАТУРА

In referencing and compiling the list of sources referred to in the thesis, the author of the thesis shall systematically and consistently follow just one international standard of referencing recognized in the author´s field of speciality (APA, MLA and others). The use of reference management software (e.g. Refworks, Endnote, Zotero and others) is recommended in managing the references.

* 1. Appendixes (*optional*)

This part is entitled as follows:

LISAD ◼ APPENDIXES ◼ ANHANG ◼ ПРИЛОЖЕНИЯ

* 1. Publications (*for an article-based dissertation*)

This part is entitled as follows:

PUBLIKATSIOONID ◼ PUBLICATIONS ◼ PUBLIKATIONEN ◼ ПУБЛИКАЦИИ

In the case of an article-based dissertation, the doctoral student shall present the analytical overview and articles as separate files. The layout editor shall add the articles to the analytical overview by placing a supplementary sheet entitled PUBLICATIONS before the articles and before each article a supplementary sheet with a Roman numeral (I, II, etc.) and a reference to the article on the reverse side of the page.

An article that is published or presented to the publisher may be republished in the doctoral thesis with the consent of the publisher. An article shall not be republished in a doctoral thesis without the consent of the publisher in which case only a reference to the article shall be added instead of the article. The electronic and paper versions of a doctoral thesis published in the TU dissertation series might be different, depending on the republishing agreements received from the publisher of the articles.

If the publisher has prepared the final layout of the article, the article shall be added to the doctoral thesis according to the layout used by the publisher. In other cases, the article shall be presented as a text file (preferably as a Microsoft Word file) and the layout style will follow the layout principles of the principal part of the doctoral thesis. Articles with a layout that is characteristic of an article under a review process shall not be published in a doctoral thesis.

Articles shall not be subsequently replaced (e.g. when a final version is published in a magazine) in the electronic and paper version of an article-based dissertation that has been published one month before the defence. If an article has been accepted in the final form at the time of submitting the doctoral thesis, but does not have final layout yet, then the paper version may be printed later and the publisher’s layout of the article can be added.

* 1. Summary in another language

This part is entitled as follows:

KOKKUVÕTE ◼ SUMMARY ◼ ZUSAMMENFASSUNG ◼ ЗАКЛЮЧЕНИЕ

Summary covering all parts of the thesis; if the thesis is in the Estonian language, the summary shall be in another language, if the thesis is in another language, the summary shall be in the Estonian language (2-5 pages).

* 1. Curriculum vitae (see Annexes 12-14);

This part is entitled as follows:

ELULOOKIRJELDUS ◼ CURRICULUM VITAE ◼ LEBENSLAUF ◼ БИОГРАФИЧЕСКИЕ СВЕДЕНИЯ

There are two *curriculum vitae* in the doctoral thesis: one is written in the Estonian language and a second one in the same language as the doctoral thesis written in another language or in the language of the summary of a doctoral thesis written in the Estonian language. Examples of formatting the *curriculum vitae* are given in Annexes 12-14.

1. TECHNICAL REQUIREMENTS OF FORMATTING

It is recommended that the technical requirements given in this chapter are followed as precisely as possible in the manuscript of a doctoral thesis that is being submitted in the decision-making process of being allowed to proceed to defence. The layout editor shall assist in following these requirements and shall finalize the layout after the decision by the Doctoral Studies Council has been made for the thesis to be allowed to proceed to defence.

* 1. Text and titles
* Text shall be entered as plain text. The line break function (Enter) is used to start a new section. Spaces between titles and text and spaces between sections within a text are created by using paragraph formatting, not by empty spaces (the corresponding title and paragraph formatting is specified in subsection 4.5). Hyphenation, styles and other settings should be avoided in text. The dash is long (–), hyphen short (-).
* Direct citations are presented in the original language. Texts that are reproduced in translated form, including translated direct citations, are presented as a reference and quotation marks are not used.
* The HEADING 1 titles are presented in block letters in the text and in the table of contents. The HEADING 2 titles are presented in block letters in the text, but in the table of contents in regular text with an initial capital letter. Other headings are presented in the text of the thesis and the table of contents in regular text with an initial capital letter.
* The following 1st level headings are not numbered:

LIST OF PUBLICATIONS, PREFACE, INTRODUCTION, CONCLUSION, PUBLICATIONS, APPENDIXES, TITLE OF SUMMARY IN ANOTHER LANGUAGE, and CURRICULUM VITAE; all other titles are numbered in the text and in the table of contents.

