Dear doctoral candidate,

In order to promote the visibility of doctoral dissertations, doctoral candidates at the University of Helsinki are required to devise an abstract in two languages, Finnish or Swedish and English. The abstract in Finnish or Swedish will be used by University Communications to disseminate research information to society at large and the English language abstract will be disseminated among the academic community.

The popular dissertation abstract provides the general public with information on your research. It will be read by people who are not necessarily aware of the approach and methods prevalent in your field. The abstract should therefore be as easy-to-understand as possible. Research results form the abstract's core, and the general public is especially interested in innovations, the results' relevance to other research and possible practical applications.

The scientific abstract in English should be formulated informative, meaning that it should contain information about dissertation theme and used methods, as well as the most important results. It is not allowed to use forms, special symbols or figures in the abstract, but the information needs to be presented verbally. It is recommended that abstract (or a longer summary) is published also in the printed dissertation.

An English abstract should be attached to the printed dissertation. The doctoral candidate formulates the abstract and, if needed, takes care of its translation to English. In matters regarding the translation of the abstract, contact the University of Helsinki Language Services (Annikki Harris, tel. 02941 22675, fax 02941 22753, e-mail: kielipalvelut-kielentarkistukset@helsinki.fi).

Revision of the abstract

A scientific abstract in English will be submitted to the pre-examiners with the dissertation manuscript and pre-examiners will examine abstract’s factual content during the pre-examination.

The linguistic form of the abstract needs to be revised after the permission to defend the dissertation has been granted, and before the publication of dissertation and the filling in the abstract to the doctoral dissertation form, if the doctoral candidate isn’t native English speaker. Revision time needs to be noticed in timetabling: the doctoral dissertation form needs to be filled in at the latest three weeks before the examination date and the abstract needs to be ready when filling in the form.

If the language of English-language abstract is revised at the UH’s Language Services, the Faculty will take care of the expenses. For that purpose submit your abstract and the Work order form to the University of Helsinki Language Services after you have made necessary alterations proposed at the pre-examiners statements. The same abstract will be submitted to the doctoral dissertation form after permission to defend the dissertation in public examination has been granted.
If the language of English-language abstract and/or summary is revised at the UH's Language Services, the Faculty will take care of the expenses of revision of total 10 pages/doctoral candidate.

Each text submitted for language revision must be accompanied by a completed Work order form. The form can be found at the Language Services' web pages (http://www.helsinki.fi/kksc/language.services/english/henkilostolle_2_1_4.html) and in the Intranet Flamma (Directory and services » Staff services » Language Services » Language revision » Instructions for submitting texts for revision).

The number of pages will be determined on the basis of the number of characters (NB! not the number of words; 1 page=1560 characters, excluding spaces). The texts should be printed on A4 paper, double-spaced with 60 characters per line, approximately 26 lines per page.) See also the filling instructions of the Work order form (Language Services » University of Helsinki Personnel » http://www.helsinki.fi/kksc/language.services/english/henkilostolle_2_1_3.html or in Flamma).

For invoicing purposes, please indicate clearly on the form that the submitted abstract is from the Faculty of Law (department code H200). Also, clearly indicate the address where you wish the revised abstract to be sent. The abstract and the completed form must be sent to: Language Services, P.O. Box 4 (Vuorikatu 5, 3rd floor), 00014 University of Helsinki.

**Submitting abstracts to the E-thesis-database and publishing**

All doctoral candidates fill in the doctoral dissertation form in E-thesis-database after permission to defend the dissertation in public examination has been granted (http://ethesis.helsinki.fi/forms/diss/). Two abstracts are submitted, a popular abstract in Finnish or Swedish and a scientific abstract in English. The recommended maximum length of each is one sheet (2400 characters). Should the doctoral candidate wish to publish the abstract in another language besides English, this abstract should be sent to the E-thesis service (e-thesis@helsinki.fi) as an e-mail attachment.

The abstracts will be published online. The doctoral candidates shall submit their abstracts to the E-thesis database to make them accessible and available for various purposes by the national and international readership. Also, from the abstract is easy to access the publication, if the dissertation is made available electronically on the E-thesis website.

The doctoral dissertation form can be filled in after permission to defend the dissertation in public examination has been granted. Separate instructions about media coverage and completing the form will be posted to the doctoral candidate after permission has been granted.