# DOCUMENT 6: STRUCTURED LOOKUP TABLES AND QUICK-REFERENCE DATA

# DOKUMENTTI 6: RAKENTEELLISET HAKUTAULUKOT JA PIKAVIITETIEDOT

**Version / Versio:** 1.0 — Initial Release / Ensimmäinen julkaisu **Last updated / Viimeksi päivitetty:** February 2026 / Helmikuu 2026 **Intended use / Käyttötarkoitus:** Microsoft Copilot Studio Knowledge Base for TAMK Publication Assistant (Julkaisuavustaja) **Language / Kieli:** Bilingual Finnish–English / Kaksikielinen suomi–englanti

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## FILE DESCRIPTION / TIEDOSTON KUVAUS

**English:** This document contains structured lookup tables for rapid factual retrieval by the TAMK Publication Assistant chatbot. Unlike Documents 1–5 which provide detailed explanations and context, this document is optimized for quick, precise answers to specific factual questions. It consolidates the key reference data from all other documents into structured tables covering: all 28 OKM publication type codes with their AMK funding coefficients and TAMK bonuses; JUFO classification levels with university and AMK funding weights; TAMK's own publication channels with standard Justus field values; the complete FinELib Read & Publish agreement directory; Justus OA status codes with a decision-tree logic; the TAMK internal publication bonus schedule; Creative Commons license comparison; contact directory for all publishing-related services; annual reporting timeline; common error lookup; and structured decision flowcharts for publication type selection and OA route selection.

The chatbot should reference this file whenever a user asks a specific factual question requiring a precise code, coefficient, bonus amount, contact email, deadline, or other structured data point. This file complements the detailed explanations in Documents 1–5 — use those for "why" and "how" questions, and this file for "what is the exact value of X" questions.

**Suomeksi:** Tämä tiedosto sisältää rakenteelliset hakutaulukot nopeaan tiedonhakuun. Se täydentää Dokumenttien 1–5 yksityiskohtaisia selityksiä tarjoamalla tarkat koodit, kertoimet, bonussummat, yhteystiedot, määräajat ja muut rakenteelliset tiedot.

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# TABLE 1: OKM PUBLICATION TYPE CODES — COMPLETE REFERENCE

# TAULUKKO 1: OKM-JULKAISUTYYPPIKOODIT — TÄYDELLINEN VIITE

## 1A. Category A — Peer-reviewed scientific articles / Vertaisarvioidut tieteelliset artikkelit

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | OA Bonus | Total w/OA | TAMK Base Bonus | JUFO Override |
|------|-----------|-----------|-----------------|----------|------------|-----------------|---------------|
| A1 | Journal article (refereed) | Alkuperäisartikkeli tieteellisessä aikakauslehdessä | 1.0 | +0.2 | 1.2 | €450 | Yes |
| A2 | Review article (refereed) | Katsausartikkeli tieteellisessä aikakauslehdessä | 1.0 | +0.2 | 1.2 | €450 | Yes |
| A3 | Book chapter (refereed) | Kirjan tai muun kokoomateoksen osa | 1.0 | +0.2 | 1.2 | €450 | Yes |
| A4 | Conference paper (refereed) | Artikkeli konferenssijulkaisussa | 1.0 | +0.2 | 1.2 | €450 | Yes |

**Notes on A-types:**

- Peer review (vertaisarviointi) is MANDATORY for all A-types.
- A1 requires original research; A2 is for systematic reviews and meta-analyses.
- A3 = chapter in an edited book. The editor reports C2 separately.
- A4 = full paper in proceedings with ISSN/ISBN. Abstracts/posters are NEVER A4.
- Since 2019, editorials and book reviews in scientific journals = B1 (not A1).
- JUFO Override bonuses: JUFO 1 = €800, JUFO 2 = €1,300, JUFO 3 = €2,000.

## 1B. Category B — Non-refereed scientific writings / Vertaisarvioimattomat tieteelliset kirjoitukset

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | OA Bonus | Total w/OA | TAMK Base Bonus |
|------|-----------|-----------|-----------------|----------|------------|-----------------|
| B1 | Journal article (non-refereed) | Kirjoitus tieteellisessä aikakauslehdessä | 1.0 | +0.2 | 1.2 | €450 |

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | OA Bonus | Total w/OA | TAMK Base Bonus |
|------|-----------|-----------|-----------------|----------|------------|-----------------|
| **B2** | Book chapter (non-refereed) | Kokoomateoksen osa | 1.0 | +0.2 | 1.2 | €450 |
| **B3** | Conference paper (non-refereed) | Artikkeli konferenssijulkaisussa (ei-vertaisarvioitu) | 1.0 | +0.2 | 1.2 | €450 |

**Notes on B-types:**

- Published in a scientific channel but WITHOUT peer review.
- B1 includes editorials, book reviews, discussion papers in scientific journals (since 2019).
- B2 = chapter in scientific book without peer review of the chapter.
- B3 = scientific conference paper without formal peer review.

## 1C. Category C — Scientific books (monographs) / Tieteelliset kirjat (monografiat)

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | OA Bonus | Total w/OA | TAMK Base Bonus |
|------|-----------|-----------|-----------------|----------|------------|-----------------|
| **C1** | Scientific monograph (refereed) | Kustannettu tieteellinen erillisteos | 1.0 | +0.2 | 1.2 | €450 |
| **C2** | Edited scientific book/special issue | Toimitettu kirja, kokoomateos, erikoisnumero | 1.0 | +0.2 | 1.2 | €450 |

**Notes on C-types:**

- C1 = authored monograph, one or few authors wrote the entire book.
- C2 = editor role — compiling/editing a book with chapters by various authors. Editor reports C2; chapter authors report A3/B2/D2 separately.
- NOT for textbooks (those are D5).

## 1D. Category D — Professional publications / Ammatilliset julkaisut

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | OA Bonus | Total w/OA | TAMK Base Bonus |
|------|-----------|-----------|-----------------|----------|------------|-----------------|
| **D1** | Professional journal article | Artikkeli ammattilehdessä | 1.0 | +0.2 | 1.2 | €250 |
| **D2** | Book chapter (professional) | Artikkeli ammatillisessa kokoomateoksessa | 1.0 | +0.2 | 1.2 | €250 |
| **D3** | Professional conference paper | Artikkeli ammatillisessa konferenssijulkaisussa | 1.0 | +0.2 | 1.2 | €250 |
| **D4** | Published development/research report | Julkaistu kehittämis- tai tutkimusraportti | 1.0 | +0.2 | 1.2 | €250 |
| **D5** | Textbook / professional manual | Oppikirja, ammatillinen käsi- tai opaskirja | 1.0 | +0.2 | 1.2 | €250 |
| **D6** | Edited professional compilation | Toimitettu ammatillinen teos | 1.0 | +0.2 | 1.2 | €250 |

## Notes on D-types — CRITICAL for TAMK:

- D-types are TAMK's most common and strategically important category.
- D1 coefficient (1.0) is IDENTICAL to A1 in the AMK model — D-types are NOT less valuable for funding.
- TAMKjournal = D1. TAMK Raportteja = D4. TAMK Oppimateriaaleja = D5.
- D4 is for RDI project final reports, research reports published with ISBN in a series.
- D5 is for textbooks and professional handbooks.
- D6 is the professional equivalent of C2 (editing a professional compilation).
- All D-types are eligible for OA bonus when openly accessible.

## 1E. Category E — Public popularization / Suurelle yleisölle suunnatut julkaisut

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | OA Bonus | Total w/OA | TAMK Base Bonus |
|------|-----------|-----------|-----------------|----------|------------|-----------------|
| E1 | Newspaper/magazine article | Yleistajuinen artikkeli sanoma- tai aikakauslehdessä | 0.4 | +0.2 | 0.6 | €150 |
| E2 | Popular monograph | Yleistajuinen monografia | 0.4 | +0.2 | 0.6 | €150 |
| E3 | Popular edited book | Toimitettu yleistajuinen teos | 0.4 | +0.2 | 0.6 | €150 |

**Notes on E-types:**

- Written for the general public, not a professional or academic audience.
- E1 = expert column in Aamulehti, Helsingin Sanomat, etc. ONLY if you are listed as the author.
- Being interviewed by a journalist does NOT count — you must be the WRITER.
- Base coefficient 0.4 (vs 1.0 for A–D). OA bonus is still +0.2, meaning +50% relative gain.
- Online newspaper articles freely accessible: use OA code 0.

## 1F. Category F — Public artistic and design production / Julkinen taiteellinen ja taideteollinen toiminta

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | OA Bonus | Total w/OA | TAMK Base Bonus |
|------|-----------|-----------|-----------------|----------|------------|-----------------|
| F1 | Published artistic work in its entirety | Julkaistu itsenäinen taiteellinen teos | 0.4 | N/A | 0.4 | €150 |
| F2 | Part of artistic production | Julkaistu taiteellisen teoksen osa | 0.4 | N/A | 0.4 | €150 |
| F3 | Non-textual presentation of data | Julkaistuun taiteelliseen teokseen sisältyvä erittelemätön osuus | 0.4 | N/A | 0.4 | €150 |

**Notes on F-types:**

- Less common at TAMK. Relevant for design, arts, and media programs.

- OA bonus may not apply to non-textual formats (check current OKM guidance).