* 1. Photos
* The maximum width of a photo is 12.5 cm and height 19.5 cm (the size of photos is related to the measures approved for doctoral theses and the storage capacity). Photos are numbered and presented as (a) separate file(s). The location of the photo is marked in the text of the thesis and the number and caption are added.
* Photo material can be submitted to the publisher in the following ways:
* A *digital* photo:
* Not bigger than 12.5x19.5 cm;
* Resolution or dots per inch 300 dpi;
* The author must consider the fact that later resizing of the photo influences its quality;
* Photo on *paper* or a *slide*;
* A *scanned* photo:
* Not bigger than 12.5x19.5 cm;
* Resolution or dots per inch 300 dpi;
* Saved in TIFF or JPG (unpacked) format;
* The author must consider the fact that later resizing of the scanned photo influences its quality.
  1. Tables
* The maximum width of a table is 12.5 cm and height 19.5 cm in *portrait* format. Tables may also be positioned in the thesis in *landscape* format. In this case the maximum width of a table is 19.5 cm and height 12.5 cm. Some tables may be exceptionally long and continue on several pages.
* Tables are created in a text-processing programme with commands designated for that purpose (e.g. add → table), which enables one to precisely determine the width and height of columns and rows. Tables may be formatted with or without visible borders. The tabulator key, the space key and the text box, are not used for creating a table.
* Tables are numbered. The number and caption of the table are presented above the table.
  1. Figures and graphs
* The maximum width of figures is 12.5 cm and height 19.5 cm in *portrait* format. Figures may also be positioned in the thesis in *landscape* format. In this case the maximum width of a figure is 19.5 cm and height 12.5 cm. The figures in the text of the thesis must be presented in correct size and the original electronic document shall be added (e.g. a Microsoft Excel file) when submitting the thesis.
* In formatting figures and graphs, the author must keep in mind that the thesis is printed in black and white. Therefore it is preferable to choose colours with different shades of lightness and darkness to distinguish columns, sectors and lines or use differently marked surfaces and lines.
* The details of figures and illustrations prepared with graphic tools of Microsoft Word, OpenOffice and other such software must be grouped together in case the programme does not do that.
* Figures and graphs are numbered. The number and caption are presented below the figure.
  1. Layout
* The page format used for a doctoral thesis is 175x240 mm, top margin 2.3 cm, inside margin 2.5 cm, bottom margin 2.54 cm, outside margin 2.5 cm:
* Core text: Times New Roman 10.5pt, line spacing single, spacing after 6pt;
* Heading 1: Times New Roman 14pt, "bold face" print, spacing after 12pt;
* Heading 2: Times New Roman 10.5pt, "bold face" print, block letters, spacing before 24pt and after 6pt;
* Heading 3: Times New Roman 10.5pt, "bold face" print, spacing before 12pt and after 6pt;
* Heading 4: Times New Roman 10.5pt, "bold face" and "italic" print, spacing before 12pt and after 6pt;
* The sources of reference, reverse side of the title page, list of publications: text Times New Roman 9.5pt.

**ANNEX 1 PRE-TITLE PAGE (AN EXAMPLE FOR A DOCTORAL THESIS IN ESTONIAN AND IN ENGLISH)**

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**ANNEX 2 PRE-TITLE PAGE (AN EXAMPLE FOR A DOCTORAL THESIS IN RUSSIAN)**

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| TALLINNA ÜLIKOOL |
| HUMANITAARTEADUSTE DISSERTATSIOONID |
| TALLINN UNIVERSITY |
| DISSERTATIONS ON HUMANITIES |
| ТАЛЛИННСКИЙ УНИВЕРСИТЕТ |
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**ANNEX 3 TITLE PAGE (AN EXAMPLE IN ESTONIAN)**

