

Per Aspera ad Astra
Publications on the Cultural and University History of the University of Pécs

Formal requirements

I. Types of manuscripts

Studies section

- scientific, in-depth and analytical articles or case studies on the theme of the current issue or other topics related to education, university and cultural history
- length: maximum 40.000 characters with spaces
- the manuscript requires an abstract of 1500–2000 characters, as well as 3-7 keywords in Hungarian and English
- may contain: image, figure, table, attachment

The submitted papers in the *Studies* section are reviewed in a double-blind peer-review process, so we ask that authors do not name themselves in the abstract or in the text of the publication, and if possible, avoid using the first person singular/plural form as a reference, e.g. ‘... in my previous article...’

Workshop section

- scientific and analytical articles, case studies, source publications, research or conference reports on the theme of the current issue or other topics related to education, university and cultural history
- length: maximum 40.000 characters with spaces
- the manuscript requires an abstract of 1500–2000 characters, as well as 3-7 keywords in Hungarian and English
- may contain: image, figure, table, attachment

Interview

- life-course interviews with former or active employees of the University of Pécs and its predecessor institutions
- length: maximum 40.000 characters with spaces
- may contain: image

Portrait

- a description of the lives and professional/scientific careers of deceased employees of the University of Pécs and its predecessor institutions
- length: maximum 40.000 characters with spaces
- may contain: image, figure, table, attachment

Review section

- reviews of books on education, university or cultural history, published in Hungarian or foreign languages no more than five years ago
- length: maximum 25.000 characters with spaces
- may contain: bibliography

The editorial board may deviate from the length limits based on individual assessment.

II. General rules

The text can be written in any version of MS Word. It should be made by using the default font type and size. Do NOT use any formatting, except *italics*, **bold**, or LOWERCASE in the prescribed and necessary places, furthermore larger font size for chapters and subchapters. Chapters/subchapters should only be numbered when justified.

III. The structure of the studies

The order of each unit of the study is:

- Title/subtitle
- Main text
- List of abbreviations (if any)
- List of images (if any)
- Sources
 - Archival sources
 - Press sources
- Bibliography
- Abstract in English and Hungarian (if necessary)

IV. General formal characteristics of the main text

- quoted texts should be in quotation marks and italics;
- in the main text, titles of works and journals should be in italics;
- in the manuscript, centuries – except for the original occurrence of quotations, study and book titles, etc. – should be written in Arabic numerals: e.g. 19th century.
- generally, do not abbreviate within the text, like for example instead of e.g., street instead of St. etc.
- page numbers, years, and names of authors of works with multiple authors should be commented with a hyphen (–)

V. Reference

V.1 In footnotes

The text should be provided with continuously numbered footnotes. All footnotes should be abbreviated, starting from the first reference, in the format below. Reference and page abbreviations (like *ibid.*, p., pp., pg.) should be avoided.

Literature

- basic format: Sarbak 2007. 15–17.
- multiple works by an author published in the same year, depending on the order of their appearance in the study: Kovács 2012a. 370–371.; Kovács 2012b. 120.
- references should be separated by semicolons: BODA 1991. 71–72.; ROZS 2011.

Press sources (daily newspapers)

- references to articles published in newspapers are made in the footnote

Examples:

There is an order at the University of Pécs, but the youth refuse to enrol.
Dunántúl, January 13, 1934. 1.

BÁNDI Gábor: Exhibition from the history of the universities of Pécs.
Dunántúli Napló, October 1, 1967. 12.

Archival sources

- the reference to an archival document consists of the following parts: the abbreviated name of the archive, fond, collection/box/fasciculus/preservation unit/filing number (if it has any), the original or explanatory title of the document/bundle, date (if it has any)

Examples:

PTE EL VIII.107.e. 5. d. 181/1923–24. Appointment of József Holub, a public extraordinary teacher, to a public regular teacher

PTE EL VIII.202.b. 1. d. István Csekey's letter to Lajos Kubinszky, December 12, 1947.

V.2 List of sources and bibliography

The abbreviations used in the references are explained in the table of sources and bibliography at the end of the text. Sources, press and literature references are placed separately in the list.

Sources

Archival sources

The archives should be named alphabetically. The abbreviations of the archives and the fonds/collections should be resolved in a separate line. If applicable, the year of the fond/collection should be indicated next to the name of the fond/collection.

Examples:

BAZML	Borsod-Abaúj-Zemplén County Archives
IV.1906.b.	Documents of the Mayor's Office of Miskolc, Administrative documents (1909–1950)
PTE EL	University of Pécs University Archives
VIII.101.a.	Minutes of the meetings of the Erzsébet University's Council of Pécs (1923–1944)

Press sources

The names of the daily newspapers should be indicated alphabetically. After the name, it is followed by the year of use. For multiple newspapers with the same name, the publication date should be included in parentheses after the newspaper.

