Title

*The lead paragraph attracts a reader to read the whole article. Open the contents and focus of the article with a few sentences.*

**Text:** Author(s)

**Figures:** Photographer or copyright owner of figures (if there are figures from a single source only; if there are several sources, indicate the photographer or copyright owner at the end of each caption)

Start with an introduction into the topic. Do not begin with a sub-heading.

Sub-heading 1

The text should be divided into smaller sections using sub-headings to help the reader to structure the article. Good sub-headings also attract readers to read the article since typically they are glanced through first.

The length of the paragraphs should be moderate (2-4 sentences), because we use a 3-column layout. Use only one enter to start a new paragraph and two enters if you want to have an empty line between the paragraphs.

Sub-heading 2

As a rule of thumb, 2-3 written pages in Word plus two figures are two pages in the final journal layout. More detailed instructions (in Finnish) are available here: <https://bin.yhdistysavain.fi/1608821/B1EQZM497hJUowAkBcRa0ZSZXf/kirjoittajaohjeet_2016.pdf>

References

If your article has a list of references (not necessary in this article type), it is to be numbered and citations can be made with numbers in brackets [1].

In this article type there are generally no references to figures and tables in the main text as they are unnumbered.

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Captions

File\_name1.jpg:

It should be possible to understand the figure based only on the caption, but avoid platitudes. Remember to add also the source reference to the caption if your article has figures from several sources (photo: Company Ltd.).

*File\_name2.xlsx:*

Another figure (graph: Cathy Colleague).

Instructions for figures

Sizes of the figures should be at least 1 MB each and in an optimum case, their resolution should be 300 dpi.

Submit the **figures as separate files** in their original format (for example .jpg, .png, .pptx, .xlsx, .eps). This will enable printing them in a representative size.

You **do not need to embed the figures** into the Word file.

List captions at the end of the article like above. Link each figure with its caption by specifying the file name.

Author photo(s) should be at least 200 KB and be submitted as **separate files**.

Naming of the file(s): FirstnameSurname.jpg