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| **KRISTI VINTER** |
| **DIGITAALSE Ekraanimeedia TARBIMINE 5–7-aastaste laste seas ja selle sotsiaalne vahendamine Eestis. Pedagoogiline vaatekoht** |
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| Tallinn 2013 |

**ANNEX 4 THE REVERSE SIDE OF THE TITLE PAGE (AN EXAMPLE IN ESTONIAN)**

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| TALLINNA ÜLIKOOL |
| SOTSIAALTEADUSTE DISSERTATSIOONID |
| TALLINN UNIVERSITY |
| DISSERTATIONS ON SOCIAL SCIENCES |
| 62 |
| **Kristi Vinter** |
| **DIGITAALSE Ekraanimeedia TARBIMINE 5–7-aastaste laste seas ja selle sotsiaalne vahendamine Eestis. Pedagoogiline vaatekoht** |
| Kasvatusteaduste Instituut, Tallinna Ülikool, Tallinn, Eesti |
| Dissertatsioon on lubatud kaitsmisele filosoofiadoktori (kasvatusteadused) kraadi taotlemiseks Tallinna Ülikooli kasvatusteaduste doktorinõukogu poolt 27. veebruaril  2013. aastal. |
| Juhendajad: Leida Talts, ajalooteaduste kandidaat, Tallinna Ülikooli emeriitprofessor |
| Veronika Kalmus, filosoofiadoktor, Tartu Ülikooli professor |
| Andra Siibak, filosoofiadoktor, Tartu Ülikooli vanemteadur |
| Oponendid: Kadri Ugur, filosoofiadoktor, Tartu Ülikooli teadur |
| Tiia Õun, filosoofiadoktor, Tallinna Ülikooli dotsent |
| Kaitsmine toimub 11. mail 2013. aastal algusega kell 11 Tallinna Ülikooli auditooriumis  M-213, Uus-Sadama 5, Tallinn. |
| Doktoritöö valmimist on toetanud Euroopa Sotsiaalfondi projekt „Haridus- ja kasvatusteaduste doktorikool“ ning doktoriõppe ja rahvusvahelistumise programm DoRa. |
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| Autoriõigus: Kristi Vinter, 2013 |
| Autoriõigus: Tallinna Ülikool, 2013 |
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| ISSN (trükis) |
| ISBN (trükis) |
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| ISSN (pdf) |
| ISBN (pdf) |
|  |
| Tallinna Ülikool |
| Narva mnt 25 |
| 10120 Tallinn  www.tlu.ee |

**ANNEX 5 THE REVERSE SIDE OF THE TITLE PAGE (AN EXAMPLE IN ENGLISH)**

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| TALLINNA ÜLIKOOL |
| SOTSIAALTEADUSTE DISSERTATSIOONID |
| TALLINN UNIVERSITY |
| DISSERTATIONS ON SOCIAL SCIENCES |
| 64 |
| **Vaike Kiik-Salupere** |
| **PERFORMANCE PREPARATION AND COPING WITH PERFORMANCE ANXIETY IN THE VOCAL PEDAGOGY OF CLASSICAL SINGERS** |
| Institute of Educational Sciences, Tallinn University, Tallinn, Estonia |
| The dissertation was accepted for the defence of the degree of *Doctor Philosophiae* in Educational Sciences by the Doctoral Committee of Educational Sciences of Tallinn University on April 19th, 2013. |
| Supervisors: Jaan Ross, PhD, professor at the Estonian Academy of Music and Theatre |
| Maie Vikat, PhD, professor emeritus at Tallinn University |
| Opponents: Nigel Marshall, PhD, reader at the University of Roehampton, the United Kingdom |
| Tõnu Lehtsaar, PhD, professor at the University of Tartu |
| The defence will take place on June 10th, 2013 at 13 o’clock at Tallinn University lecture hall A-242, Narva st 29, Tallinn. |
| This research was supported by the European Social Fund’s Doctoral Studies and Internationalisation Programme DoRa. Publication of this thesis is granted by the Estonian Doctoral School of Educational Sciences created under the auspices of the European Social Fund. |
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| Copyright: Tallinn University, 2013 |
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| ISSN (printed publication) |
| ISBN (printed publication) |
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| ISSN (pdf) |
| ISBN (pdf) |
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| Tallinn University |
| 25 Narva Rd  10120 Tallinn  www.tlu.ee |