## 1G-H. Categories G–H — Theses and patents

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | Reportable? |
|------|-----------|-----------|-----------------|-------------|
| G4 | Licentiate thesis | Lisensiaatintyö | N/A | Not for AMKs |
| G5 | Doctoral dissertation | Artikkeliväitöskirja / Monografiaväitöskirja | N/A | Not for AMKs |
| H1 | Patent (granted) | Myönnetty patentti (kansallinen/kansainvälinen) | N/A | Not reported via Justus |
| H2 | Patent application | Patenttihakemus | N/A | Not reported via Justus |

## 1I. Category I — Audiovisual and ICT / Audiovisuaaliset aineistot ja tieto- ja viestintätekniset ohjelmat

| Code | Name (EN) | Nimi (FI) | AMK Coefficient | OA Bonus | Total w/OA | TAMK Base Bonus |
|------|-----------|-----------|-----------------|----------|------------|-----------------|
| I1 | Audiovisual material | Audiovisuaalinen aineisto | 0.4 | N/A | 0.4 | €150 |
| I2 | ICT software | Tieto- ja viestintätekniset ohjelmat tai sovellukset | 0.4 | N/A | 0.4 | €150 |

**Notes on I-types:**

- I1 = published educational videos, podcasts (if substantial and publicly available).
- I2 = published software tools or applications.
- Base coefficient 0.4. OA bonus applicability is limited for non-textual formats.

# TABLE 2: JUFO CLASSIFICATION LEVELS — COMPLETE REFERENCE

# TAULUKKO 2: JUFO-LUOKITUSTASOT — TÄYDELLINEN VIITE

| JUFO Level | Name (EN) | Nimi (FI) | University Coefficient | AMK Coefficient | TAMK JUFO Bonus | Share of Channels |
|---|---|---|---|---|---|---|
| 0 | Basic / Unclassified | Perustaso / Luokittelematon | 0.1 | No effect | No override (base only) | ~75% |
| 1 | Standard scientific | Perustaso, tieteellinen | 1.0 | No effect | €800 (overrides base) | ~22% |
| 2 | Leading scientific | Johtava taso | 3.0 | No effect | €1,300 (overrides base) | ~2.5% |
| 3 | Highest / Top (abolishing 2027) | Korkein taso (poistetaan 2027) | 4.0 | No effect | €2,000 (overrides base) | ~0.5% |

**Critical notes on JUFO and TAMK:**

- JUFO levels DO NOT affect the AMK funding coefficient (all types A–D = 1.0 regardless of JUFO).

- JUFO levels DO affect the TAMK internal bonus — the JUFO override replaces the base bonus when higher.

- JUFO Level 3 will be abolished from 2027 (phased out through 2025–2027 transition).

- JUFO levels change over time — always verify at jfp.csc.fi before entering in Justus.

- JUFO 0 includes both legitimate niche journals AND problematic/grey-area journals.

- Since December 2024: 271 MDPI/Frontiers journals downgraded to Level 0.

# TABLE 3: TAMK INTERNAL PUBLICATION BONUS SCHEDULE

# TAULUKKO 3: TAMKIN SISÄINEN JULKAISUBONUSAIKATAULU

## 3A. Base Bonuses by Publication Category / Perusbonukset julkaisukategorioittain

| Category | Types | Base Bonus (€) | Eligible for JUFO Override? |
|---|---|---|---|
| **Scientific (A, B, C)** | A1–A4, B1–B3, C1–C2 | €450 | Yes |
| **Professional (D)** | D1–D6 | €250 | No (JUFO 0 typical) |
| **Popular (E)** | E1–E3 | €150 | No |
| **Artistic (F)** | F1–F3 | €150 | No |
| **ICT/AV (I)** | I1–I2 | €150 | No |

## 3B. JUFO Override Bonuses / JUFO-korotusbonukset

| JUFO Level | Override Bonus (€) | Applies When | Net Gain over A-type Base |
|---|---|---|---|
| **0** | No override | Base bonus applies | — |
| **1** | €800 | Replaces base €450 | +€350 |
| **2** | €1,300 | Replaces base €450 | +€850 |
| **3** | €2,000 | Replaces base €450 | +€1,550 |

## 3C. Complete Bonus Examples / Täydelliset bonusesimerkit

| Scenario | OKM Type | JUFO | OA? | AMK Coeff | TAMK Bonus | Notes |
|---|---|---|---|---|---|---|
| TAMKjournal article | D1 | 0 | Yes (code 0) | 1.2 | €250 | Most common TAMK publication |
| JUFO 1 journal article | A1 | 1 | Yes (code 2) | 1.2 | €800 | JUFO override replaces base |
| JUFO 2 journal article | A1 | 2 | Yes (code 1) | 1.2 | €1,300 | High-value publication |

| Scenario | OKM Type | JUFO | OA? | AMK Coeff | TAMK Bonus | Notes |
|---|---|---|---|---|---|---|
| TAMK Raportteja report | D4 | 0 | Yes (code 0) | 1.2 | €250 | RDI project report |
| Conference paper (JUFO 1) | A4 | 1 | Yes (code 2) | 1.2 | €800 | International conference |
| Newspaper expert column | E1 | 0 | Yes (code 0) | 0.6 | €150 | Online freely available |
| Newspaper expert column | E1 | 0 | No (code 9) | 0.4 | €150 | Behind paywall |
| MDPI journal (downgraded) | A1 | 0 | Yes (code 0) | 1.2 | €450 | No JUFO override; still peer-reviewed |
| Book chapter (peer-reviewed) | A3 | 1 | Yes (code 2) | 1.2 | €800 | Self-archived in Theseus |
| Textbook | D5 | 0 | Yes (code 0) | 1.2 | €250 | Published openly via TAMK series |
| Edited professional book | D6 | 0 | Yes (code 0) | 1.2 | €250 | Editor reports D6 |
| Professional conference paper | D3 | 0 | No (code 9) | 1.0 | €250 | Not openly accessible |

## TABLE 4: TAMK PUBLICATION CHANNELS — STANDARD JUSTUS VALUES

## TAULUKKO 4: TAMKIN JULKAISUKANAVAT — VAKIO JUSTUS-ARVOT

### 4A. TAMKjournal / TAMKjournal

| Field | Standard Value |
|---|---|
| Channel Name | TAMKjournal |
| ISSN | 2342-9879 |
| OKM Type | D1 |
| JUFO Level | 0 |

| Field | Standard Value |
|---|---|
| Publisher | Tampereen ammattikorkeakoulu |
| Publisher Country | Finland |
| OA Status Code | 0 (Gold/Diamond OA) |
| Self-archived | Yes (automatic via Theseus) |
| CC License | CC BY-SA 4.0 International |
| Language | Finnish (primarily), some English articles |
| AMK Coefficient | 1.0 + 0.2 (OA) = 1.2 |
| TAMK Bonus | €250 |
| Contact | tamkjournal.tamk@tuni.fi |
| Publication frequency | Continuous (articles published as ready) |
| Typical turnaround | ~1 month from submission |

## 4B. TAMK Raportteja (Reports Series) / TAMK Raportteja -sarja

| Field | Standard Value |
|---|---|
| Channel Name | Tampereen ammattikorkeakoulun julkaisuja. Raportteja |
| ISSN | (series-specific; check individual volume) |
| ISBN | 978-952-XXX-XXX-X (individual per volume) |
| OKM Type | D4 (typically) |
| JUFO Level | Not JUFO-rated (Level 0 equivalent) |
| Publisher | Tampereen ammattikorkeakoulu |
| Publisher Country | Finland |
| OA Status Code | 0 (openly available via Theseus) |
| Self-archived | Yes (automatic via Theseus) |
| AMK Coefficient | 1.0 + 0.2 (OA) = 1.2 |
| TAMK Bonus | €250 |

| Field | Standard Value |
| --- | --- |
| Contact | julkaisusarja.tamk@tuni.fi |
| Permanent URL format | http://urn.fi/URN:ISBN:978-952-XXX-XXX-X |

## 4C. TAMK Oppimateriaaleja (Teaching Materials Series)

| Field | Standard Value |
| --- | --- |
| Channel Name | Tampereen ammattikorkeakoulun julkaisuja. Oppimateriaaleja |
| OKM Type | D5 |
| Publisher | Tampereen ammattikorkeakoulu |
| Publisher Country | Finland |
| OA Status Code | 0 (openly available via Theseus) |
| Self-archived | Yes (automatic via Theseus) |
| AMK Coefficient | 1.0 + 0.2 (OA) = 1.2 |
| TAMK Bonus | €250 |

# TABLE 5: JUSTUS OA STATUS CODES — DECISION LOGIC

# TAULUKKO 5: JUSTUKSEN OA-STATUSKOODIT — PÄÄTÖSLOGIIKKA

## 5A. Code Definitions / Koodien määritelmät

| Code | Name (EN) | Nimi (FI) | Definition | Triggers +0.2 Bonus? |
| --- | --- | --- | --- | --- |
| 0 | Gold/Diamond OA | Avoin julkaisukanava | ENTIRE journal/channel is fully open access. ALL content free. | YES |
| 1 | Hybrid OA | Hybridi-OA | Journal is subscription-based, but THIS article was made OA (via APC/FinELib). | YES |
| 2 | Green OA | Rinnakkaistallennettu | Journal version behind paywall, but AAM deposited in open repository (Theseus). | YES |

| Code | Name (EN) | Nimi (FI) | Definition | Triggers +0.2 Bonus? |
|------|-----------|-----------|------------|----------------------|
| 9 | Not OA | Ei avoimesti saatavilla | No open version exists anywhere. | NO |

## 5B. Decision Tree / Päätöspuu

**Question 1: Is the ENTIRE journal fully open access?** Check: Is every article in this journal freely readable without subscription? YES → **Code 0.** Examples: TAMKjournal, PLOS ONE, all MDPI, all Frontiers, all Journal.fi, BioMed Central. NO → Go to Question 2.

