

## **Tallinn University Guide to Formatting Doctoral Theses**

### **1. GENERAL PROVISIONS**

1.1. This guide establishes the requirements for the formatting of doctoral theses to be published in Tallinn University dissertation series.

1.2. Doctoral theses defended at Tallinn University and/or the analytical overview forming part thereof are published electronically in the relevant disciplinary dissertation series and, by agreement with the academic unit, in print. The disciplinary dissertation series consist of dissertations in the humanities, natural sciences and social sciences.

1.3. For the purpose of making a decision on admission to the defence of a doctoral thesis, the doctoral candidate shall submit to the Secretary of the Doctoral Studies Council, together with the other required documents, an electronic version of the doctoral thesis manuscript that complies with the requirements set out in Chapter 4 of the Tallinn University Regulations for Doctoral Studies and Defence of Doctoral Theses and in the present Guide. The doctoral thesis shall be submitted as a text file (preferably in Microsoft Word format, but, depending on disciplinary requirements, in LaTeX or a similar format), with the exception of journal articles in a finalised layout that are a part of an article-based dissertation, which shall be submitted in PDF format.

1.4. The final layout of the doctoral thesis shall be prepared by the Research Administration Office after the Doctoral Studies Council has made the decision to admit the doctoral thesis to defence.

1.5. The doctoral thesis is usually printed in black and white. If the analytical part of the thesis contains figures, tables or graphs that are not legible in black and white, it is possible to print 1-5 pages in colour. The electronic thesis is available in colour on ETERA.

### **2. NATURE AND STRUCTURE OF THE THESIS**

The general principles and requirements applicable to the doctoral thesis (including the analytical overview) are set out in Chapter 4 of the Tallinn University Regulations for Doctoral Studies and Defence of Doctoral Theses. The present chapter restates the requirements for the nature and structure of doctoral theses in order to ensure the coherence of this Guide.

2.1. A doctoral thesis is an independent work of research that offers an original solution to a significant problem in a discipline related to the field of the study programme. In the arts, a doctoral thesis may take the form of an internationally recognised creative work accompanied by scholarly analysis or research.

2.2. A doctoral thesis is written in a language predominantly used in the field.

2.3. A doctoral thesis may be presented in the following forms:

- as a monograph published in the University's dissertation series;
- as a monograph published outside the University's dissertation series, accompanied by an analytical overview;
- as an article-based dissertation.

2.4. A monograph is a scholarly study that provides a systematic and comprehensive treatment of a clearly defined research topic or problem. The components of a monograph published in the University's dissertation series include:

- the pre-title page (*see Annex 1*);

- the title page (*see Annex 2*);
- the reverse side of the title page, indicating the decision of the Doctoral Studies Council, the supervisor(s), the opponent(s), and the time and place of the defence after a positive decision is made on admission to the defence (*see Annexes 3–4*);
- a table of contents (*see Annexes 5–6*);
- a list of the author's articles in which the main results of the doctoral thesis have been published (*in the case of an article-based dissertation, see Annexes 7–8*);
- an abstract (*optional*);
- a preface (*optional*);
- acknowledgements (*optional*);
- abbreviations (*optional*);
- an introduction
- the main body of the doctoral thesis, which includes an overview of the nature of the research problem, the formulation of the research task, a description of the methodology, the course of solving the research task and/or the proof thereof, findings and a conclusion;
- a summary covering all parts of the thesis, constituting a self-contained whole, which, in the case of theses written in Estonian, is in a foreign language and, in the case of theses written in a foreign language, in Estonian;
- a list of references;
- appendixes (e.g. lists of tables, figures, registers and questionnaires) (*optional*);
- curriculum vitae (in Estonian and in a foreign language, in the same language as the summary of the doctoral thesis) (*see Annexes 9–10*).

2.5. A monograph published outside the University's dissertation series shall be accompanied by an analytical overview that provides a comprehensive overview of the research, follows the structure described in Subsection 2.4, and is 30–40 standard pages (A4, Times New Roman, 12 pt) in length. Disciplinary Doctoral Studies Councils may establish additional requirements.

2.6. An article-based dissertation is a series of scholarly publications that collectively address a research topic, together with an analytical overview. The series of scholarly publications shall comprise at least three articles accepted for publication and classified under ETIS categories 1.1, 1.2 or 3.1.

