Instructions to Authors

General guidelines for a manuscript: max 7000-8000 words, using the Harvard reference system. Please note that the English of your paper should be of a standard that allows it to be sent to international referees without needing major editing. At the final stage, language editing is planned for standardization (we recommend that you use British English).

Typescripts
Typescripts must be single spaced, using font Time News Roman 12 ps. Material should be submitted as one document (doc, docx or rtf).

Notes on the contributors
The final manuscript should be accompanied by a short (about 50-word) entry for the 'notes on the contributors' section, including the email address of the author as they wish it to appear, academic degree, current professional position and research focus.

Abstracts
The manuscript should be accompanied by an abstract that summarizes the major aspects of the entire paper. The length of the abstract should be kept to about 200-300 words maximum.

Headings
The author should clearly indicate the desired levels of headings.
- First level headings are typed in lower case letters and initial capitals.
- Second and third level headings are typed in lower case letters and initial capitals on a separate line.
- Fourth level headings are allowed as keywords at the beginning (and on the same line) of the following paragraph, in bold.
Please number the headings manually (not automatically with the text redactor) – these numbers will be excluded in layout.

Captions
The final location of photographs, logos and graphic images must be clearly indicated. Photographs can also be submitted separately (tif, jpg); vector graphics should be submitted in a corresponding format (wmf, ai, eps, cdr, pdf). To use photographs 1:1 the resolution should be at least 300 dpi. Figures and photographs are numbered consecutively with Arabic numbers (Figure 7, etc.). All are referred to as 'Figures'. Please do not refer to figures in the text with the words 'following', 'present', etc. Rather, figures should be referred to according to their number.

Tables
The final location of tables must be clearly indicated, although the tables can be submitted as separate files, using the relevant format. Tables are numbered consecutively with Arabic numerals (Table 3, etc.). Titles, row and column headings should be concise but as informative as possible. Each table should be discussed in the text, although readers should be able to understand tables without reference to the text.
Tables are referred to as 'Figures'. Please do not refer to tables in the text with the words 'following', 'present', etc. Rather, figures should be referred to according to their number.

Notes
Notes will be included at the end of the article. Endnotes must be restricted to a minimum - normally the material can be incorporated in the text. Acknowledgements will be included in the first endnote.

References
Authors should use the Harvard system in which authors' names (no initials) and dates (and specific pages, only in the case of quotations) are given in the main body of the text, e.g. (Hägerstrand 1953, 151) [Author year, pp]. Figure references should follow the same instructions. References are listed alphabetically at the end of the paper under the heading References.

References should be set out as follows, with *single spacing* for all lines:

Papers: Harvey, D. (1978) Urbanization under capitalism: a framework for analysis, *International Journal of Urban and Regional Research* 2, 101−131.

Books: Hägerstrand, T. (1953) *Innovationsförloppet ur korologisk synpunkt.* Gleerups, Lund.

Chapters of books: Wrigley, E. A. (1979) A simple model of London's importance in changing English society and economy, 1650−1750. − Patten, J. (ed) *Pre-Industrial England: Geographical Essays,* 123-145. Dawson, Folkestone.

Newspaper articles: Slapper, G. (2005) Corporate manslaughter: new issues for lawyers, *The Times*, 3 September, 4. [newspaper, date, page number]

Online publication: Rogers, J. (2009) Russia acts against 'false' history, *BBC News,* 24 July. http://news.bbc.co.uk/2/hi/europe/8166020.stm [accessed 19 November 2012].

Thesis: Bachelor's/Master's/Doctoral
Keskpaik, R. (2004) *Semiotics of Trash: Towards an Ecosemiotic Paradigm.* Master's thesis. University of Tartu, Department of Semiotics.

Author unknown:
Anonymous (2005) Brushing teeth for all round health, *British Dental Journal* 198 (5), 257.
In body text: … (Anon 2005) …; or refer to the title of the publication.

Filmography references:
Boot Hill (*La collona degli sticali*) (1969), directed by Giuseppe Colizzi. San Marco S.P.A. / Crono S.P.S.

Abbreviations for titles of periodicals are those sanctioned by the World List of Scientific Periodicals. The volume and number of the periodicals should be referred to in the following order: *Periodical* Vol (No), pp.
The name of the publisher and the place of publication should always be given when books are referred to.
References in Russian should be given in Cyrillic but with regular quotation marks.
When in doubt, please include all bibliographic details.

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Sources of illustrations (reference to digital archives, archives, copyright holders) are included at the end of the article, with accurate indications (archival numbers; author/year etc.).
Figure 4 – Estonian Film Archives, EFA.280.0-62736.
Figure 6 – Juta Tubli, 2002.

Interviews
Fieldwork material should be referred to briefly in the body text, full references are listed alphabetically at the end of the article under the heading Interviews.
Reference to fieldworks depends on the specific material and focus of the article. A full reference could include the following aspects: interview's abbreviation, venue, time, informant's name and/or age.

Sequence of reference lists:
Interviews
Newspapers/publications [analysed in the article]
Archival sources [including digitised archive sources]
Internet sources [databases, homepages, material that is available only online]
References
Filmography
Exhibitions
Sources of illustrations
Notes