**ANNEX 6 THE REVERSE SIDE OF THE TITLE PAGE (AN EXAMPLE IN RUSSIAN)**

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| TALLINNA ÜLIKOOL |
| HUMANITAARTEADUSTE DISSERTATSIOONID |
| TALLINN UNIVERSITY |
| DISSERTATIONS ON HUMANITIES |
| ТАЛЛИННСКИЙ УНИВЕРСИТЕТ |
| ДИССЕРТАЦИИ ПО ГУМАНИТАРНЫМ НАУКАМ |
| 34 |
| **Мария Сморжевских-Смирнова** |
| **ИНГЕРМАНЛАНДИЯ, ЭСТЛЯНДИЯ И ЛИФЛЯНДИЯ В ЦЕРКОВНОМ ПАНЕГИРИКЕ ПЕТРОВСКОЙ ЭПОХИ** |
| Эстонский гуманитарный институт, Таллиннский университет, Таллинн, Эстония |
| Диссертация допущена к защите на соискание ученой степени доктора философии (теория культуры) 24 октября 2013 года Ученым советом по гуманитарным наукам Таллиннского университета. |
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| Научные руководители: Е.А. Погосян, PhD, профессор, университет Альберта, Канада |
| М.Ю. Лотман, PhD, профессор, Таллиннский университет, Эстония |
| Оппоненты: Рикардо Николози, PhD, профессор, Рурский университет Бохума, Германия |
| Михаил Люстров, PhD, профессор, Российский государственный Гуманитарный университет, Россия |
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| Защита состоится 11 декабря 2013 года в Таллиннском университете по адресу Тaллинн, Уус-Садама, 5, аудитория M-213, в 10.00 чacoв. |
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| Это исследование было поддержано Европейским Социальным Фондом в рамках докторской и интернационализационной программы DoRa. Данная работа подготовлена при поддержке проекта "Докторская школа культурологии и искусств" Европейского Социального Фонда. |
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| Авторское право: Мария Сморжевских-Смирнова, 2013 |
| Авторское право: Таллиннский университет, 2013 |
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| Нарвское шоссе, 25 |
| 10120 Таллинн |
| www.tlu.ee |

**ANNEX 7 TABLE OF CONTENTS (AN EXAMPLE IN ESTONIAN)**

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| **SISUKORD** |
| DISSERTANDI TEEMAKOHASED PUBLIKATSIOONID |
| RESÜMEE (*soovi korral*) |
| EESSÕNA (*soovi korral*) |
| TÄNUSÕNAD (*soovi korral*) |
| LÜHENDID (*soovi korral*) |
| SISSEJUHATUS |
| 1. PÕHIOSA ESIMENE PEATÜKK |
| 2. PÕHIOSA TEINE PEATÜKK |
| 2.1. Põhiosa teise peatüki alapeatükk |
| 2.2. Põhiosa teise peatüki teine alapeatükk |
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| 3. PÕHIOSA KOLMAS PEATÜKK |
| KOKKUVÕTE |
| VIITEALLIKAD |
| LISAD |
| LISA 1 |
| LISA 2 |
| PUBLIKATSIOONID |
| SUMMARY |
| ELULOOKIRJELDUS |

**ANNEX 8 TABLE OF CONTENTS (AN EXAMPLE IN ENGLISH)**

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| **TABLE OF CONTENTS** |
| LIST OF PUBLICATIONS |
| ABSTRACT (*added if applicable*) |
| FOREWORD (*added if applicable*) |
| ACKNOWLEDGEMENTS (*added if applicable*) |
| LIST OF ABBREVIATIONS (*added if applicable*) |
| INTRODUCTION |
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| 2. SECOND CHAPTER |
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| 2.2. Second subchapter of the second chapter |
| 2.2.1. First subchapter of the second subchapter of second chapter |
| 2.2.2. Second subchapter of the second subchapter of second chapter |
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| ELULOOKIRJELDUS  CURRICULUM VITAE |