**Question 2: Was THIS specific article made openly accessible?** Check: Was an APC paid (by you, project, or FinELib) to make your article free in a subscription journal? YES → **Code 1.** Examples: Wiley/Elsevier/Springer article via FinELib agreement. NO → Go to Question 3.

**Question 3: Did you deposit a version in an open repository?** Check: Is the AAM (or preprint) available in Theseus, Trepo, or another open repository? YES → **Code 2.** Examples: AAM self-archived in Theseus. NO → **Code 9.** No open version exists.

**Selection rule:** If multiple codes apply, select the HIGHEST applicable code (0 > 1 > 2 > 9).

## 5C. Common OA Code Assignments / Yleiset OA-koodivalinnat

| Publication Scenario | Correct Code | Common Mistake |
|----------------------|--------------|----------------|
| TAMKjournal article | 0 | — |
| TAMK Raportteja (Theseus) | 0 | Forgetting to select 0 |
| PLOS ONE article | 0 | — |
| MDPI journal article | 0 | — |
| Journal.fi journal article | 0 | — |
| Wiley article via FinELib | 1 | Selecting 0 (journal is not fully OA) |
| Elsevier article via FinELib | 1 | Selecting 0 (journal is not fully OA) |
| Subscription journal + Theseus AAM | 2 | Selecting 9 (ignoring self-archived version) |
| Subscription journal, no AAM | 9 | — |
| Newspaper article (freely online) | 0 | Selecting 9 (ignoring free online access) |
| Conference paper in OA proceedings | 0 | Selecting 9 |

## TABLE 6: FINELIB READ & PUBLISH AGREEMENTS DIRECTORY

## TAULUKKO 6: FINELIB READ & PUBLISH -SOPIMUSTEN HAKEMISTO

| Publisher | Agreement Period | Journal Coverage | Cap Status | CC License | Key Notes |
|---|---|---|---|---|---|
| **Elsevier** | 2024–2026 | ~2,300 ScienceDirect Freedom journals; Cell Press from 2025 | Capped | CC BY or CC BY-NC-ND | Largest portfolio; quota may deplete late in year |
| **Wiley** | 2025–2026 | Hybrid and full OA journals across disciplines | Capped | CC BY | Full OA quota depleted Dec 2025; check availability |
| **Springer Nature** | 2026–2027 | ~2,400 hybrid journals; 2,000+ OA journals | Capped | CC BY | Separate Nature Research agreement for Nature-branded titles |
| **Taylor & Francis** | 2025–2026 | 2,000+ Open Select hybrid (SSH + STM) | Capped | CC BY | Medical journals excluded |
| **Cambridge UP** | 2024–2026 | Full collection — hybrid and Gold OA | **Uncapped** | CC BY | Retroactive OA conversion possible |
| **SAGE** | 2025–2027 | 900–1,150+ journals | **Unlimited** (hybrid) | CC BY | Very generous agreement |
| **IEEE** | 2026–2027 | IEL database; hybrid and fully OA | Token-based | CC BY | Important for TAMK engineering/ICT |
| **ACM** | 2025–2027 | Full Digital Library; journals, magazines, proceedings | **Uncapped** | CC BY | Authors retain copyright |
| **Emerald** | 2025–2026 | Premier journals | Voucher-based | CC BY | Business/management focused |

| Publisher | Agreement Period | Journal Coverage | Cap Status | CC License | Key Notes |
|---|---|---|---|---|---|
| **RSC** | 2026–2027 | ~40 chemistry journals | Hybrid + OA | CC BY | Chemistry focused |
| **Wolters Kluwer** | 2024–2026 | Lippincott total access (minus Neurology) | Hybrid + OA | CC BY | Health sciences focused |
| **AAAS** | 2025–2026 | Science journals | N/A | CC BY | 15% APC discount for Science Advances; RRS for AAM |
| **ACS** | **NO AGREEMENT** | — | — | — | Negotiations failed after 2023. No FinELib coverage. |

**FinELib eligibility rule:** Only the corresponding author's affiliation determines eligibility. Must use @tuni.fi email. **If quota depleted:** Self-archive AAM in Theseus (code 2) — still earns +0.2 bonus. **Contact for verification:** oa@tuni.fi

## TABLE 7: CREATIVE COMMONS LICENSE COMPARISON

## TAULUKKO 7: CREATIVE COMMONS -LISENSSIEN VERTAILU

| License | Share? | Adapt? | Commercial? | Conditions | Plan S? | Finnish Recommendation |
|---|---|---|---|---|---|---|
| **CC BY 4.0** | Yes | Yes | Yes | Credit author | **Yes** | **Recommended** (national policy, Plan S, FinELib) |
| **CC BY-SA 4.0** | Yes | Yes | Yes | Credit + same license for derivatives | **Yes** | Good (TAMKjournal uses this) |
| **CC BY-NC 4.0** | Yes | Yes | **No** | Credit + non-commercial only | **No** | **Not recommended** (legally ambiguous) |
| **CC BY-ND 4.0** | Yes | **No** | Yes | Credit + no derivatives | **Yes** | Acceptable (Research Council of Finland accepts) |
| **CC BY-NC-SA** | Yes | Yes | **No** | Credit + non-commercial + same license | **No** | Not recommended |

| License | Share? | Adapt? | Commercial? | Conditions | Plan S? | Finnish Recommendation |
|---|---|---|---|---|---|---|
| **CC BY-NC-ND** | Yes | **No** | **No** | Credit + non-commercial + no derivatives | **No** | Not recommended |
| **CC0** | Yes | Yes | Yes | None (public domain) | **Yes** | For data and metadata only |

**Default choice for TAMK staff:** CC BY 4.0 whenever possible. CC BY-SA 4.0 for TAMKjournal. CC0 for open data.

## TABLE 8: CONTACT DIRECTORY — ALL PUBLISHING-RELATED SERVICES

## TAULUKKO 8: YHTEYSTIETOHAKEMISTO — KAIKKI JULKAISUPALVELUT

### 8A. TAMK/TUNI Internal Contacts / Sisäiset yhteystiedot

| Service | Contact | When to Use |
|---|---|---|
| **Justus data entry support** | justus.tamk@tuni.fi | Justus reporting questions, OA code selection, entry corrections, OKM type advice |
| **General publication inquiries** | julkaisut@tuni.fi | General questions, APC funding, publication strategy |
| **Open access support** | oa@tuni.fi | Self-archiving, FinELib questions, CC licensing, Rights Retention |
| **TAMKjournal editorial** | tamkjournal.tamk@tuni.fi | Submitting to TAMKjournal, editorial process |
| **TAMK Publication Series** | julkaisusarja.tamk@tuni.fi | Raportteja, Oppimateriaaleja series |
| **IT helpdesk** | it-helpdesk@tuni.fi | Login issues (Justus, Theseus, HAKA) |
| **TUNI Library OA Guide** | https://libguides.tuni.fi/open-access | Comprehensive OA guide |

## 8B. National Services / Kansalliset palvelut

| Service | URL / Contact | Purpose |
|---|---|---|
| **Justus** | https://justus.csc.fi/ | Publication data entry |
| **JUFO Portal (EN)** | https://jfp.csc.fi/jufoportal | Quality level lookup |
| **JUFO Portal (FI)** | https://jfp.csc.fi/jufoportaali | Laatutasohaku |
| **Research.fi** | https://research.fi | Public research output display |
| **Theseus** | https://theseus.fi | AMK repository for self-archiving |
| **Trepo** | https://trepo.tuni.fi | Tampere University repository |
| **FinELib** | https://finelib.fi | Publisher agreement info |
| **Journal.fi** | https://journal.fi | Diamond OA platform |
| **Open Science Finland** | https://avointiede.fi | National OA coordination |
| **Responsible Research** | https://vastuullinentiede.fi | Research integrity, predatory publishing |
| **CSC Service Desk** | servicedesk@csc.fi | Justus/VIRTA technical issues |
| **VIRTA information** | https://wiki.eduuni.fi/display/cscvirta | VIRTA documentation |
| **Vipunen** | https://vipunen.fi | Education statistics |

## 8C. International Tools / Kansainväliset työkalut

| Tool | URL | Purpose |
|---|---|---|
| **Sherpa Romeo** | https://v2.sherpa.ac.uk/romeo/ | Self-archiving policies |
| **DOAJ** | https://doaj.org | OA journal verification |
| **Journal Checker Tool** | https://journalcheckertool.org/ | Plan S compliance |
| **Think.Check.Submit** | https://thinkchecksubmit.org/ | Journal trustworthiness |
| **Think.Check.Submit (FI)** | https://thinkchecksubmit.org/journals/finnish/ | Finnish version |
| **CrossRef** | https://doi.org | DOI lookup |

| Tool | URL | Purpose |
|---|---|---|
| **ISSN Portal** | https://portal.issn.org | ISSN verification |
| **ORCID** | https://orcid.org | Researcher ID |
| **Creative Commons** | https://creativecommons.org | CC license info |
| **cOAlition S / Plan S** | https://www.coalition-s.org | Plan S requirements |
| **Zenodo** | https://zenodo.org | International data/publication repository |
| **ESAC Registry** | https://esac-initiative.org | Transformative agreements registry |
| **TSV Checklist** | https://zenodo.org/records/17661997 | Grey-area journal checklist (19 items) |
| **DMPTuuli** | https://dmptool.fi | Data Management Plan tool |

