

Faculty of Social Sciences

Template for how to write papers

Prepared by Asbjørn Johannessen

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1. Introduction

Students at the Faculty of Social Sciences (SAM) at Oslo and Akershus University College of Applied Sciences write different types of papers, and there are certain procedures and rules that apply to the writing of such academic texts. There are different standards for writing academic texts, and in this manual, we use the Chicago Manual of Style (the author-date system). The manual is available in printed form: *The Chicago Manual of Style* (16th edition, 2010). An abbreviated version is available online:

<http://www.chicagomanualofstyle.org/home.html> (26 November 2012).

Students at SAM must comply with the rules described in this template/manual. Some departments and programmes at SAM have other manuals. You must use the manual or manuals chosen by your department/programme.

HiOA's Learning Centre contains many links that can be of help to students writing papers:

<http://www.hioa.no/LSB/Oppgaveskriving>.

2. The technical aspects of the paper

Layout

Pre-defined margins and headers and footers in the work processor used should be used in all types of papers. The right margin can be open, like in this template, or fully justified, with both a right- and a left-aligned margin.

Body text

The running text is called body text. There is no rule dictating which font to choose, but the body text must be in 12-point font. In Word, you choose font and font size under 'Home' and 'Font'. The body text should be in the same font throughout the paper. Text can be emphasised using italics, not by using bold or underlined font.

Page numbers

Assignments must have page numbers. The page numbers can be placed in different positions (top/bottom of page, middle/inner or outer corners, etc.). The position of page numbers is up to you. Page numbers are inserted under 'Insert' and 'Page Number'. If you place the page numbers on both the left and right, the odd number should be on the right-hand side of the page.

Line spacing

The line spacing must be 1.5. Line spacing is adjusted under 'Home' and 'Paragraph', where you select 'Indents and spacing' and then '1.5' under 'Line spacing'.

Paragraphs

There must be extra space (a line break) between paragraphs. Press 'enter' to start a new paragraph. The paragraphs must neither be too long nor too short. Four or five paragraphs per page is a good length. The content of a paragraph should form a natural unit.

Headings

You can use two or three levels of headings. For example, the first level (the main heading) can be written in the same font as the body text, but in 14-point, bold font. Subheadings (level 2) can be written in the same font and font size as the body text, but in bold. A third level can be written in the same font and font size as the body text, but in italics. There should be no space other than ordinary line spacing between the heading and the text (see how this is done in this template). Main headings (level 1) may be numbered, but it is not necessary to number headings at levels 2 and 3 (see this template).

Footnotes

Internet addresses can be given in footnotes. Other supplementary information can also be provided in footnotes.

3. Assignment structure

Certain requirements apply when it comes to what should be included in an academic text and how it should be structured.

Cover page

The cover page depends on the type of paper in question. There are standardised cover pages to be filled in for required coursework. The cover page of a bachelor's or master's thesis shall contain the following information:

- The title of the thesis (24 points)
- The name(s) and student number(s) of the author(s) (16 points)
- The type of thesis, for example master's thesis in social work (12 points)
- Educational institution: Oslo and Akershus University College of Applied Sciences, Faculty of Social Sciences, and, if relevant, the programme (12 points)

On the cover page, you can use Times New Roman font (bold) and the font sizes given in brackets above.

Title page

Master's theses must have a title page that contains the same information as the cover page, plus the year of publication. Title pages are not required for other assignments.

Preface

In bachelor's and master's theses, it is common to include a preface in which you give a brief description of the background to the thesis and thank people and institutions that have been of help in your work on the thesis. Below the preface, you write the place and date the thesis was completed, and the name(s) of the author(s).

Table of contents

The preface is followed by the table of contents, which gives the reader a first impression of what the paper is about. The main headings and subheadings are listed here. Word processing programmes have functions that allow you to generate a table of contents automatically. In Word, you create a table of contents by placing the cursor where you want to insert the table of contents, go to 'References' and then to 'Table of Contents'. The table of contents can be changed using the 'Update table' function under 'References'. That will both change the page numbers and incorporate any changes made in the headings. Have a look at the table of contents in this template.

Abstract

Master's theses *must* include an abstract in both Norwegian and English in which the candidate gives a brief summary of the background to the thesis, including the research question, method, results and discussion. The abstract should be about one page long.