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| ПРЕДИСЛОВИЕ *(по желанию)* |
| БЛАГОДАРНОСТИ *(по желанию)* |
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| ELULOOKIRJELDUS *(на эстонском языке)* |
| БИОГРАФИЧЕСКИЕ СВЕДЕНИЯ  CURRICULUM VITAE *(на английском языке, по желанию)* |

**ANNEX 10 THE LIST OF THE AUTHOR’S PUBLICATIONS IN AN ARTICLE-BASED DISSERTATION (AN EXAMPLE IN ESTONIAN)**

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| **DISSERTANDI TEEMAKOHASED PUBLIKATSIOONID** |
| Doktoritöö koosneb neljast artiklist, millele analüütilise ülevaate tekstis viitamisel kasutatakse Rooma numbreid: |
| 1. Laidmäe, V.-I., Tulva, T., Sepp, M., Kasepalu, Ü. (2010). Middle age and attitudes towards ageing in Estonia. *Social Policy and Social Work in Transition*, *1*(2), 15–44. |
| 1. Laidmäe, V.-I., Hansson, L., Tulva, T., Lausvee, E., Kasepalu, Ü. (2010). Multi-generation family in Estonia: multiple roles and the stress of living together with elderly people. *The Internet Journal of Geriatrics and Gerontology*, *5*(2). |
| 1. Kasepalu, Ü., Laidmäe, V.-I., Tulva, T. (2013). Health and quality of life in older age in Estonia.  *European Journal of Health, 1*(1), 11–34. |
| 1. Kasepalu, Ü., Laidmäe, V.-I., Tulva, T. (2012). Elderly Women as social service users: coping with life and ageing assessments. *International Journal of Clinical Cases and Investigations, 4*(3)*,* 75–89. |
| **Autori panus artiklitesse** |
| 1. Osalesin artikli teoreetilise ülevaate koostamises, tulemuste analüüsimises ja interpreteerimises. |
| 1. Osalesin artikli teoreetilise ülevaate koostamises, tulemuste analüüsimises ja interpreteerimises. |
| 1. Arendasin välja uurimisküsimused artikli teema ulatuses. Osalesin teoreetilise ülevaate koostamises ja tulemuste analüüsimises, aga ka arutelu koostamises. Olin vastutav artikli käsikirja eest. 2. Arendasin välja uuringudisaini, moodustasin valimi ja viisin läbi uurimused sotsiaalmajas elavate ja koduhooldusel olevate naiseakatega. Uurimuses toetusin kahe eelneva artikli tulemustele, mida arvestades töötasin välja uurimisküsimused. Uurimisandmete analüüs toimus koostöös kaasautoritega. Olin artikli käsikirja eest vastutav. |

**ANNEX 11 THE LIST OF THE AUTHOR’S PUBLICATIONS IN AN ARTICLE-BASED DISSERTATION (AN EXAMPLE IN ENGLISH)**

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| **LIST OF PUBLICATIONS** |
| The dissertation is based on these four papers, which are referred to in the analytical overview by Roman numerals: |
| 1. Värnik, A., Sisask, M., Värnik, P., Wu, J., Kõlves, K., Arensman, E., Maxwell, M., Reisch, T., Gusmão, R., van Audenhove, C., Scheerder, G., van der Feltz-Cornelis, C. M., Coffey, C., Kopp, M., Szekely, A., Roskar, S., & Hegerl, U. (2011). Drug suicide: a sex-equal cause of death in 16 European countries. *BMC Public Health, 11*(1), 61. 2. Yur'yev, A., Leppik, L., Tooding, L.-M., Sisask, M., Värnik, P., Wu, J., & Värnik, A. (2010). Social inclusion affects elderly suicide mortality. *International Psychogeriatrics, 22*(8), 1337–1343. 3. Wu, J., Värnik, A., Tooding, L.-M., Värnik, P., & Kasearu, K. (2013) (in print). Suicide among older people in relation to their subjective and objective well-being in different European regions. *European Journal of Ageing,* DOI 10.1007/s10433-013-0297-1. 4. Wu, J., Kasearu, K., Värnik, A., Tooding, L.-M., & Trommsdorff, G. (submitted). Associations between quality of relationship, attachment styles and life satisfaction of elderly mothers in Estonia, Germany, Russia and China.   **Author’s contribution**   1. Participating in data analysis and interpretation, participating in writing the manuscript and revising it critically for important intellectual content, and giving final approval to the manuscript. 2. Participating in data collection and analysis, participating in writing the manuscript, and giving final approval to the manuscript.   III., IV. Formulating the research question, creating research design, checking and validating data, carrying out data analysis and interpretation, writing the manuscript, revising it critically for important intellectual content, and giving final approval to the manuscript. |