## TABLE 9: ANNUAL REPORTING TIMELINE

## TAULUKKO 9: VUOSITTAINEN RAPORTOINTIAIKATAULU

| Month | Activity (EN) | Toiminta (FI) | Who |
|---|---|---|---|
| **Jan** | Enter previous year's remaining publications in Justus | Syötä edellisen vuoden julkaisut | Authors |
| **Jan** | Library begins verification of previous year entries | Kirjasto aloittaa tarkistuksen | Library |
| **Feb** | Publications coordinator sends reminders to units | Muistutukset yksiköille | Coordinator |
| **Feb** | Continue entering current year publications as published | Jatka julkaisujen syöttämistä | Authors |
| **Mar** | **OKM DEADLINE: All previous year publications must be in Justus** | **OKM:n MÄÄRÄAIKA** | Authors + Library |
| **Apr** | Library final verification sweep | Kirjaston loppukierros | Library |
| **May** | Final corrections before OKM validation | Viimeiset korjaukset | Library |
| **Jun** | OKM validates previous year data from VIRTA | OKM validoi tiedot | OKM |

| Month | Activity (EN) | Toiminta (FI) | Who |
|---|---|---|---|
| **Jun–Aug** | Data corrections if requested by OKM | Tietokorjaukset | Library + OKM |
| **Jul–Sep** | Enter summer publications (conferences, etc.) | Syötä kesän julkaisut | Authors |
| **Sep–Oct** | OKM confirms final validated data | OKM vahvistaa tiedot | OKM |
| **Oct–Dec** | Year-end push — check all current year publications entered | Loppuvuoden varmistus | Authors + Units |
| **Following year** | Funding based on validated data takes effect (3-year rolling average) | Rahoitus astuu voimaan | OKM |

**CRITICAL: Report continuously throughout the year. Do not wait until March.**

## TABLE 10: COMMON ERRORS QUICK LOOKUP

## TAULUKKO 10: YLEISTEN VIRHEIDEN PIKAHAKU

| Error | Correct Action | Impact if Uncorrected |
|---|---|---|
| A1 for non-peer-reviewed article | Use B1 or D1 | Wrong type in statistics |
| A4 for conference abstract | DELETE. Abstracts never reportable | False reporting |
| D1 for blog post | DELETE. Blogs not reportable | False reporting |
| OA code 9 when publication IS open | Check and correct to 0, 1, or 2 | Lost +0.2 funding bonus |
| OA code 0 for FinELib-covered article | Change to code 1 (journal is hybrid, not fully OA) | Incorrect OA classification |
| Missing TAMK affiliation for TAMK author | Mark all TAMK authors | Author not counted; lost bonus eligibility |
| Wrong ISSN (typo) | Verify at portal.issn.org | Wrong JUFO level applied |
| Student marked as TAMK-affiliated | Remove unless employed by TAMK | Incorrect data |
| Same publication entered twice | Delete duplicate | Double-counted in statistics |

| Error | Correct Action | Impact if Uncorrected |
|---|---|---|
| Book review entered as A1 | Change to B1 (since 2019 rule) | Wrong type |
| Presentation slides entered | DELETE. Slides not publications | False reporting |
| Internal report entered | DELETE. Must be publicly available | Not OKM-reportable |
| Wrong year (submission vs publication) | Use formal publication year | Wrong reporting period |
| Missing DOI when one exists | Add from publisher website or doi.org | Reduced discoverability |
| "Only a D-type" — not reported | ALWAYS report D-types. Same coefficient as A-types! | Lost funding and bonus |

## TABLE 11: PUBLICATION TYPE SELECTION — DECISION FLOWCHART

## TAULUKKO 11: JULKAISUTYYPIN VALINTA — PÄÄTÖSVUOKAAVIO

### 11A. First Decision: Is it reportable? / Onko se raportoitava?

| Question | If YES | If NO |
|---|---|---|
| Is it publicly available? (not internal-only document) | Continue | NOT reportable |
| Is it a published text (not just a presentation, abstract, or poster)? | Continue | NOT reportable |
| Does the author have TAMK affiliation? | Continue | Not reportable for TAMK |
| Is it a blog post, social media post, or newsletter? | Generally NOT reportable | Continue |

### 11B. Second Decision: Which type category? / Mikä tyyppiluokka?

| Question | If YES → Category |
|---|---|
| Is it peer-reviewed? | → A (if scientific channel) or Check A vs D |
| Is it in a scientific journal/series but NOT peer-reviewed? | → B |

| Question | If YES → Category |
|---|---|
| Is it a scientific monograph? | → C1 (authored) or C2 (edited) |
| Is it aimed at professional practitioners? (trade journal, professional report, handbook) | → D |
| Is it aimed at the general public? (newspaper, popular magazine) | → E |
| Is it artistic/design production? | → F |
| Is it audiovisual or software? | → I |

## 11C. Third Decision: Specific type within category / Tarkka tyyppi luokan sisällä

### For A-types (peer-reviewed scientific):

| Format | Type |
|---|---|
| Journal article (original research or review) | A1 or A2 |
| Chapter in edited scientific book | A3 |
| Full paper in scientific conference proceedings (ISSN/ISBN) | A4 |

### For D-types (professional):

| Format | Type |
|---|---|
| Article in professional journal (e.g., TAMKjournal, trade magazines) | D1 |
| Chapter in professional edited book | D2 |
| Paper in professional conference proceedings | D3 |
| Published development/research report (e.g., TAMK Raportteja) | D4 |
| Textbook or professional handbook (e.g., TAMK Oppimateriaaleja) | D5 |
| Editing a professional compilation | D6 |

# TABLE 12: THESEUS SELF-ARCHIVING QUICK REFERENCE

# TAULUKKO 12: THESEUKSEN RINNAKKAISTALLENNUKSEN PIKAOPAS

| Item | Value |
| --- | --- |
| URL | https://theseus.fi |
| Operator | National Library of Finland (Kansalliskirjasto) |
| Owner | Arene ry (Rectors' Conference of Finnish UAS) |
| Software | DSpace |
| Authentication | Shibboleth (HAKA/TUNI credentials) |
| Identifier system | URN:NBN:fi (persistent; resolved via urn.fi) |
| Metadata standard | Dublin Core |
| Subject indexing | Finto/YSO (General Finnish Ontology) |
| Harvesting protocol | OAI-PMH v2.0 |
| Total items | 250,000+ |
| Annual downloads | ~22 million |
| Content types | Theses, staff publications, series volumes, self-archived AAMs |
| Typical URN format | http://urn.fi/URN:NBN:fi:amk-YYYYXXXXXXX |
| Contact for TAMK deposits | oa@tuni.fi |
| Deposit time | 15–30 minutes (author) + 1–5 days (library review) |
| Embargo support | Yes (metadata visible; full text delayed) |

# TABLE 13: PUBLISHER SELF-ARCHIVING POLICIES SUMMARY

# TAULUKKO 13: KUSTANTAJIEN RINNAKKAISTALLENNUSKÄYTÄNTÖJEN YHTEENVETO

| Publisher | Preprint OK? | AAM OK? | Published Version OK? | STM Embargo | SSH Embargo | FinELib Override? |
|---|---|---|---|---|---|---|
| Elsevier | Yes | Yes | No | 12 mo | 24 mo | Possible |
| Wiley | Yes | Yes | No | 12 mo | 24 mo | Possible |
| Springer Nature | Yes | Yes | No (some exceptions) | 6 mo | 12 mo | Possible |
| Taylor & Francis | Yes | Yes | No | 12 mo | 18 mo | Possible |
| SAGE | Yes | Yes | No | 12 mo | 12 mo | Possible |
| Cambridge UP | Yes | Yes | No | 6 mo | 6 mo | Possible |
| IEEE | Yes | Yes (w/embargo) | No | 12 mo | N/A | Token-based |
| ACM | Yes | Yes | Yes (FinELib) | 0 mo | N/A | Yes (copyright retained) |
| Oxford UP | Yes | Yes | No | 12 mo | 24 mo | Check |
| PLOS | N/A | N/A | Yes (Gold OA) | 0 | 0 | N/A |
| MDPI | N/A | N/A | Yes (Gold OA) | 0 | 0 | N/A |
| Frontiers | N/A | N/A | Yes (Gold OA) | 0 | 0 | N/A |
| BioMed Central | N/A | N/A | Yes (Gold OA) | 0 | 0 | N/A |

