

Human Geography, University of Oslo

Paper writing - the formal details

Front page: The front and also the first page should include the title of the paper, your name, the name of the discipline (Human Geography), the institution (University of Oslo), and the year of submission of the paper.

Text: Line space - 1 _ ; Letter size - 12 points
Style - Times New Roman (or an equivalent simple and nice style)

Foreign words: Non-English words should be used as sparingly as possible. Always use such words, if really necessary, in italics or with ‘’.

The use of words like *ibid* and *op.cit.* makes reading more difficult and does not make your writing more efficient. Never use such or similar words.

Never use *etc.* By using *etc.* you transfer work from yourself to the reader. The reader becomes annoyed by having to figure out what the other issues are that you are too lazy to point out.

References in the text: Use only surname - Name (2003); (Name 2003); (Name and Name 2003) or (Name & Name 2003); (Name et al. 2003). Never use comma between name and year but between different references in the same parenthesis (Name 1999, Name 2003). The oldest reference shall come first, and there is never *and* between different references (only between two authors of the same reference). If there are three or more authors of the same reference, use the first one plus *et al.* If there are several references of the same year, then organize those alphabetically. The basic point in good communication is to make the reading as smooth as possible without giving labourous tasks to the reader. Therefore, do not write like this (*see* Endresen 1969).

Never use *page number* in references in the text. This should only be given when you use citations. *Citations* shall always be in ‘’. If the citations are several lines long, they shall

the content of a note is very important, it should be included in the text. If it is not so important, it can be deleted.

Headings: Never use double emphasis in headings (not do like this: HEADING).

You may use numbers on headings. Never use more than three levels (2., 2.1, 2.1.1 Note the placement of the dots). Often it looks more nice to make different styles hierarchically on the headings (**Agriculture**; **Cultivation**; *Inputs*).

Reference list: Find a style that you like or that are commonly used at your institute. A nice list gives the impression that you care about academic work and realize that your work can be a useful input in other people's work. The best letter size is 11 points. The list shall include only references that are used in the text (no other literature).

Standard: Name. Year. *Title*. Publisher, Place.

The examples below are fictitious:

Amin, S. 1997. *Onlinking*. Zed, London.

Amin, S. & A.G. Frank (eds). 1989. *Dependency*. Polity, New York.

Galtung, J. (ed.). 1970. *Peace*. Gyldendal, Oslo.

Galtung, J. et al. 1983. *Research*. Rawat, Jaipur.

Knutsen, H. 2000. Commodity. *Norwegian Journal*, Vol. 30, No. 2. 45-67.

Knutsen, H. 2001. Chain. *Hesselberg, J. (ed.). Production*. Routledge, London.

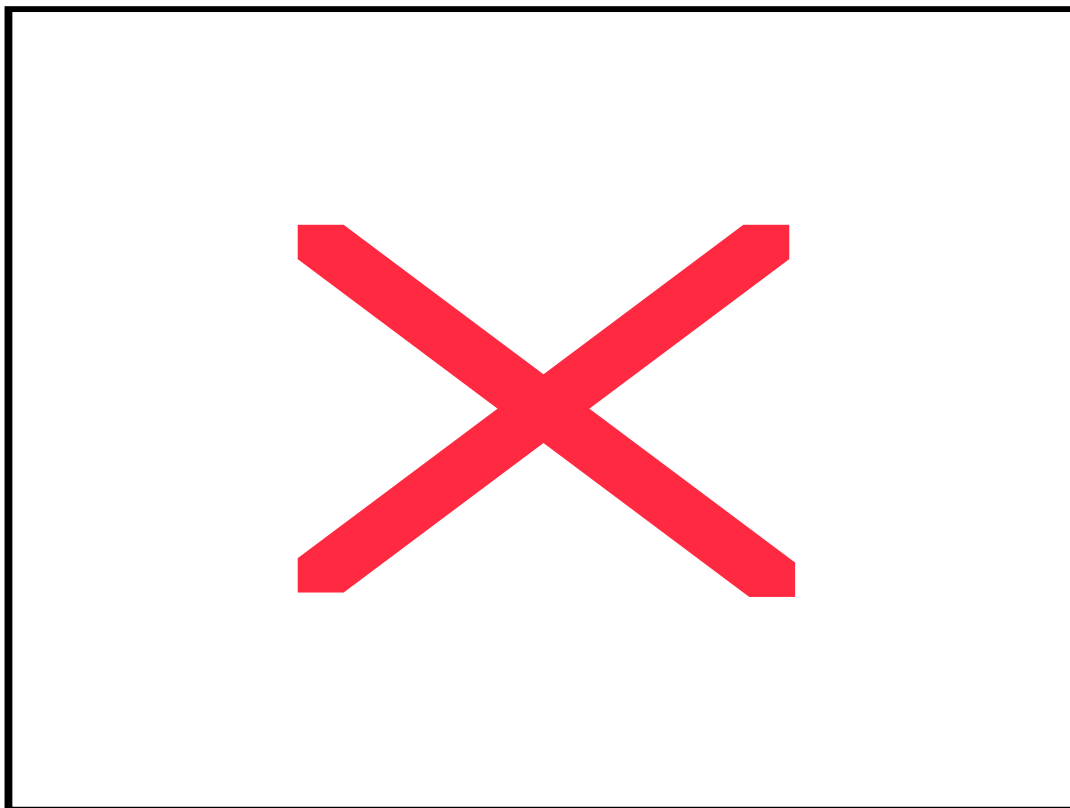
The questionnaire must always be included in an *appendix*. Appendixes can also be useful for more technical information on methods and production processes and for lists of different kinds. A list of tables and figures should be in the front of the paper.

An example of an easy to read table:

Table 3. Number of respondents by age and location. 2003.

<u>Age</u>	<u>Baya</u>	<u>Moyo</u>	<u>Total</u>
20 – 49	65	25	90
50 – 64	25	35	60
65+	5	35	40
<u>Total</u>	<u>95</u>	<u>95</u>	<u>190</u>

Source: Fieldwork.



Figur 2. Per cent distribution of India's exports of leather and leather goods.

Note: The distrubution in 1995 was: almost termination of exports of semi-finished leather, finished leather 18%, semi-finished leather goods 71% and finished leather goods 10%.

Source: Based on Chandramouli (undat.), Thyagarajan et al. (1994), Central Leather Research Institute (1998).