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.

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Text: Line space - 1_; Letter size - 12 points

Style - Times New Roman (or an equivalent simple and nice style)
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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

have more space both on the right and left side than the ordinary text. It looks nice with smaller letters and line space on the citations (11 points).

The *number* of references in the text should not be excessive. Try to place several references in one parenthesis. Normally, the same references should not be used twice in the same paragraph. A text with references in 'every other sentence' becomes less easy to read.

When referring to *newspapers* and popular journals, it is enough to write the name of the paper and the date in the text, for instance (The Economist 19/12-99). The reference shall not be repeated in the reference list.

When referring to internet, do not include a reference to the site in the text (it looks awful). A footnote is ok.

Abbreviations can be used but again not excessively. A few abbreviations are so common that there is no reason to write it out, e.g. GNI. Other abbreviations must be explained in the text and then always the very first time they are used. The abbreviation should be in a parenthesis after the word (never the other way around).

Maps must always have a north indication and scale. Maps can be copied from books, internet and other sources. They should however be simplified to suite your purpose. The source must be given below the map. (When you alter a map, or table/figure, then write - Source: *Based on* Name. Year.)

Tables and figures: The title of tables shall be above and of figures below. A table or figure must be possible to read and understand in itself without reading the text. It is therefore important to include all necessary information in the title (Table 5. Text. Place. Year. %.) and in notes and sources below (Source: Fieldwork).

Italics: It is very useful to apply italics to parts of sentences and single words to make it

easier for the reader to get the main points. Underlining is not so good because it gives a too

strong visual impression. Bold letters again is not advisable due to the fact that xeroxing

often makes the entire text look bold.

Simplify the text: Use % (not per cent or percent). It makes for speedier reading. It is of

utmost importance to use the same way of writing throughout the text. If % is used, then

percent must never be used. Consistency in form is essential. Write 77% (not 77%).

When referring to the years in a decade, write 1970s (do not write 1980's because that

actually means belonging to the year 1980).

Round off percentages. Normally you should not use decimals on numbers. The data

are seldom so reliable that decimals are correct to use. Even if it is, the number of numbers

are in most theses quite high making reading strenuous. By simplifying you are

communicating your message better.

New paragraph: For the text to look nice, use only space in front of a new paragraph when

the theme of the text does not change much. Only when the theme changes more radically,

you should use a line space between the paragraphs. Under a heading, table or figure the text

shall *not* start with an indentation

Like this:

ggggggggggggggggggggg.

Hhhhhhhhhhhhhhhhhhhh.

Not like this:

ggggggggggggggggggggg.

Hhhhhhhhhhhhhhhhhhhhhhhhhhh.

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Notes: Endnotes are not reader-friendly because it is cumbersome to look at the back when

reading. If necessary, use footnotes. The number of footnotes should however be limited. If

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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: <u>HEADING</u>).

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.

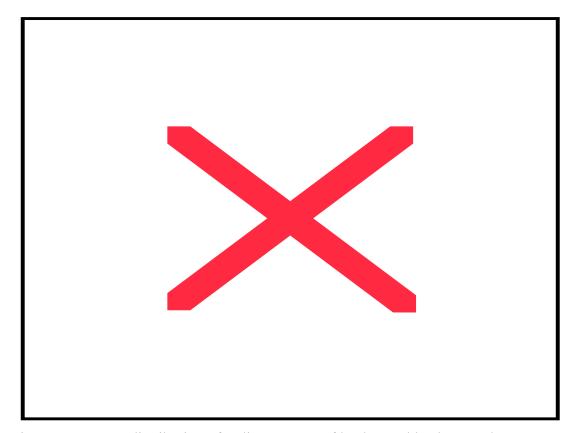
The questionnaire must always be included in an *appendix*. Appendixes can also be useful for more technical information on methods and production processes and for lists of different kinds. A list of tables and figures should be in the front of the paper.

An example of an easy to read table:

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

Age	Baya	Moyo	Total
20 - 49	65	25	90
50 - 64	25	35	60
65+	5	35	40
Total	95	95	190

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).