**Always verify current policy at Sherpa Romeo (v2.sherpa.ac.uk/romeo/) before depositing.**

## TABLE 14: KEY FINNISH OPEN SCIENCE INFRASTRUCTURE

## TAULUKKO 14: SUOMEN AVOIMEN TIETEEN INFRASTRUKTUURI

| System | URL | Operator | Purpose | TAMK Access |
|---|---|---|---|---|
| **Justus** | https://justus.csc.fi/ | CSC | Publication data entry for OKM | HAKA login |
| **VIRTA** | (system-to-system) | CSC | National publication data warehouse | Automatic from Justus |
| **Research.fi** | https://research.fi | CSC/OKM | Public research output display | Public (no login) |
| **Vipunen** | https://vipunen.fi | OKM | Education statistics | Public (no login) |
| **Theseus** | https://theseus.fi | National Library | AMK open repository | HAKA login |
| **Journal.fi** | https://journal.fi | TSV | Diamond OA journal platform | Public (no login) |
| **JUFO Portal** | https://jfp.csc.fi/ | TSV/CSC | Publication channel quality levels | Public (Eduuni for proposals) |
| **Fairdata** | https://fairdata.fi | CSC | Research data infrastructure | HAKA login |
| **DMPTuuli** | https://dmptool.fi | CSC | Data Management Plan tool | HAKA login |
| **Finna** | https://finna.fi | National Library | National search portal | Public |

**Data flow: Author → Justus → VIRTA → Research.fi + Vipunen + OKM funding calculations**

## TABLE 15: FIVE-STEP JOURNAL VERIFICATION CHECKLIST

## TAULUKKO 15: VIIDEN VAIHEEN LEHDEN TARKISTUSLISTA

| Step | Tool | URL | What to Check | Green Flag | Red Flag |
|---|---|---|---|---|---|
| 1 | JUFO Portal | jfp.csc.fi | Quality classification level | Level 1+ | Level 0 with no other positive signals |

| Step | Tool | URL | What to Check | Green Flag | Red Flag |
|------|------|-----|---------------|------------|----------|
| 2 | DOAJ | doaj.org | OA journal legitimacy | Listed and active | Not listed AND not in Scopus/WoS |
| 3 | Scopus/WoS | Via library access | Indexing status | Indexed | Not indexed in any major database |
| 4 | Think.Check.Submit | thinkchecksubmit.org | Structured trustworthiness evaluation | Passes all checks | Fails multiple checks |
| 5 | TSV Checklist | zenodo.org/records/17661997 | 19-item grey-area evaluation | Few or no concerns | Multiple problematic practices identified |

**Rule: Always check multiple sources. No single tool tells the whole story. If unsure after checking all 5 steps: contact <u>oa@tuni.fi</u> for advice.**

## TABLE 16: AMK vs UNIVERSITY FUNDING MODEL COMPARISON

## TAULUKKO 16: AMK vs YLIOPISTON RAHOITUSMALLIN VERTAILU

| Feature | AMK Model (TAMK) | University Model |
|---------|------------------|------------------|
| **Publication share of total funding** | ~2% | ~14% |
| **Base coefficient for A–D types** | 1.0 (flat) | JUFO-weighted (0.1 / 1.0 / 3.0 / 4.0) |
| **Base coefficient for E–I types** | 0.4 | JUFO-weighted |
| **JUFO level effect on coefficient** | None | Direct multiplier |
| **OA bonus mechanism** | Additive +0.2 | Multiplicative ×1.2 |
| **OA bonus for A1 at JUFO 1** | 1.0 + 0.2 = 1.2 | 1.0 × 1.2 = 1.2 |
| **OA bonus for A1 at JUFO 2** | 1.0 + 0.2 = 1.2 | 3.0 × 1.2 = 3.6 |

| Feature | AMK Model (TAMK) | University Model |
|---|---|---|
| **D-type value relative to A-type** | Equal (both 1.0) | Much lower (JUFO 0 = 0.1) |
| **Strategic implication** | D-types equally valuable; volume matters | JUFO level critical; quality over quantity |
| **Averaging period** | 3-year rolling average | 3-year rolling average |
| **Agreement period** | 2025–2028 | 2025–2028 |

**Key TAMK insight:** In the AMK model, publishing 4 D1 articles (coefficient $4 \times 1.2 = 4.8$) generates MORE funding than 1 A1 article at JUFO Level 2 ($1 \times 1.2 = 1.2$). Volume of professional publications matters more than chasing high JUFO levels.

## TABLE 17: QUICK ANSWERS TO THE MOST COMMON QUESTIONS

## TAULUKKO 17: PIKAVIITTEET YLEISIMPIIN KYSYMYKSIIN

| Question | Answer |
|---|---|
| **Justus URL?** | https://justus.csc.fi/ |
| **JUFO portal URL?** | https://jfp.csc.fi/jufoportal |
| **TAMKjournal ISSN?** | 2342-9879 |
| **TAMKjournal OKM type?** | D1 |
| **TAMKjournal OA code?** | 0 (Gold/Diamond OA) |
| **TAMKjournal CC license?** | CC BY-SA 4.0 |
| **TAMKjournal contact?** | tamkjournal.tamk@tuni.fi |
| **OA bonus in AMK model?** | +0.2 (additive) |
| **D-type AMK coefficient?** | 1.0 (same as A-type) |
| **E-type AMK coefficient?** | 0.4 |
| **OKM reporting deadline?** | End of March (approximately) |
| **Justus help email?** | justus.tamk@tuni.fi |
| **OA/self-archiving help?** | oa@tuni.fi |

| Question | Answer |
|---|---|
| **Theseus URL?** | https://theseus.fi |
| **Research.fi URL?** | https://research.fi |
| **Can abstracts be reported?** | NO — never |
| **Can blog posts be reported?** | NO — generally not |
| **Can posters be reported?** | NO — not without published full paper |
| **Are D-types less valuable than A-types?** | NO — same coefficient (1.0) in AMK model |
| **Does JUFO level affect AMK funding?** | NO — only affects TAMK internal bonus |
| **What is the best CC license?** | CC BY 4.0 (recommended by national policy and Plan S) |
| **Is self-archiving free?** | YES — Theseus costs nothing |
| **Does Green OA earn the +0.2 bonus?** | YES — same as Gold OA |
| **Who verifies Justus entries?** | TAMK library team (justus.tamk@tuni.fi) |
| **How long until Research.fi?** | ~1–3 weeks (verification + VIRTA transfer) |
| **Can I edit an approved entry?** | NO — contact justus.tamk@tuni.fi |
| **Does a student count as TAMK-affiliated?** | Only if also employed by TAMK |
| **What if no DOI exists?** | Enter permanent URL (Theseus URN) instead |
| **Minimum for conference reporting?** | Full paper in proceedings with ISSN/ISBN |
| **ACS FinELib agreement?** | NO — negotiations failed after 2023 |

## TABLE 18: JUSTUS FIELD-BY-FIELD ENTRY GUIDE

## TAULUKKO 18: JUSTUKSEN KENTTÄKOHTAINEN SYÖTTÖOPAS

### 18A. Mandatory Fields for All Publication Types / Pakolliset kentät kaikille tyypeille

| Field (EN) | Field (FI) | Description | Where to Find the Value | Common Errors |
|---|---|---|---|---|
| **Publication type** | Julkaisutyyppi | OKM type code (A1–I2) | Use Table 11 | Using A1 for non- |

| Field (EN) | Field (FI) | Description | Where to Find the Value | Common Errors |
|---|---|---|---|---|
| | | | decision flowchart | peer-reviewed articles |
| **Publication title** | Julkaisun nimi | Full title of the article/chapter/report | Published version or acceptance letter | Truncating long titles |
| **Publication year** | Julkaisuvuosi | Year of formal publication | Publisher website; DOI record | Using submission year instead of publication year |
| **Authors** | Tekijät | All authors in published order | Published version | Omitting co-authors; wrong name form |
| **TAMK-affiliated authors** | TAMK-affilioidut tekijät | Mark which authors belong to TAMK | TAMK HR records; ask co-authors | Forgetting to mark TAMK affiliation; marking students |
| **Number of TAMK authors** | TAMK-tekijöiden lukumäärä | Count of TAMK-affiliated authors | Count from previous field | Including non-employed students |
| **Language** | Kieli | Language of the publication text | Published version | Confusing abstract language with article language |
| **International co-publication** | Kansainvälinen yhteisjulkaisu | Yes/No: at least one author from foreign institution | Author affiliation list | Forgetting to mark "Yes" for international partners |

## 18B. Channel-Related Fields / Kanavakohtaiset kentät

| Field (EN) | Field (FI) | Applies To | Description | Where to Find |
|---|---|---|---|---|
| **Journal/Series name** | Lehden/sarjan nimi | A1, A2, B1, D1 | Official journal name | Publisher website or JUFO portal |
| **ISSN** | ISSN | Journals, series | 8-digit identifier (XXXX-XXXX) | Journal website or portal.issn.org |
| **ISBN** | ISBN | Books, reports | 13-digit identifier (978-...) | Book cover or publisher page |

| Field (EN) | Field (FI) | Applies To | Description | Where to Find |
|---|---|---|---|---|
| **Conference name** | Konferenssin nimi | A4, B3, D3 | Official conference name | Conference website or proceedings |
| **Publisher** | Kustantaja | All types | Publishing organization | Published version |
| **Publisher country** | Kustantajan maa | All types | Country of publisher's headquarters | Publisher website |
| **Volume / Issue** | Volyymi / Numero | Journals | Journal volume and issue number | Published version or DOI record |
| **Pages** | Sivut | Articles, chapters | Page range (e.g., 123–145) or article number | Published version |
| **DOI** | DOI | When available | Digital Object Identifier (10.XXXX/...) | Publisher page; doi.org; CrossRef |
| **Permanent URL** | Pysyvä URL | When no DOI | Theseus URN or other permanent link | Theseus (http://urn.fi/URN:NBN:fi:amk-...) |