2.7. The analytical overview of an article-based dissertation integrates the series of articles into a coherent whole, follows the structure described in Subsection 2.4, and is 30–40 standard pages in length. The publications submitted as part of the doctoral thesis are added to the analytical overview.

### **3. FORMATTING THE COMPONENTS OF THE DOCTORAL THESIS**

The components of a doctoral thesis published in the University's dissertation series are listed in Subsection 2.4. The present chapter defines a uniform presentation of the titles of the components of the doctoral thesis in Estonian, English, German and Russian, and sets out the detailed formatting requirements for each component in the order in which the components are presented in the thesis.

#### **3.1 Pre-title page, title page and the reverse side of the title page (*see Annexes 1–4*)**

Examples of properly formatted pre-title pages, title pages and reverse sides of title pages in Estonian and English are provided in Annexes 1–4. In formatting the above-mentioned pages, a staff member of the Research Administration Office provides advice and assistance and also adds

the ISSN numbers, applies for and enters the ISBN number and the digital object identifier (DOI).

### 3.2 Contents (*see Annexes 5-6*)

The component shall be titled as follows:

#### SISUKORD · CONTENTS

In the final layout, an automatic function shall be used to generate the table of contents, ensuring uniform presentation of headings in the table of contents and in the text of the thesis, as well as correct page numbering.

### 3.3 List of the author's publications (*see Annexes 7-8*)

The component shall be titled as follows:

#### DISSERTANDI TEEMAKOHASED PUBLIKATSIOONID · LIST OF PUBLICATIONS

The list of the author's publications identifies those publications by the author in which the main results of the doctoral thesis have been published. In the case of article-based dissertations, the list of the author's publications shall be preceded by a sentence referring to the articles, written in the language of the doctoral thesis. In Estonian, this is given as: „Doktoritöö koosneb x artiklist, millele analüütilise ülevaate tekstis viitamisel kasutatakse Rooma numbreid:“. In English: „The dissertation is based on these x papers, which are referred to in the analytical overview by Roman numerals:“.

The list of publications shall be numbered using Roman numerals followed by a full stop. You can start the list from the most recent article.

In article-based dissertations, the doctoral candidate's contribution to the co-authored articles shall be described. In Estonian, the title of this subsection is „Autori panus artiklitesse“. In English, the title of the subsection is "Author's contribution".

### 3.4. Abstract (*optional*)

The component shall be titled as follows:

#### RESÜMEE · ABSTRACT

### 3.5. Preface (*optional*)

The component shall be titled as follows:

#### EESSÖNA · PREFACE

### 3.6. Acknowledgements (*optional*)

The component shall be titled as follows:

#### TÄNUSÖNAD · ACKNOWLEDGEMENTS

### 3.7. Abbreviations (*optional*)

The component shall be titled as follows:

#### LÜHENDID · ABBREVIATIONS

### 3.8. Main body of the thesis: introduction

The component shall be titled as follows:

#### SISSEJUHATUS · INTRODUCTION

### 3.9 The main body of the doctoral thesis: methodology and research, analysis and findings

The main body of the doctoral thesis includes an overview of the nature of the research problem, the formulation of the research task, a description of the methodology, the process of completing the research task and/or the proof thereof, and findings.

The main body of the thesis shall be structured and its subsections titled in accordance with the content of the thesis. In a doctoral thesis presented as a monograph, the structuring of the main body into chapters following an article-style structure shall be avoided.

### 3.10. Main body of the thesis: conclusion

The component shall be titled as follows:

#### KOKKUVÕTE · CONCLUSION

The conclusion provides an overview of the main findings of the thesis, including an overview of the remaining problems and possible future research possibilities.

### 3.11. References

The component shall be titled as follows:

#### VIITEALLIKAD · REFERENCES

When citing sources in the text of the doctoral thesis and compiling the list of references, a single internationally recognised citation system appropriate to the discipline (APA, MLA etc.) shall be used consistently and systematically. It is recommended to use reference management software (Reftworks, Endnote, Zotero etc.) to manage references.