Projects and in-depth papers *may* also include abstracts, if this is deemed to be appropriate.

Number of pages

The scope (number of pages) depends on the type of paper in question. You have to check the maximum (or minimum) number of pages for the type of paper you are writing and comply with these requirements.

4. References

Writing a paper entails reading and using texts written by others, and it is a requirement that we *reference*, or refer to, the literature we use. We usually find relevant information in books, journals

and on the internet. In this chapter, we show you how to reference books and journal articles.

Referencing internet sources is described in chapter 5.

When we use existing texts, we can either paraphrase the text using our own words or quote the text verbatim.

Own presentation of other people's texts

We recommend that you paraphrase the text and not use too many direct quotations. If you write in your own words, you show the reader that you have understood the material you are citing. When we use other people's texts, we should *always* make reference to the author(s), year of publication and page number(s). If no author is given in the publication, refer to the publisher.

There are two ways of referencing. You can either place the whole reference in brackets after the material in question, or you can mention the authors in the running text. It is best to find the form that suits your style of writing and stick to it as much as possible – at least within a single document.

The whole reference in brackets

The reference comes at the end of the sentence or paragraph, for example like this: Uncertainty and ambiguity are important to explain the implementation and use of organisational control and management systems (Johnsen 2007, 213).

If there are two or three authors, we write all their last names: (Johannessen, Tufte, and Veiden 2006, 90). If there are more than three writers, we write the name of the first one followed by 'et al.', like this: (Johannessen et al. 2011, 47). When this referencing method is used, the *brackets* should only contain *the last name(s) of the author(s), year of publication and page number*. There must be a comma after the year of publication and a full stop *after* the closing bracket (no full stop after the sentence, before the opening bracket).

Papers are usually written to be evaluated, and page numbers must therefore be given for references so that academic supervisors and examiners can find the information referred to if they need to do so. No page numbers are included for general references to a whole book rather than to specific pages in it. For example: Åge Johnsen (2007) has written a book about performance management in the public sector.

If several publications are referenced in the same place, they are listed by year of publication (oldest first), with semicolons separating the publications: (Halvorsen 1997, 41; Olsen 2000, 101; Vabo 2004, 23).

If we refer to a writer who has published several works in the same year, we put letters (in alphabetic order) after the year of publication to distinguish between publications, for example: (Johnsen 2002a, 52) (Johnsen 2002b, 47).

If several publications by the same author(s) are referenced in the same place, we write the name(s) of the author(s), the year of publication and page numbers for each publication (in brackets), separated by semicolons: (Johnsen 2001, 89; 2003, 79).

It may also be relevant to reference publications where no author is given, and the reference could be to an organisation, journal, magazine or newspaper, for example (Statistics Norway 2012, 98), (Velferd 2012, 18–20), (Aftenposten 2012, 10).

Emphasise author

The name(s) of the author(s) can be emphasised as part of the running text, for example: Åge Johnsen (2007, 213) writes that uncertainty and ambiguity are important to explaining the implementation and use of organisational control and management systems. In such cases, only the year of publication and the page number is in brackets.

There is no fixed rule as to whether we include both the first and last names or just last names. However, when using this referencing method, the Chicago Manual of Style recommends using both names the first time an author is mentioned, and just the last name in any subsequent references to the same author. If we refer to two or three authors, we write last names only, and if there are more than three, we write the last name of the first-mentioned author followed by 'et al.'.

Direct quotations

In some cases, it may be relevant to use direct quotations. There is no rule about when you can or should use direct quotations. However, as mentioned, we should use quotations sparingly.

When using quotations, it is conventional to insert quotations shorter than *three lines* in the text within quotation marks and without indentation: “The relationship between a helper and a client differs from the everyday encounter in that the relationship will be fundamentally characterised by what the client is seeking help for” (Ohnstad 1998, 16).

Quotations must be followed by the last name of the author, the year of publication and the page number the quotation is taken from, in brackets. Page numbers must always be given when text is quoted verbatim. The year of publication and page number are separated by a comma. If the

quotations ends at the end of a complete sentence, there shall be a full stop before the quotation mark and another one after the closing bracket (see the example above).

If the quotation is more than three lines long, it is placed in a separate paragraph with indentation (use the tabulator). No quotation marks are used.