## 18C. Open Access Fields / Avoimen saatavuuden kentät

| Field (EN) | Field (FI) | Description | Values | How to Determine |
|---|---|---|---|---|
| **OA status** | OA-status | Open access status of publication | 0, 1, 2, or 9 | Use Table 5 decision tree |
| **Self-archived** | Rinnakkaistallennettu | Has AAM been deposited in Theseus? | Yes / No | Check with oa@tuni.fi or Theseus |
| **Self-archiving URL** | Rinnakkaistallennuksen URL | Theseus URL of deposited version | URL (http://urn.fi/...) | Theseus record page |
| **Embargo end date** | Embargoajan päättymispäivä | When self-archived version becomes public | Date (if applicable) | Sherpa Romeo or publisher policy |
| **CC license** | CC-lisenssi | Creative Commons license type | CC BY, CC BY-SA, etc. | Published article or journal policy |

## 18D. Peer Review and Classification Fields / Vertaisarviointi- ja luokittelukentät

| Field (EN) | Field (FI) | Description | Values | Notes |
|---|---|---|---|---|
| **Peer reviewed** | Vertaisarvioitu | Was the publication peer-reviewed? | Yes / No | Must be "Yes" for A-types; "No" for B, D, E types |
| **JUFO level** | JUFO-taso | Publication channel quality level | 0, 1, 2, or 3 | Auto-populated if ISSN matched; verify at jfp.csc.fi |
| **Field of science** | Tieteenala | OKM field classification | Dropdown in Justus | Select primary field; can add secondary |
| **Field of education** | Koulutusala | Education field classification | Dropdown in Justus | Relevant for TAMK discipline reporting |

# TABLE 19: JOURNAL.FI JOURNALS RELEVANT TO TAMK — BY DISCIPLINE

# TAULUKKO 19: TAMKILLE RELEVANTIT JOURNAL.FI-LEHDET — TIETEENALOITTAIN

## 19A. Education and Pedagogy / Kasvatus ja pedagogiikka

| Journal Name | ISSN | JUFO Level | Language | Focus Area | OA Code in Justus |
|---|---|---|---|---|---|
| **Kasvatus** | 0022-927X | 1 | FI | General education research | 0 |
| **Ainedidaktiikka** | 2489-7930 | 1 | FI/EN | Subject-specific didactics | 0 |
| **Aikuiskasvatus** | 0358-6197 | 1 | FI | Adult education and lifelong learning | 0 |
| **Ammattikasvatuksen aikakauskirja** | 1456-7989 | 1 | FI | Vocational education (directly relevant for AMKs) | 0 |
| **Yliopistopedagogiikka** | 1795-2786 | 1 | FI | Higher education pedagogy | 0 |

| Journal Name | ISSN | JUFO Level | Language | Focus Area | OA Code in Justus |
|---|---|---|---|---|---|
| **Kasvatus & Aika** | 1797-2299 | 1 | FI | History of education | 0 |

## 19B. Health Sciences and Social Work / Terveystieteet ja sosiaalityö

| Journal Name | ISSN | JUFO Level | Language | Focus Area | OA Code |
|---|---|---|---|---|---|
| **Hoitotiede** | 0786-5686 | 1 | FI | Nursing science | 0 |
| **Tutkiva Hoitotyö** | 1459-4846 | 1 | FI | Evidence-based nursing | 0 |
| **Sosiaalilääketieteellinen aikakauslehti** | 0355-5097 | 1 | FI | Social medicine and public health | 0 |
| **Janus** | 1235-7812 | 1 | FI | Social policy and social work | 0 |
| **Kuntoutus** | 0800-7551 | 0 | FI | Rehabilitation | 0 |

## 19C. Social Sciences, Business, and Administration / Yhteiskuntatieteet, liiketalous ja hallinto

| Journal Name | ISSN | JUFO Level | Language | Focus Area | OA Code |
|---|---|---|---|---|---|
| **Yhteiskuntapolitiikka** | 1455-6901 | 2 | FI | Social policy (one of very few JUFO 2 on Journal.fi) | 0 |
| **Hallinnon tutkimus** | 0359-6680 | 1 | FI | Public administration research | 0 |
| **Sosiologia** | 0038-1640 | 1 | FI | Sociology | 0 |
| **Liiketaloudellinen Aikakauskirja** | 0024-3469 | 1 | FI | Business economics (Finnish Journal of Business Economics) | 0 |
| **Politiikka** | 0032-3365 | 1 | FI | Political science | 0 |

| Journal Name | ISSN | JUFO Level | Language | Focus Area | OA Code |
|---|---|---|---|---|---|
| **Kansantaloudellinen aikakauskirja** | 0022-8427 | 1 | FI | National economics | 0 |
| **Työelämän tutkimus** | 1459-8620 | 1 | FI | Working life research | 0 |

## 19D. Technology, Environment, and General Science / Teknologia, ympäristö ja yleistiede

| Journal Name | ISSN | JUFO Level | Language | Focus Area | OA Code |
|---|---|---|---|---|---|
| **Tieteessä tapahtuu** | 0781-7916 | 1 | FI | General science magazine (widely read, high visibility) | 0 |
| **Alue ja Ympäristö** | 1235-4554 | 1 | FI | Regional and environmental studies | 0 |
| **Terra** | 0040-3741 | 1 | FI | Geography | 0 |
| **Tekniikan Waiheita** | 0780-5018 | 0 | FI | History of technology | 0 |
| **Maanmittaus** | 0047-2581 | 0 | FI | Surveying and land management | 0 |

## 19E. Media, Communication, and Culture / Media, viestintä ja kulttuuri

| Journal Name | ISSN | JUFO Level | Language | Focus Area | OA Code |
|---|---|---|---|---|---|
| **Media & Viestintä** | 2342-477X | 1 | FI | Media and communication studies | 0 |
| **Lähikuva** | 0782-1778 | 1 | FI | Film and audiovisual culture | 0 |
| **Kulttuurintutkimus** | 0781-5751 | 1 | FI | Cultural studies | 0 |
| **Musiikki** | 0355-1059 | 1 | FI | Music research | 0 |

**Key note:** All Journal.fi journals are Diamond OA — no APC, code 0 in Justus, automatic +0.2 OA funding bonus. Publishing in these journals supports the Helsinki Initiative on Multilingualism and TAMK's societal impact mission.

# TABLE 20: JUFO EXPERT PANELS — REFERENCE

## TAULUKKO 20: JUFO-ASIANTUNTIJAPANEELIT — VIITE

| Panel # | Name (EN) | Nimi (FI) | Discipline Area |
|---|---|---|---|
| 1 | Mathematics and Computer Science | Matematiikka ja tietojenkäsittely | STEM |
| 2 | Physics and Astronomy | Fysiikka ja avaruustiede | STEM |
| 3 | Chemistry | Kemia | STEM |
| 4 | Biology | Biologia | STEM |
| 5 | Environmental Sciences | Ympäristötieteet | STEM |
| 6 | Health Sciences | Terveystieteet | Medical/Health |
| 7 | Clinical Medicine | Kliininen lääketiede | Medical/Health |
| 8 | Biomedicine | Biolääketiede | Medical/Health |
| 9 | Pharmacy | Farmasia | Medical/Health |
| 10 | Geosciences | Geotieteet | STEM |
| 11 | Mechanical and Industrial Engineering | Kone- ja valmistustekniikka | Engineering |
| 12 | Electrical, Automation, and Telecom | Sähkö-, automaatio- ja tietoliikennetekniikka | Engineering |
| 13 | Built Environment | Rakennettu ympäristö | Engineering |
| 14 | Materials Science and Technology | Materiaalitekniikka ja -tiede | Engineering |
| 15 | Economics and Business | Taloustieteet ja liiketalous | Social Sciences |
| 16 | Political Science and Administrative Studies | Politiikka- ja hallintotieteet | Social Sciences |
| 17 | Law | Oikeustiede | Social Sciences |
| 18 | Social Sciences | Yhteiskuntatieteet | Social Sciences |
| 19 | Psychology | Psykologia | Social Sciences |

| Panel # | Name (EN) | Nimi (FI) | Discipline Area |
|---------|-----------|-----------|-----------------|
| 20 | Education | Kasvatustieteet | Social Sciences |
| 21 | Media and Communications | Viestintä ja informaatiotieteet | SSH |
| 22 | Languages and Literature | Kieli- ja kirjallisuustieteet | SSH |
| 23 | History, Philosophy, and Theology | Historia, filosofia ja teologia | SSH |
| **24** | **Arts** | **Taiteet** | **SSH** |

**Total: 23 standard panels + Panel 24 (Arts) added 2024. Each panel has ~15–20 expert members evaluating ~2,000–4,000 channels. All panels review channels triennially (3-year cycles). Next cycle: 2025–2027.**

## TABLE 21: OA ROUTE SELECTION — DECISION MATRIX

## TAULUKKO 21: OA-REITIN VALINTA — PÄÄTÖSMATRIISI

| # | Situation | Recommended OA Route | Justus Code | Cost to Author | Effort Level | Funding Bonus |
|---|-----------|----------------------|-------------|----------------|--------------|---------------|
| 1 | Publishing in TAMKjournal or TAMK series | Automatic Diamond OA | 0 | €0 | None | +0.2 |
| 2 | Publishing in a Journal.fi journal | Automatic Diamond OA | 0 | €0 | None | +0.2 |
| 3 | Article accepted at FinELib-covered publisher | Accept OA option via FinELib | 1 | €0 | Low | +0.2 |
| 4 | Article at subscription journal (no FinELib) | Self-archive AAM in Theseus | 2 | €0 | Medium | +0.2 |
| 5 | Article at subscription journal + embargo | Deposit AAM with embargo in Theseus | 2* | €0 | Medium | +0.2* |
| 6 | Publisher prohibits self-archiving | Apply Rights Retention Strategy + Theseus | 2 | €0 | Medium-High | +0.2 |

| # | Situation | Recommended OA Route | Justus Code | Cost to Author | Effort Level | Funding Bonus |
|---|---|---|---|---|---|---|
| 7 | Gold OA journal not in FinELib | Pay APC from project/TAMK funds | 0 | €500– 5000+ | Low | +0.2 |
| 8 | Academy of Finland funded → Plan S required | Gold OA / FinELib / RRS with CC BY | 0 or 1 or 2 | Varies | Medium | +0.2 |
| 9 | No OA possible (extremely rare) | Report as is | 9 | €0 | None | None |

**Note on row 5:** During embargo, Justus code should technically be 9; update to 2 when embargo lifts.

**Strategic recommendation:** Routes 1–4 cover >95% of TAMK publications at zero cost. There is almost never a reason to be at code 9.