### 3.12. Appendixes (*optional*)

The component shall be titled as follows:

#### LISAD · APPENDICES

### 3.13. Publications (*in case of an article-based dissertation*)

The component shall be titled as follows:

#### PUBLIKATSIOONID · PUBLICATIONS

In the case of an article-based dissertation, the doctoral candidate shall submit the analytical overview and the articles as separate files. The layout editor shall add the articles to the analytical overview by inserting a section divider titled “PUBLICATIONS” before the articles, a numbered divider (Roman numerals I, II, etc.) before each article, and a reference to the article on the reverse of the divider page.

A published article or an article submitted to a publisher shall be (re)published in the doctoral thesis only if the publisher has granted permission to do so. If the publisher’s consent has not been granted, the article shall not be (re)published in the doctoral thesis and only a reference to the article shall be included instead. The electronic and print versions of a doctoral thesis published in the University’s dissertation series may differ depending on the (re)publication permissions obtained from the publishers of the articles

Where the publisher has provided the final layout of an article, the article shall be included in the doctoral thesis in the layout used by the publisher. In all other cases, the article shall be submitted as a text file (preferably in Microsoft Word format) and laid out in accordance with the layout principles applied to the main body of the doctoral thesis. Articles shall not be published in the doctoral thesis using the layout of articles that are under peer review.

In the electronic and print versions of an article-based dissertation made public one month prior to the defence, articles shall not be replaced at a later stage (e.g. upon publication of the final version in a journal). If, at the time of submission of the doctoral thesis, an article has been accepted in its final form but has not yet been finally laid out, the print version may be produced at a later date, including the article in the layout provided by the publisher.

### 3.14. Summary in other languages

The component shall be titled as follows:

#### KOKKUVÕTE · SUMMARY

A substantive Summary covering all parts of the thesis, which, in the case of theses written in Estonian, is in a foreign language and, in the case of theses written in a foreign language, is in Estonian (2–5 pages).

### 3.15. Curriculum Vitae (*see Annexes 9-10*)

The component shall be titled as follows:

## ELULOOKIRJELDUS · CURRICULUM VITAE

The doctoral thesis shall include two curricula vitae: one in Estonian and the other in the same language as the foreign-language doctoral thesis or the foreign-language Summary of an Estonian-language doctoral thesis. The curricula vitae shall be formatted in accordance with the examples provided in Annexes 9–10 of this Guide.

### 4. TECHNICAL FORMATTING REQUIREMENTS

It is recommended that the technical requirements set out in this Section be followed as closely as possible already in the doctoral thesis manuscript submitted for the purpose of making a decision on admission to the defence. In the application of the requirements, the layout editor provides assistance and finalises the final layout after the Doctoral Studies Council has taken the decision to admit the doctoral thesis to defence.

#### 4.1. Text and titles

- The text shall be entered as running text. A new paragraph shall be started using a line break (Enter). Spacing between headings and text, as well as spacing between paragraphs within the text, shall be created using paragraph formatting rather than blank lines (the relevant heading and paragraph styles are defined in Subsection 4.5). Words should not be hyphenated in the text, and styles or other formatting settings should not be used. The dash is long (–), while the hyphen is short (-).
- Direct quotations shall be presented in the original language. Texts reproduced in translation, including translated direct quotations, shall be presented as paraphrases and shall not be placed in quotation marks.
- FIRST-LEVEL HEADINGS shall be presented in capital letters both in the text of the thesis and in the table of contents. SECOND-LEVEL HEADINGS shall be presented in capital letters in the text of the thesis, but in the table of contents in normal type with an initial capital letter. All other headings shall be presented in normal type with an initial capital letter both in the text of the thesis and in the table of contents.
- The following first level headings are not numbered:

LIST OF PUBLICATIONS, PREFACE, INTRODUCTION, CONCLUSION, REFERENCES, PUBLICATIONS, APPENDICES, TITLE OF THE SUMMARY IN A FOREIGN LANGUAGE, ELULOOKIRJELDUS, CURRICULUM VITAE. All other headings are numbered both in the text and in the table of contents.

#### 4.2. Photographs

- The maximum width of a photograph is 12.5 cm and the maximum height is 19.5 cm (the size of photographs is determined by the dimensions specified for the doctoral thesis and the size of the type area). Photos shall be numbered and submitted as separate file(s). In the text of the thesis, the position of the photograph shall be indicated and a number and caption shall be added.