The relationship between a helper and a client differs from the everyday encounter in that the relationship will be fundamentally characterised by what the client is seeking help for. In many ways, the encounter between a helper and a client is an "inauthentic encounter". It is an "artificial" relationship, which gives the helper the freedom or space she needs to analyse what is happening in order to then be able to help. (Ohnstad 1998, 16)

Indented quotations should have single line spacing and be in the same font and font size as the rest of the body text. There should be spaces above and below the quotation (just like ordinary paragraphs).

If the quotations ends at the end of a complete sentence, a full stop is placed before the reference (see above) and one after the reference. If the last sentence of the quotation is only part of a sentence, the full stop comes after the reference, like this:

The relationship between a helper and a client differs from the everyday encounter in that the relationship will be fundamentally characterised by what the client is seeking help for. In many ways, the encounter between a helper and a client is an "inauthentic encounter". It is an "artificial" relationship (Ohnstad 1998, 16).

If you omit one or more sentences from the original text, this is marked using an ellipsis in brackets:

The relationship between a helper and a client differs from the everyday encounter in that the relationship will be fundamentally characterised by what the client is seeking help for [...]. It is an "artificial" relationship, which gives the helper the freedom or space she needs to analyse what is happening in order to then be able to help. It is therefore important to let this relationship remain a professional or "artificial" relationship, and not turn it into something else (for example, a friendship). (Ohnstad 1998, 16–17)

The quotation must be reproduced exactly as it was in the original text.

Monographs and anthologies

We distinguish between two types of books: monographs and anthologies. A *monograph* is a book written in its entirety by one or more authors, and their names are to be given as references and listed in the reference list.

An *anthology* or *collection of articles* is a book where each chapter is written by a different writer, and it has one or more editors. When referencing a chapter in an anthology, we refer to the author who has written the *chapter* to which we are referring. It is also his/her name that should be listed first in the reference list. (See the paragraph on anthologies in the Reference list section below for details.)

Which year of publication should be given?

If the publication has been published once, one year of publication is given. In that case, we write this year in our reference list. However, it may have been published in several editions and/or print runs. If a book has several *editions*, we write the year of publication of the last *edition* (not the last print run). If a book has had several *print runs*, we write the original year of publication. For example, Sverre Lysgaard's *Arbeiderkollektivet* was originally published in 1961. It has been reprinted several times, but no new edition has been produced. We therefore enter 1961 as the year of publication (the year of the most recent edition), and not 1981, which is a year when it was reprinted.

If a publication has been reprinted, it may sometimes be relevant to indicate the original year of publication. The Norwegian philosopher Hans Skjervheim wrote a much discussed article entitled *Deltakar og tilskodar* in 1957, and the article has been re-published several times, including in 1996. In such cases, it may be relevant to write both years (separated by a slash) to show which era it was originally published in. In the text, we write this as (Skjervheim 1957/1996), or alternatively, Hans Skjervheim (1957/1996).

Secondary sources

We should strive to use original sources, primary sources, when looking for literature about a subject. However, sometimes we cannot access those sources, and in such cases, we have to refer to *secondary sources*. For example, the British welfare researcher Richard Titmuss argues that a well-developed welfare state contributes to solidarity. We can read about this in the book *Solidarity in Europe* by Steinar Stjernø. In this case, Titmuss is the primary reference and Stjernø is the secondary reference. We refer to them both, like this: (Titmuss 1968, quoted in Stjernø 2004, 339). Both references should be included in the reference list, but when you have not read the primary source yourself, you enter the primary reference first, and then write 'quoted in' and the secondary reference (see the example in the reference list below). (You should find the necessary information about the primary source in the reference list of the secondary source.)

5. Information from the internet

Quality assessment

It has become increasingly common for student, teachers and researchers to use information from *the internet*, and how reliable such information is has become an important question. When we reference articles in scientific journals, we can assume that they have been quality-assured through peer review (meaning that editors and relevant experts have approved the article). Academic publishers also quality-assure scientific literature and textbooks by having them approved by editors and external consultants. It is now possible to download articles from scientific journals, and such articles will have been quality-assured.