## TABLE 22: BILINGUAL TERMINOLOGY — STRUCTURED LOOKUP

## TAULUKKO 22: KAKSIKIELINEN TERMINOLOGIA — RAKENTEELLINEN HAKU

### 22A. Publication Types and Processes / Julkaisutyypit ja prosessit

| English | Suomeksi | Context |
|---|---|---|
| Peer review | Vertaisarviointi | Required for A-types |
| Peer-reviewed article | Vertaisarvioitu artikkeli | A1, A2 |
| Non-refereed | Vertaisarvioimaton | B-types |
| Professional article | Ammatillinen artikkeli | D1 |
| Scientific monograph | Tieteellinen monografia | C1 |
| Edited book | Toimitettu teos | C2 / D6 |
| Conference paper | Konferenssiartikkeli | A4 / B3 / D3 |
| Conference proceedings | Konferenssijulkaisu | Publication containing A4/B3/D3 papers |
| Book chapter | Kirjan luku / kokoomateoksen osa | A3 / B2 / D2 |
| Textbook | Oppikirja | D5 |

| English | Suomeksi | Context |
| --- | --- | --- |
| Research report | Tutkimusraportti | D4 |
| Development report | Kehittämisraportti | D4 |
| Expert column | Asiantuntija-artikkeli | E1 (in newspaper/magazine) |
| Popular article | Yleistajuinen artikkeli | E1 |
| Popular monograph | Yleistajuinen monografia | E2 |
| Audiovisual material | Audiovisuaalinen aineisto | I1 |
| Software | Tieto- ja viestintätekniset ohjelmat | I2 |

## 22B. Open Access Terms / Avoimen saatavuuden termit

| English | Suomeksi | Context |
| --- | --- | --- |
| Open access (OA) | Avoin saatavuus / Avoin julkaiseminen | General term |
| Gold open access | Kultainen avoin saatavuus | Entire journal OA (code 0) |
| Green open access | Vihreä avoin saatavuus / Rinnakkaistallennus | Repository deposit (code 2) |
| Hybrid open access | Hybridi-OA | Article OA in subscription journal (code 1) |
| Diamond open access | Timantti-OA | No fees for anyone (TAMKjournal, Journal.fi) |
| Self-archiving | Rinnakkaistallennus | Depositing AAM in Theseus |
| Accepted Author Manuscript (AAM) | Hyväksytty tekijän käsikirjoitus | Post-peer-review, pre-formatting version |
| Preprint | Esijulkaisu / Preprintti | Pre-peer-review version |
| Version of Record (VoR) | Julkaistu versio / Kustantajan versio | Final formatted published version |
| Embargo period | Embargoaika / Karenssi | Delay before self-archived version goes public |
| Article Processing Charge (APC) | Artikkelinkäsittelymaksu | Fee for Gold/Hybrid OA publication |

| English | Suomeksi | Context |
| --- | --- | --- |
| Rights Retention Strategy (RRS) | Oikeuksien säilyttämisstrategia / Aiemman käyttöoikeuden malli | Pre-applying CC BY before submission |
| Transformative agreement | Transformatiivinen sopimus | Read & Publish deal (FinELib) |
| Read & Publish | Lue ja julkaise | Type of FinELib agreement |
| Corresponding author | Vastuukirjoittaja / Yhteyshenkilö | Author managing submission (determines FinELib eligibility) |

## 22C. Funding and Reporting Terms / Rahoitus- ja raportointitermit

| English | Suomeksi | Context |
| --- | --- | --- |
| Funding coefficient | Rahoituskerroin | AMK: 1.0 (A–D), 0.4 (E–I) |
| OA bonus | OA-bonus / Avoimuuskerroin | +0.2 additive in AMK model |
| Three-year rolling average | Kolmen vuoden liukuva keskiarvo | How funding is calculated |
| Agreement period | Sopimuskausi | 2025–2028 for current AMK model |
| Data collection | Tiedonkeruu | Annual process of gathering publication data |
| Publication indicator | Julkaisuindikaattori | Metric in the funding formula |
| Base funding | Perusrahoitus | Ministry-allocated annual funding |
| Publication bonus | Julkaisubonus | TAMK internal reward for publishing |
| Retroactive protection | Takautuva suoja | Past publications protected from JUFO downgrades |

## 22D. Systems and Organizations / Järjestelmät ja organisaatiot

| English | Suomeksi | Context |
| --- | --- | --- |
| Ministry of Education and Culture | Opetus- ja kulttuuriministeriö (OKM) | Sets funding model and OA policy |
| Federation of Finnish Learned Societies | Tieteellisten seurain valtuuskunta (TSV) | Operates JUFO, Journal.fi, AVOTT |

| English | Suomeksi | Context |
| --- | --- | --- |
| CSC – IT Center for Science | CSC – Tieteen tietotekniikan keskus | Operates Justus, VIRTA, Research.fi |
| National Library of Finland | Kansalliskirjasto | Hosts Theseus, operates FinELib |
| Research Council of Finland | Suomen Akatemia | Funder with Plan S mandate |
| Arene ry | Ammattikorkeakoulujen rehtorineuvosto | Owns Theseus; represents Finnish AMKs |
| Publication Forum | Julkaisufoorumi (JUFO) | Quality classification system |
| Directory of Open Access Journals | DOAJ | OA journal whitelist |
| Sherpa Romeo | Sherpa Romeo | Self-archiving policy database |

## TABLE 23: FUNDING IMPACT CALCULATOR — WORKED EXAMPLES

## TAULUKKO 23: RAHOITUSVAIKUTUSLASKIN — ESIMERKIT

### 23A. Single Publication Value Estimates / Yksittäisen julkaisun arvo-arviot

**Assumptions:** AMK model allocates approximately 2% of total funding to publications. Based on TAMK's budget, each AMK "publication point" is estimated at approximately €200–€350. These are approximations for illustrative purposes only; exact values depend on national totals and institutional allocations.

| Scenario | OKM Type | JUFO | OA? | Coefficient | Approx. Funding Value | TAMK Bonus | Total Value |
|---|---|---|---|---|---|---|---|
| TAMKjournal article | D1 | 0 | Yes | 1.2 | ~€240–€420 | €250 | ~€490–€670 |
| JUFO 1 journal (OA) | A1 | 1 | Yes | 1.2 | ~€240–€420 | €800 | ~€1,040–€1,220 |
| JUFO 2 journal (OA) | A1 | 2 | Yes | 1.2 | ~€240–€420 | €1,300 | ~€1,540–€1,720 |
| JUFO 3 journal (OA) | A1 | 3 | Yes | 1.2 | ~€240–€420 | €2,000 | ~€2,240–€2,420 |
| TAMK Raportteja (OA) | D4 | 0 | Yes | 1.2 | ~€240–€420 | €250 | ~€490–€670 |
| MDPI journal (downgraded, OA) | A1 | 0 | Yes | 1.2 | ~€240–€420 | €450 | ~€690–€870 |
| Newspaper column (OA) | E1 | 0 | Yes | 0.6 | ~€120–€210 | €150 | ~€270–€360 |
| Newspaper column (not OA) | E1 | 0 | No | 0.4 | ~€80–€140 | €150 | ~€230–€290 |
| Subscription journal (no OA) | A1 | 1 | No | 1.0 | ~€200–€350 | €800 | ~€1,000–€1,150 |

## 23B. Strategic Volume Comparison / Strateginen volyymien vertailu

**Scenario A:** One TAMK lecturer publishes 4 TAMKjournal articles (D1) per year. Coefficient total: $4 \times 1.2 = 4.8$ publication points. TAMK bonuses: $4 \times €250 = €1,000$. Estimated funding contribution: $4.8 \times$ ~€300 ≈ €1,440. Total value: approximately €2,440.

**Scenario B:** One TAMK researcher publishes 1 article in a JUFO 2 journal (A1) per year. Coefficient total: $1 \times 1.2 = 1.2$ publication points. TAMK bonus: $1 \times €1,300 = €1,300$. Estimated funding contribution: $1.2 \times$ ~€300 ≈ €360. Total value: approximately €1,660.