To submit your photo material to the publisher, you have the following options:

- a digital photo:
  - no larger than 12.5 × 19.5 cm;
  - resolution, i.e. pixel density, of 300 dpi (dots per inch);
  - it should be taken into account that subsequent enlargement and reduction of the photo will affect its quality;
- a photograph on paper or a slide;

- a scan:
  - no larger than  $12.5 \times 19.5$  cm;
  - resolution, i.e. pixel density, of 300 dpi;
  - saved in TIFF or JPG (uncompressed) format;
  - it should be taken into account that subsequent enlargement and reduction of the scan will affect its quality.

#### 4.3. Tables

- The maximum width of tables is 12.5 cm and the maximum height is 19.5 cm. Tables may also be included in the thesis in landscape format. In this case, the maximum width of the table is 19.5 cm and the maximum height is 12.5 cm. In exceptional cases, tables may be longer, i.e. extend over several pages.
- Tables shall be created using the dedicated commands of the word-processing program (e.g. Insert  Table), which allow the width and height of the columns and rows to be defined precisely. Tables may be formatted either with visible borders or without borders. Tabs, the space bar or text boxes shall not be used to create tables.
- Tables are numbered. The table number and title shall be placed above the table.

#### 4.4. Figures and diagrams

- The maximum width of figures is 12.5 cm and the maximum height is 19.5 cm. Figures can also be placed in landscape format. In this case, the maximum width of the figures is 19.5 cm and the maximum height is 12.5 cm. Figures included in the main text of the thesis shall be presented at the correct size, and, upon submission of the thesis, the electronic source file (e.g. a Microsoft Excel file) shall also be provided.
- When formatting figures and diagrams, it is necessary to take into account that the thesis is printed in black and white. Therefore, to distinguish between bars, segments and lines, it is preferable to use colours with different levels of lightness or darkness, or to use surfaces and lines with different patterns for differentiation.
- Details of figures and illustrations created using the graphics tools of software such as Microsoft Word, OpenOffice, etc. shall be grouped, if this is not done automatically by the software.
- Figures and diagrams are numbered. The figure number and caption shall be placed below the figure.

#### 4.5. Layout

- The page format of the doctoral thesis is  $175 \times 240$  mm, with margins of 2.3 cm at the top, 2.5 cm on the inside, 2.54 cm at the bottom and 2.5 cm on the outside;
- main text: Times New Roman, 10.5 pt; single line spacing; 6 pt spacing after paragraphs;
- Heading 1: Times New Roman 14 pt, bold, 12 pt spacing after the paragraph;
- Heading 2: Times New Roman 10.5 pt, bold, capital letters, 24 pt spacing before and 6 pt spacing after;
- Heading 3: Times New Roman 10.5 pt, bold, 12 pt spacing before and 6 pt spacing after;
- Heading 4: Times New Roman 10.5 pt, bold italic, 12 pt spacing before and 6 pt spacing after;

- References, reverse side of the title page, relevant publications: text in Times New Roman 9.5 pt.

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

TALLINNA ÜLIKOOL  
HUMANITAARTEADUSTE DISSERTATSIOONID

TALLINN UNIVERSITY  
DISSERTATIONS ON HUMANITIES

**X**



TALLINNA ÜLIKOOL

**ANNEX 2 TITLE PAGE (EXAMPLE IN ESTONIAN AND IN ENGLISH)**

**KRISTJAN HALJAK**

**JAAN OKS JA LAUTREAMONT:  
ÜLEASTUV-TUME KIRJANDUS JA LUULEKEELE  
REVOLUTSIOON**

Tallinn 2025

**ANNEX 3 REVERSE SIDE OF THE TITLE PAGE (EXAMPLE IN ESTONIAN)**

**TALLINNA ÜLIKOOL**  
**HUMANITAARTEADUSTE DISSERTATSIOONID**

**TALLINN UNIVERSITY**  
**DISSERTATIONS ON HUMANITIES**

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**Kristjan Haljak**

**JAAN OKS JA LAUTRÉAMONT: ÜLEASTUV-TUME KIRJANDUS JA  
LUULEKEELE REVOLUTSIOON**

Humanitaarteaduste instituut, Tallinna Ülikool, Tallinn, Eesti

Dissertatsioon on lubatud kaitsmisele filosoofiadoktori (kultuuride uuringud) kraadi taotlemiseks Tallinna Ülikooli humanitaarteaduste doktorinõukogu poolt 22. oktoobril 2024. aastal.

