

AUTHOR GUIDELINES

Dear Authors!

We are delighted to welcome you as a future author of the journal we are publishing. In order to facilitate the editorial work and to ensure the formal consistency of the volume, we would like to ask you to use the following guidelines for the preparation of your manuscript.

I. General formatting requirements

Please using our manuscript template, which you can find on our website at this [link](#)!

Paper size: A5

Margins: mirror margins, 2 cm at the top and at the binding margin, otherwise 1.5-1.5 cm

Line spacing: 1

Alignment: justified

Font: Garamond

Font size: 10 point

Parenthesis: 1 cm first line indented in the body of the text.

No page numbering!

Length: between half and one author's sheet. In agreement with the Editorial Office, a manuscript of up to 1.5 author's sheets may be accepted if it retains the character of the article.

II. A kézirat tagolása

The title should be printed in bold, small-capital type.

Below this, the author's details, in italics, as follows:

Name

Title/Status, Department

Author's field of research:

Corresponding address:

Repeat this formula for several authors!

Underneath, a line is skipped, followed by an abstract of max. 12 lines under Abstract (in bold).

One line omitted below, followed by Keywords (in bold) followed by 3-5 keywords.

One line is omitted after Introduction, one line is omitted before each chapter, do not use spaces!

In addition to the title, the sections (chapters) of the manuscript should also be numbered in the following order:

- Roman numerals, i.e. I. II. III. etc., indicate the largest units,
- within these Arabic numerals, (1., 2., 3.), the subheadings,
- one level below 1.1, 1.2, etc., and within these 1.1.1, 1.1.2. should be used, or this system should be logically extended.

The numeration should start at the "Introduction" chapter and continue to the "Summary". The list of references used should not be numbered.

Formatting of chapter headings:

Level 1 (I.) Bold

Level 2 (1.) Bold and Italic

Level 3 (1.1.) Italic

Levels 4 and above (1.1.1.1.) Standard formatting.

III. Guidelines for Citations and References

The numbering method should be used for citations: for both verbatim and paraphrased citations, an Arabic numeral at the end of the citation in superscript 1 indicates the citation, using the text editor's automatic citation service.

The source is given as a footnote at the bottom of the page (the footnote font is also Garamond!). For each source type, the mandatory identifiers are:

Book/Monograph

author(s)/editor(s) (Eds.): *Title*. Place of publication, publisher, year of publication.
Page number (pages cited).

I.e. Hohmann, B. – Shasivari, Jeton (Eds.): *Expanding Edges of Today's Administrative Law*. Bucharest, ADJURIS, 2021. pp. 343-344.

Articles

author(s): *Title. Article name Year(Issue) or Volume(No.)* (or month, day in the case of a daily or weekly newspaper), number of pages (from to)

I.e. Ball, I.: New development: transparency in the public sector. *Public Money & Management* 32(1), 2012, pp. 35-40.

Book chapters, published in a book of studies, CD, DVD

author(s): *Title*. In: *Book title*. Place of publication, publisher, year of publication.
Page number (pages cited).

I.e. Bennett, W. L. – Serrin, W.: *The watchdog role*. In: Overholser, G. – Jamieson, K. H. (Eds.): *The press*. Oxford, Oxford University Press, 2005. p. 169.

Internet source

author(s): *Title*. Page number (if available) URL address (view date).

Barrot, J. – Grassi, B. – Sauvagnat, J.: *Sectoral effects of social distancing*. 2020. pp. 5–7. <http://acdc2007.free.fr/barrot420.pdf> (2023.07.15.)

Manuscript, lecture

author(s): *Title*. Type of source. Place of publication (birth of thesis, giving of lecture), date of publication, name of institution, title of conference.

Körösapaty, T.: *A felnőttnevelés lélektana*. University doctoral dissertation. Debrecen, 1983, Kossuth Lajos University.

Legal source

Type of legal source, number, title OR year number, title, article number, paragraph number (marking of the country in the usual local way)

I.e. Allgemeines Verwaltungsverfahrensgesetz 1991. BGBl. Nr. 51/1991 8.§
Grundgesetz für die Bundesrepublik Deutschland vom 23. Mai 1949, Art. 20 (1)–(2)

The editor is distinguished from the author by the (Eds.) after the name.

For all citations, in addition to the above information, the location of the quoted text, i.e. the exact page number, must be given (in the case of journal articles, book chapters, or articles published in a volume of studies, only this should be given).

IMPORTANT! For references cited where DOI is available, it must also be included in the format below: <http://doi.org/.....>

We encourage our authors to check some of their literature sources in this respect using one of the following search engines after/between the manuscript is completed:

- <http://search.crossref.org/> (very simple, one-word, free-text search)
- <http://www.crossref.org/guestquery/> (a search engine that provides a search option for each metadata field, resulting in accurate results)
- <https://doi.crossref.org/simpleTextQuery> (free text search, even the whole bibliography can be copied into a search)

Our authors may refer to the same work more than once. To avoid repetition, the following system should be used:

1. When referring to the work for the first time in the manuscript, the full dataset should be provided.
2. Next time it is enough:
 - author first name,
 - year of publication,
 - and specify the (cited) page number (pl. op. cit. p. 49.).

If several works by the same author published in the same year are cited in the same manuscript, the title must be included in the citation.

If the work we have used quotes from another work and we use this quotation in our own paper (citation of reference), the citation should be given as follows:

- cited works dataset
- Cited by:
- citing work dataset

Pl.: Marton, G.: *A római magánjog elemeinek tankönyve. Intitúciók.* Méliusz, Debrecen, 1943. Cited by: Földi, A.: *A római jog története és intitúciói.* Nemzeti Tankönyvkiadó, Budapest, 2004.

IV. Tables, figures

Tables and figures inserted in the text of the manuscript should be numbered and titled above the object, centred and bold. Figures should be sized to fit the page margins.

For any further information, please contact us!