**Key insight:** Scenario A generates significantly more total value (€2,440 vs €1,660) through volume of professional publications rather than a single high-JUFO article. This is unique to the AMK model where D-types have the same coefficient as A-types. In the university model, Scenario B would generate far more value because JUFO levels directly multiply the coefficient.

## 23C. OA Bonus Value Calculation / OA-bonuksen arvon laskenta

| Base Coeff | Without OA | With OA (+0.2) | Absolute Gain | Relative Gain |
|---|---|---|---|---|
| 1.0 (A–D) | 1.0 | 1.2 | +0.2 | **+20%** |
| 0.4 (E–I) | 0.4 | 0.6 | +0.2 | **+50%** |

**Free OA (self-archiving in Theseus) earns exactly the same +0.2 bonus as expensive Gold OA.** This makes self-archiving the most cost-effective action any TAMK staff member can take to increase their publication's funding value.

## TABLE 24: JUSTUS STATUS CODES AND WORKFLOW STATES

## TAULUKKO 24: JUSTUKSEN TILAKOODIT JA TYÖVAIHEET

| Status | Name (EN) | Nimi (FI) | What It Means | Who Can Edit? |
|---|---|---|---|---|
| **Draft** | Draft | Luonnos | Entry started but not submitted. Only visible to author. | Author |
| **Submitted** | Submitted | Lähetetty | Author has submitted. Awaiting library verification. | Author (can recall) |
| **Returned** | Returned for correction | Palautettu korjattavaksi | Library found errors. Author must fix and resubmit. | Author |
| **Approved** | Approved by library | Kirjaston hyväksymä | Library verified. Ready for VIRTA transfer. | Library only |
| **Transferred** | Transferred to VIRTA | Siirretty VIRTAan | Data sent to national warehouse. Appears on Research.fi. | Neither (contact justus.tamk@tuni.fi for corrections) |

**Common return reasons and fixes:**

| Return Reason | How to Fix |
|---|---|
| Wrong OKM type (e.g., A1 but no peer review) | Change to correct type (B1 or D1) |
| Incorrect OA status | Use Table 5 decision tree to select correct code |
| Missing ISSN or wrong ISSN | Verify at portal.issn.org |
| TAMK affiliation not marked for TAMK author | Check author list and mark all TAMK-affiliated |
| Conference abstract entered as A4 | Delete entry — abstracts are not reportable |
| Missing DOI when one exists | Look up on publisher page or doi.org |
| Duplicate entry | Delete the duplicate |
| Wrong publication year | Verify formal publication date; use the year the publication appeared (not submission year) |

## TABLE 25: CROSS-REFERENCE BETWEEN DOCUMENTS 1–6

## TAULUKKO 25: RISTIVIITTAUKSET DOKUMENTTIEN 1–6 VÄLILLÄ

| Topic | Primary Document | Supporting Documents | Best for Quick Lookup |
|---|---|---|---|
| OKM publication type definitions | Doc 1 | Doc 4, Doc 6 Table 1 | Doc 6 Table 1 |
| OKM type decision logic | Doc 1 | Doc 6 Table 11 | Doc 6 Table 11 |
| AMK funding coefficients | Doc 1 | Doc 3, Doc 5, Doc 6 Tables 1 & 16 | Doc 6 Table 1 |
| JUFO level system explanation | Doc 2 | Doc 6 Table 2 | Doc 2 |
| JUFO expert panels list | Doc 2 | Doc 6 Table 20 | Doc 6 Table 20 |
| JUFO grey-area / MDPI / Frontiers | Doc 2 | Doc 5 Section 11 | Doc 2 |
| TAMK publishing guidelines | Doc 3 | Doc 6 Table 4 | Doc 3 |

| Topic | Primary Document | Supporting Documents | Best for Quick Lookup |
|---|---|---|---|
| TAMKjournal author instructions | Doc 3 | Doc 6 Table 4A | Doc 6 Table 4A |
| TAMK internal publication bonuses | Doc 3 | Doc 6 Table 3 | Doc 6 Table 3 |
| Justus data entry process | Doc 4 | Doc 6 Tables 18 & 24 | Doc 6 Table 18 |
| Justus field-by-field guide | Doc 4 | Doc 6 Table 18 | Doc 6 Table 18 |
| Common Justus errors | Doc 4 | Doc 6 Table 10 | Doc 6 Table 10 |
| Annual reporting timeline | Doc 4 | Doc 6 Table 9 | Doc 6 Table 9 |
| Open access types explanation | Doc 5 | Doc 6 Table 5 | Doc 5 |
| OA status code selection | Doc 5 | Doc 6 Table 5 | Doc 6 Table 5 |
| FinELib agreements directory | Doc 5 | Doc 6 Table 6 | Doc 6 Table 6 |
| Creative Commons licensing | Doc 5 | Doc 6 Table 7 | Doc 6 Table 7 |
| Self-archiving in Theseus | Doc 5 | Doc 6 Table 12 | Doc 6 Table 12 |
| Publisher self-archiving policies | Doc 5 | Doc 6 Table 13 | Doc 6 Table 13 |
| Plan S / Rights Retention | Doc 5 | — | Doc 5 |
| Predatory / grey-area journals | Doc 5 | Doc 2, Doc 6 Table 15 | Doc 6 Table 15 |
| Contact directory | Doc 5 | Doc 6 Table 8 | Doc 6 Table 8 |
| Journal.fi journals for TAMK | Doc 5 | Doc 6 Table 19 | Doc 6 Table 19 |
| Quick factual answers | Doc 6 Table 17 | All documents | Doc 6 Table 17 |

**How to use this cross-reference:** If a chatbot user asks a detailed "why" or "how" question, reference the Primary Document. If they ask a specific "what is the exact value" question, reference this document (Doc 6). For complex scenarios, reference both the primary document for context and this document for the precise data points.

# TABLE 26: DOCUMENT USAGE GUIDE FOR COPILOT STUDIO

# TAULUKKO 26: DOKUMENTTIEN KÄYTTÖOPAS COPILOT STUDIOLLE

## 26A. Question Type → Best Document Mapping / Kysymystyyppi → Paras dokumentti

| User Question Pattern | Primary Source | Fallback Source |
|---|---|---|
| "What type is my publication?" / "Mikä tyyppi?" | Doc 6, Table 11 | Doc 1 (full explanation) |
| "What is the coefficient for X?" / "Mikä kerroin?" | Doc 6, Table 1 | Doc 3 |
| "How do I enter in Justus?" / "Miten Justukseen?" | Doc 6, Table 18 | Doc 4 (detailed guide) |
| "What is the OA code for X?" / "Mikä OA-koodi?" | Doc 6, Table 5 | Doc 5 (full OA guide) |
| "Is FinELib covering my journal?" / "Kattaako FinELib?" | Doc 6, Table 6 | Doc 5, Section 6 |
| "What is JUFO level for X?" / "Mikä JUFO-taso?" | Doc 6, Table 2 + jfp.csc.fi | Doc 2 (JUFO guide) |
| "How to self-archive?" / "Miten rinnakkaistallentaa?" | Doc 6, Table 12 | Doc 5, Section 4 |
| "Who do I contact about X?" / "Keneen otan yhteyttä?" | Doc 6, Table 8 | Doc 5, Section 15 |
| "What bonus do I get?" / "Paljonko bonus?" | Doc 6, Table 3 | Doc 3 |
| "Is this journal legitimate?" / "Onko lehti luotettava?" | Doc 6, Table 15 | Doc 2 + Doc 5, Section 11 |
| "When is the deadline?" / "Milloin on määräaika?" | Doc 6, Table 9 | Doc 4 |
| "What CC license?" / "Mikä CC-lisenssi?" | Doc 6, Table 7 | Doc 5, Section 5 |
| "Explain Plan S" / "Selitä Plan S" | Doc 5, Section 10 | Doc 6, Table 21 |
| "Tell me about TAMKjournal" | Doc 6, Table 4A | Doc 3 (full guide) |
| "How does funding work?" / "Miten rahoitus toimii?" | Doc 6, Table 16 | Doc 1 + Doc 3 |

## 26B. Response Priority Rules / Vastausten priorisointisäännöt

The chatbot should follow these priority rules when answering user questions:

**Rule 1: Factual questions first get a precise answer from Doc 6, then offer additional context.** For example, if a user asks "What is the coefficient for D1?", respond with "1.0 (or 1.2 with OA bonus)" from

Table 1 before offering to explain the funding model.

**Rule 2: Process questions get step-by-step guidance from the relevant detailed document.** For example, "How do I self-archive?" should draw from Doc 5 Section 4 (detailed workflow) rather than Doc 6 Table 12 (quick reference).

**Rule 3: When uncertain between OKM types, guide the user through Table 11's decision flowchart.** Ask clarifying questions: "Was it peer-reviewed?", "Is it in a scientific journal or professional journal?", "Is it a full paper or just an abstract?"

**Rule 4: Always provide the contact email for complex or uncertain cases.** The most common referrals are justus.tamk@tuni.fi (Justus questions), oa@tuni.fi (OA questions), and julkaisut@tuni.fi (general publication questions).

**Rule 5: Bilingual responses preferred.** When the user writes in Finnish, respond primarily in Finnish with key terms in both languages. When writing in English, include Finnish terms in parentheses for system-specific terminology (e.g., "self-archiving (rinnakkaistallennus)").

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*End of Document 6 — Structured Lookup Tables and Quick-Reference Data / Dokumentin 6 loppu — Rakenteelliset hakutaulukot ja pikaviitetiedot*