Juhendaja: Daniele Monticelli, filosoofiadoktor, Tallinna Ülikooli professor

Oponendid: Epp Annus, filosoofiadoktor, Tallinna Ülikooli vanemteadur  
Tiina Ann Kirss, filosoofiadoktor, Eesti Kirjandusmuuseumi erakorraline vanemteadur

Kaitsmine toimub 22. jaanuaril 2025. aastal algusega kell 15.30 Tallinna Ülikooli ruumis M-648, Uus-Sadama 5, Tallinn.

Doktoritöö valmimist on toetanud Eesti Kultuurkapital ja Eesti Teadusagentuur (PRG1206, “Tõlkimine ajaloos, Eesti 1850-2010: tekstdid, tegijad, institutsioonid ja praktikad”).

Autoriõigus: Kristjan Haljak, 2024

Autoriõigus: Tallinna Ülikool, 2024

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Tallinna Ülikool

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10120 Tallinn

[www.tlu.ee](http://www.tlu.ee)

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

TALLINNA ÜLIKOOOL  
SOTSIAALTEADUSTE DISSERTATSIOONID

TALLINN UNIVERSITY  
DISSERTATIONS ON SOCIAL SCIENCES

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**Valeri Murnikov**

**TOWARD OVERCOMING FRAGMENTATION IN PSYCHOLOGY THEORY:  
EXPLORATIVE STUDIES ON THE RELATIONSHIP BETWEEN WORD MEANING  
STRUCTURE; VISUOSPATIAL PERCEPTION, AND RECALL ACCURACY**

School of Natural Sciences and Health, Tallinn University, Tallinn, Estonia

The dissertation was accepted for the defence of the degree of *Doctor Philosophiae* in Psychology by the Doctoral Studies Council of Social Sciences of Tallinn University on September 25th, 2024.

Supervisors: Aaro Toomela, PhD, Professor at Tallinn University  
Kristjan Kask, PhD, Associate Professor at Tallinn University

Opponents: Jana Uher, PhD, Associate Professor at the University of Greenwich, the United Kingdom  
Kaja Mädamürk, PhD, Associate Professor at Tallinn University

The defence will take place on December 16th, 2024 at 10 o'clock at Tallinn University's room M-648, Uus-Sadama st 5, Tallinn.

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25 Narva Rd  
10120 Tallinn  
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## ANNEX 5 TABLE OF CONTENTS (EXAMPLE IN ESTONIAN)

### **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

        2.2.1. Põhiosa teise peatüki alapeatüki alapeatükk

        2.2.2. Põhiosa teise peatüki alapeatüki teine alapeatükk

3. PÕHIOSA KOLMAS PEATÜKK

KOKKUVÕTE

VIITEALLIKAD

LISAD

    LISA 1

    LISA 2

PUBLIKATSIOONID

SUMMARY

ELULOOKIRJELDUS

CURRICULUM VITAE

## ANNEX 6 TABLE OF CONTENTS (EXAMPLE IN ENGLISH)

### CONTENTS

#### LIST OF PUBLICATIONS

ABSTRACT (*added if applicable*)

PREFACE (*added if applicable*)

ACKNOWLEDGEMENTS (*added if applicable*)

LIST OF ABBREVIATIONS (*added if applicable*)

#### INTRODUCTION

##### 1. FIRST CHAPTER

##### 2. SECOND CHAPTER

    2.1. First subchapter of the second chapter

        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

##### 3. THIRD CHAPTER

#### CONCLUSION

#### REFERENCES

#### APPENDIXES

    APPENDIX 1

    APPENDIX 2

#### PUBLICATIONS

    KOKKUVÕTE

    ELULOOKIRJELDUS

    CURRICULUM VITAE

**ANNEX 7 LIST OF THE AUTHOR'S PUBLICATIONS IN AN ARTICLE-BASED DISSERTATION (EXAMPLE IN ESTONIAN)**

**DISSERTANDI TEEMAKOHASED PUBLIKATSIOONID**

Doktoritöö koosneb neljast artiklist, millele analüütilise ülevaate tekstis viitamisel kasutatakse Rooma numbreid:

- I. Laidmäe, V.-I., Tulva, T., Sepp, M., Kasepalu, Ü. (2022). Middle age and attitudes towards ageing in Estonia. *Social Policy and Social Work in Transition*, 1(2), 15–44.
- II. Laidmäe, V.-I., Hansson, L., Tulva, T., Lausvee, E., Kasepalu, Ü. (2023). 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).
- III. Kasepalu, Ü., Laidmäe, V.-I., Tulva, T. (2023). Health and quality of life in older age in Estonia. *European Journal of Health*, 1(1), 11–34.
- IV. Kasepalu, Ü., Laidmäe, V.-I., Tulva, T. (2024). 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**

- I. Osalesin artikli teoreetilise ülevaate koostamises, tulemuste analüüsimises ja interpreteerimises.
- II. Osalesin artikli teoreetilise ülevaate koostamises, tulemuste analüüsimises ja interpreteerimises.
- III. Arendasin välja uurimisküsimused artikli teema ulatuses. Osalesin teoreetilise ülevaate koostamises ja tulemuste analüüsimises, aga ka arutelu koostamises. Olin vastutav artikli käsikirja eest.
- IV. 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 8 LIST OF THE AUTHOR'S PUBLICATIONS IN AN ARTICLE-BASED DISSERTATION (EXAMPLE IN ENGLISH)**

**LIST OF PUBLICATIONS**

The dissertation is based on these four papers, which are referred to in the analytical overview by Roman numerals:

- I. 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. (2022). Drug suicide: a sex-equal cause of death in 16 European countries. *BMC Public Health*, 11(1), 61.
- II. Yur'yev, A., Leppik, L., Tooding, L.-M., Sisask, M., Värnik, P., Wu, J., & Värnik, A. (2023). Social inclusion affects elderly suicide mortality. *International Psychogeriatrics*, 22(8), 1337–1343.
- III. Wu, J., Värnik, A., Tooding, L.-M., Värnik, P., & Kasearu, K. (2023) (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.

**Author's contribution**

- I. 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.
- II. Participating in data collection and analysis, participating in writing the manuscript, and giving final approval to the manuscript.
- III. 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 9 CURRICULUM VITAE (EXAMPLE IN ESTONIAN)

### ELULOOKIRJELDUS

*Nimi* Mari Maasikas  
*Sünniaeg ja -koht* 06.10.1985, Haapsalu, Eesti  
*Kodakondsus* Eesti

#### *Hariduskäik*

Alates 2017 Tallinna Ülikool, doktoriõpingud komplekssed süsteemid loodusteadustes õppekaval  
2007–2009 Eesti Maaülikool, magistrikraad rakendus-hüdrobioloogias  
2004–2007 Eesti Maaülikool, bakalaureusekraad rakendus-hüdrobioloogias

#### *Teenistuskäik*

Alates 2017 Tartu Ülikooli Eesti Mereinstituut, laborant

#### *Uurimisvaldkonnad*

Veealune valgusväli, primaarproduktsiooni modelleerimine

#### *Erialane tegevus (lisatakse soovi korral)*

Käsikirjade retsentsent ajakirjadel (asjakohaste ajakirjade pealkirjad)

#### *Erialalühendused (lisatakse soovi korral)*

#### *Erialane täienduskoolitus (lisatakse soovi korral)*

## ANNEX 10 CURRICULUM VITAE (EXAMPLE IN ENGLISH)

### CURRICULUM VITAE

*Name* Mari Maasikas  
*Date and place of birth* 06.10.1985, Haapsalu, Estonia  
*Citizenship* Estonian

#### *Education*

Since 2017 Tallinn University, PhD student in Complex Systems in Natural Sciences  
2007–2009 Estonian University of Life Sciences, MSc in applied hydrobiology  
2004–2007 Estonian University of Life Sciences, BSc in applied hydrobiology

#### *Professional experience*

Since 2017 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 if applicable)*