If we use information found on the internet that has not been quality-assured, it is up to us to assess how reliable the source is. One way of doing this is to check whether it comes from a recognised publisher (author or organisation). If we know the field, it will be relatively easy to assess reliability immediately. Other times, we can google the source to check whether it is reliable. We should not make uncritical use of information found on the internet, but should try to assess the quality of internet sources that have not been quality-assured. When writing papers, we should primarily use quality-assured information and avoid using information from the internet that has not been quality-assured.

The HiOA Learning Centre's website contains links to websites that show how you can assess quality on the internet (see the link in the introduction). 10.

Wikipedia is becoming more and more widely used in different contexts, and much of the information found there is now material of a high academic standard. Nevertheless, you should refrain from using it as a source for subject matter that you can expect to find references for in books or scholarly articles. If you write about something that is in the syllabus, refer to the syllabus, not to Wikipedia. Wikipedia and other reference works should only be used for concrete information if you cannot find relevant sources elsewhere.

References

If we download articles from scientific journals, we reference them in the same way as we would the paper version of the journal; the author's last name, year of publication and page number as shown in the chapter on referencing. If the information is not from a scientific journal and the author(s) can be identified, for example, an op-ed article in a newspaper, we reference it as described above. If no date is given, we can write 'no date'. When referencing internet pages that do not have a page number, there is no page number to include.

If no author is named, an organisation or a journal, magazine or newspaper will usually be responsible for the website. In that case, we give the name of the organisation, journal, magazine or newspaper as a reference: (Statistics Norway 2009), (Dine penger 2012), (Aftenposten 2012). These references must also be included in the reference list (see the reference list section for information on how to do this).

If we use reference works, such as Wikipedia and Store norske leksikon, we give their internet address as a source in a footnote at the end of the relevant sentence or paragraph.¹² We copy the internet address, place the cursor after the full stop at the end of the sentence in question, go to 'References' and 'Insert Footnote' and paste in the internet address. After the address, we write the date on which the page was accessed in brackets (see the bottom of this page). Footnotes must be in 10-point font. Wikisources and reference works should only be referenced in footnotes and are not included in the reference list

6. Reference list

Other than the internet sources discussed above (under References), all sources we refer to must be included in the *reference list*. The list is placed at the very end of the paper. References are listed in alphabetical order (by the authors' last names). There should only be one reference list of *all* the publications referred to, not several reference lists for different types of publications. Publications that you read during your work on the assignment but do not refer to in the paper are not to be included in the reference list.

If a reference is more than one line long, use a hanging indent, which is achieved by placing the cursor on the second line and pressing Ctrl + Tab. The line spacing must be 1.5 throughout the reference list, with no space between references.

Monographs

When referencing monographs in the reference list, the author's last name comes first (comma), then the first name (full stop) and year of publication (full stop). This is followed by the title of the book in italics (full stop), place of publication (colon), and the publisher (full stop).

Johnsen, Åge. 2007. *Resultatstyring i offentlig sektor. Konkurransen uten marked*. Bergen: Fagbokforlaget.

If the publication was written by more than one author, we put their names in the same order as they are given in the publication. The name of the first author is written first with the last name followed by the first name, while the names of the other author(s) are written first name before last name.

Johannessen, Asbjørn, Per Arne Tufte og Line Christoffersen. 2010. *Introduksjon til samfunnsvitenskapelig metode*. 4. utgave. Oslo: Abstrakt forlag.

In some reference lists, only the first letters (initials) of the first names are given. According to the Chicago Manual, you can choose between writing initials or the full first name. We recommend that you write the whole name. Among other things, this makes it possible to see whether the authors are male or female. It is also possible that two authors share the same last name and have first names beginning in the same letter, and if we use initials only, they will appear to be one and the same author. (Giving the full name also makes literature searches easier. Including both the first and last names makes the search more focused and reduces the number of hits.)

If a book has only been published once (in one edition), we only have one year to consider. If a book has been published in several *editions*, we write the year of publication of the last *edition* (not the last print run), for example:

Halvorsen, Knut. 2010. *Grunnbok i helse- og sosialpolitikk*. 4. utgave. Oslo: Universitetsforlaget.

If a book has had several *print runs* (not editions), we write the original year of publication.

If we refer to two years in the text, for example Skjervheim (1957/1996), both years shall also be included in the reference list:

Skjervheim, Hans. 1957/1976. Deltakar og tilskodar. I *Deltakar og tilskodar og andre essays*, red. Hans Skjervheim. Oslo: Aschehoug.