**ANNEX 12 CURRICULUM VITAE (AN EXAMPLE IN ESTONIAN)**

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| **ELULOOKIRJELDUS** |
| *Nimi* Kati Kala |
| *Sünniaeg ja -koht* 06.10.1985, Haapsalu, Eesti |
| *Kodakondsus*  Eesti |
|  |
| *Hariduskäik* |
| Alates 2009 Tallinna Ülikool, doktoriõpingud ökoloogia erialal |
| 2007–2009 Eesti Maaülikool, magistrikraad rakendus-hüdrobioloogias |
| 2004–2007 Eesti Maaülikool, bakalaureusekraad rakendus-hüdrobioloogias |
| 1992–2004 Tartu Karlova Gümnaasium |
|  |
| *Teenistuskäik* |
| Alates 2009 Tartu Ülikooli Eesti Mereinstituut, laborant |
|  |
| *Uurimisvaldkonnad* |
| Veealune valgusväli, primaarproduktsiooni modelleerimine |
| *Erialane tegevus (lisatakse soovi korral)* |
| Käsikirjade retsensent ajakirjadel (asjakohaste ajakirjade pealkirjad) |
| *Erialaühendused (lisatakse soovi korral)* |
| *Erialane täienduskoolitus (lisatakse soovi korral)* |
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**ANNEX 13 CURRICULUM VITAE (AN EXAMPLE IN ENGLISH)**

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| --- |
| CURRICULUM VITAE |
| *Name* Kati Kala |
| *Date and place of birth* 06.10.1985, Haapsalu, Estonia |
| *Citizenship*  Estonian |
|  |
| *Education* |
| Since 2009 Tallinn University, PhD student in ecology |
| 2007–2009 Estonian University of Life Sciences, MSc in applied hydrobiology |
| 2004–2007 Estonian University of Life Sciences, BSc in applied hydrobiology |
| 1992–2004 Tartu Karlova Gümnaasium |
|  |
| *Professional experience* |
| Since 2009 Estonian Marine Institute, University of Tartu, laboratory assistant |
|  |
| *Scientific interests* |
| Underwater light field, model calculations of primary production |
| *Professional service (added if applicable)* |
| Reviewer for manuscripts for journals (titles of relevant journals) |
| *Professional associations (added if applicable)*  *Professional training (added of applicable)* |

# ANNEX 14 CURRICULUM VITAE (AN EXAMPLE IN RUSSIAN)

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| **БИОГРАФИЧЕСКИЕ СВЕДЕНИЯ** |
| *Имя* Антон Кюналь |
| *Дата и место рождения* 17.01.1984, Кохтла-Ярве, Эстония |
| *Гражданство* Эстония |
|  |
| *Образование*  Начиная с 2008 г. Таллиннский университет, докторантура в области культурных исследований |
| 2005–2008 Таллиннский университет, магистр педагогики |
| 2002–2005 Таллиннский университет, бакалавр гуманитарных наук (русская филология) |
| 1999–2002 Ахтмеская гимназия (г. Кохтла-Ярве) |
| 1991–1999 Пярнаская основная школа (г. Кохтла-Ярве) |
|  |
| *Профессиональный опыт* |
| Начиная с 2008 г. Pедактор и корректор в различных издательствах |
| *Деятельность по специальности (прилагается по желанию)*  Рецензент рукописей в журналах (наименования соответствующих журналов)  *Членство в объединениях по специальности (прилагается по желанию)*  *Дополнительное образование по специальности (прилагается по желанию)* |