For publications that have been *translated*, information about both the Norwegian and the original edition should be included, for example:

Berger, Peter L. og Thomas Luckmann. 2000. *Den samfunnsskapte virkelighet*. Oversatt av Frøydis Wiik. Bergen: Fagbokforlaget. Opprinnelig publisert som *The Social Construction of Reality: A Treatise in the Sociology of Knowledge* (New York: Anchor Books, 1966).

Anthologies

If the reference is an article in an anthology, we first write the name(s) of the author(s) of the article to which we are referring (full stop), followed by the year of publication (full stop) and title of the

article in quotation marks (comma). 3 Then write 'In', followed by the name of the collection of articles (in italics) (comma); ed(s)., which is an abbreviation for editor(s); the name of the person(s) who edited the anthology (full stop); place of publication (colon); and publisher, like this:

Grønmo, Sigmund. 1996. «Forholdet mellom kvalitative og kvantitative tilnærminger i Samfunnsforskningen». I *Kvalitative metoder i samfunnsforskningen*, red. Harriet Holter og Ragnvald Kalleberg. Oslo: Universitetsforlaget.

Journal articles

When we cite articles published in journals, we follow the same procedure: write the name(s) of the author(s) of the article, the year of publication, and the title of the article in ordinary font with quotation marks.⁴ The name of the journal is written in italics, then the volume and number of the issue and page numbers where the article can be found. There is no punctuation between the name of the journal and the volume. A colon separates the volume and issue number and the page numbers. The page numbers show where the article begins and ends.

Levin, Irene. 2004. «Living Apart Together – a New Family Form.» *Current Sociology* 2:223-240.

It has become increasingly common to download articles from scientific journals from the internet. A DOI is given in such cases, and must be included at the end. The DOI will not change, so it is not necessary to give the access date.

Levin, Irene. 2004. «Living Apart Together – a New Family Form.» *Current Sociology* 2:223-240. doi: 10.1177/0011392104041809.

Alternatively, you can give the internet address, with the access date in brackets.

Letters to the editor, op-ed articles etc. in newspapers

The name(s) of the author(s), date of publication, title of the article, *name of the newspaper (in italics)* and page number:

Stanghelle, Harald. 2013. “Den maktesløse makten.” *Aftenposten*. 19.1. page 7.

News stories and similar in newspapers

The name of the newspaper (in italics), date, title and page number:

Aftenposten. 19.1.2013. Monthly income NOK 100,000, page 11.

Institutions, organisations or committees as authors

If no author(s) is/are named, but an institution, organisation, committee or similar is given as the author, the name of the institution, organisation or committee should be listed first.

Ekspertgruppen om social arv. 1999. *Social arv – en oversigt over foreliggende forskningsbasert viden*. København: Socialforskningsinstituttet.

Statistics Norway. No date. *Inntekt*. <http://www.ssb.no/inntekt/> (26.11.2012).

Legal and public documents

If legal or public documents are to be included in the reference list, you first state the type of document, year of publication, title (in italics), and, if relevant, the publisher (if it is a Norwegian Official Report (NOU) or a proposition):

NOU 2003:2. *Skjerpert vern mot diskriminering i arbeidslivet*. Arbeids- og administrasjonsdepartementet.

Ot.prp.nr.29 (1995-1996). *Om ny lov om folketrygd (folketrygdloven)*. Sosial- og helsedepartementet.

Prop. 1 S (2012-2012). *Statsbudsjettet*. Finansdepartementet.

If it is an official circular, first write the publisher (ministry), year of publication and title (in italics).
Arbeids- og velferdsdirektoratet. 2011. *Rundskriv § 6-5 Forhøyet hjelpestønad til barn og unge*.

Information from the internet

If author(s) is/are named for information from the internet, the source is referenced in the same way as books: author(s), year of publication and title of the publication, in addition to the internet address and access date:

Henriksen, Espen og Ivar Windheim. (ukjent dato). *Finanskrise i emning*.
<http://hvorhenderdet.nupi.no/Artikler/2008-2009/En-finanskrise-i-emning> (21.11.2012).

If an organisation, journal, magazine or newspaper is responsible for the website and no author is named, we first write the name of the organisation, journal, magazine or newspaper, followed by the year of publication, title, the internet address and access date:

Statistics Norway. 2009. *Finanskrisen og konjunktorene*.
Accessed November 21, 2012. <http://hvorhenderdet.nupi.no/Artikler/2008-2009/En-finanskrise-i-emning>.

The internet addresses of wikis and reference works (encyclopaedia) are not to be included in the reference list.

Film and TV

Pulp Fiction. 1994. Quentin Tarantino

The Cutting Edge: The Magic of Movie Editing. 2004. Wendy Apple. (Vist på Filmplaneten, NRK, 3. og 10.2.2005)

7. Referencing laws and common sources of law

In statute books, laws are printed in chronological order by the date on which they were originally adopted. When referencing a law, you must include the *date*, *number* and *name of the law*. This is found at the beginning of the law. For example: Act No 7 of 8 April 1981 relating to Children and Parents (The Children Act)

The names of acts of law are often abbreviated. Instead of saying "Act relating to Children and Parents" we only say 'The Children Act'. In written sources, abbreviations are also used, for example 'bvl.'. When writing about a legal matter, it is good practice to give the full reference the first time a law is mentioned, and at the same time give the shortened form and/or abbreviation that will be used in the rest of the text. For example:

Act No 7 of 8 April 1981 relating to Children and Parents (The Children Act – bvl.). When the short forms of names are used, it is recommended that you use the forms given in the statute book or in the syllabus whenever possible.

Each act consists of several sections, in the original Norwegian text marked with section signs (§). (The easiest way to write this sign by hand is to write an S and then another S placed under the first). In most acts, sections are numbered consecutively. Acts that contains many sections are often divided into chapters, see, for example, Act No 86 of 10 February 1967 relating to procedure in cases concerning the public administration (the Public Administration Act – fvl.). In long acts, the section numbers often consist of two numbers with a hyphen between them, see for example the Child Welfare Act. The first number refers to the chapter of the act, the second to the section of the chapter. Sometimes, the legislator needs to insert new sections in an act at a later time. In such cases, letter after the section number are often used. See for example fvl. Section 11a.

Otherwise, Norwegian texts use one section sign (§) to refer to one sections, while two signs (§§) are used when referring to two or more sections.

It is often necessary to reference only part of a section. The following references are used:

- Many sections are divided into *paragraphs*. A reference to the second paragraph of fvl. Section 25 is written as follows: Fvl. Section 25 *second paragraph* (alternatively fvl. Section 25, *2nd paragraph*, or fvl. Section 25, *2nd par.*).
- Some paragraphs begin with a number or a letter. For example, see Act No 66 of 19 November 1982 relating to Municipal Health Services (the Municipal Health Services Act – khl.). A reference to the fact that one of the municipalities' responsibilities is to provide family health services, will be as follows: Khl. Section 1-3 first paragraph *no 1, letter b*, or, in a shorter form: Khl. s. 1-3 (*1*) *b*. Acts sometimes use bullet points (with hyphens as bullets) before paragraphs. You can see that serious criminality falls under the definition of 'serious behavioural problems' in bvl. Section 4-24 first paragraph, first *bullet point*.
- Sometimes, you need to refer to parts of a paragraph. This is done by dividing the paragraph into sentences. If you check bvl. Section 6-3, you will see that the provision that importance shall be attached to the opinion of the child is found in bvl. Section 6-3 first paragraph *second sentence*, or, in a shorter form: bvl. Section 6-3 first paragraph, *2nd sentence*.
- You can also come across the abbreviation *in fino* (in shortened form *i.f.*) in references to something written at the end of a paragraph. For example, the reference in the above paragraph could also have been written like this: bvl. Section 6-3 first paragraph, *i.f.* 16.

Footnotes:

1 http://no.wikipedia.org/wiki/Finanskrisen_2007%E2%80%932010 (21. Nov.2012).

2 <http://snl.no/finanskrise> (21 Nov. 2012).

3 Former editions of the Chicago Manual prescribed that the title of the article was not to be in quotation marks, while the 16th edition states that the title should be written in quotation marks.

4 The practice of writing the title of journal articles in quotation marks was introduced in the 16th edition of the Chicago Manual of Style.