Examples:

Dunántúl, 1928, 1934
Pesti Hírlap, 1933–1934
Magyarország (1894–1944), 1896, 1901
Magyarország (1964–1998), 1968

Bibliography

General rules

- in the bibliographic description of the literature only the place of publication must be indicated, the publisher not
- URL must be provided only for works and manuscripts that were published exclusively online (so not in the case of printed works that are also available online)

Stand-alone, volumes, monographs

BALOGH 2000	<i>1000 éves a magyar iskola.</i> Ed. BALOGH László. Budapest, 2000.
BENKE 1999	BENKE József: <i>Egyetemünk története.</i> Pécs, 1999.
GRABAR 1961	GRABAR, André: <i>Christian Iconography. A Study of Its Origins.</i> Princeton, 1961.

Published study in a study volume

MÓRÓ 2000	MÓRÓ Mária Anna: Pécsi Püspöki Könyvtár – Pozsonyi Egyetemi Könyvtár – az Erzsébet Tudományegyetem Könyvtára. In: <i>A könyv- és könyvtárkultúra ezer éve Baranyában. Tanulmányok.</i> Ed. BODA Miklós et al. Pécs, 2000. 212–221.
KEENAN 2007	KEENAN, Siobhan: Spectator and Spectacle: Royal Entertainments at the Universities in the 1560s. In: <i>The Progresses, Pageants, and Entertainments of Elizabeth I.</i> Eds. Archer, Jayne Elisabeth – GOLDRING, Elizabeth – KNIGHT, Sarah. Oxford, 2007. 86–103.

Published volume in a series

FARKAS 2003	FARKAS Gyöngyi: „Gyertek lányok traktorra”. In: <i>Nők és férfiak... avagy a nemek története.</i> Szerk. LÁCZY Magdolna. Nyíregyházi Főiskola Gazdaságtudományi Kar, 2003. 355–367. (Rendi társadalom – polgári társadalom 16.)
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Journal study

SIPOS 2014	SIPOS Balázs: Modern amerikai lány, új nő és magyar asszony a Horthy-korban. Egy nő történeti szempontú médiatörténeti vizsgálat. <i>Századok</i> 148. (2014):1. 3–34.
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Published study in an online journal

PÁSZTOR 2016	PÁSZTOR Anita: Női reprezentáció az 1950-es évek magyar propagandaplakátjain. <i>TNTeF: Társadalmi Nemek Tudománya Interdiszciplináris eFolyóirat</i> 1. (2016):2. 198–227. (http://tntefjournal.hu/vol6/iss2/pasztor.pdf) [2017.10.24.]
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Dissertation

SOMOGYVÁRI 2014	SOMOGYVÁRI Lajos: <i>A tudásátadás, nevelés intézményi és intézményen kívüli terei (Képelemzések a magyar pedagógiai szaksajtóban, 1960–1970).</i> Doctoral dissertation. Pécs, 2014. (https://doktori.hu/index.php?menuid%20=193&lang=HU&vid=13432) [2014.01.25.]
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If the referenced electronic publication has a DOI (Digital Object Identifier), provide the DOI number instead of a link to the publication.

VI. Tables, diagrams, pictures

Tables, diagrams, pictures and other illustrations should be placed at the appropriate point in the text – either by inserting the picture or by in-text marking, e.g.: (picture 1) OR as shown in table/diagram/picture 1....

Images, diagrams and other illustrations must be attached separately in a .jpg, .jpeg file. Tables, diagrams, pictures and other illustrations – depending on the type – must be numbered with Arabic numerals, and – if it is not redundant – the name of the image must also be given (e.g.: Image 1 – King Matthias, Table 1 – Distribution of Hungarian students by faculties at the University of Vienna, Image 2 – Contemporary propaganda poster, etc.)

Copyright issues related to the use of pictures, diagrams and illustrations

Pictures, diagrams and illustrations can be inserted into the text if:

- the author's illustration or recording;
- the picture is in the public domain and can be used freely;
- the image can be used under a Creative Commons 4.0 license;
- the author has written permission from the copyright owner to use the image (the permission must be attached during the submission).

After the main text, the title and source of the used images must also be indicated in a table.

Examples:

List of pictures

Picture 1	Downtown Pécs. Photographed by the author.
Picture 2	Parade on the Parade Square, 1964. Photo: Balla Demeter. Fortepan/ Photographed by Zsolt Hegyi and Balla Demeter (148132).
Picture 3	PTE EL VIII.101.b. 51. d. 439–1933/34. Pamphlet about Emericana, d. n.
Picture 4	Jenő Pályi's caricature 'Give some land to the church!'. <i>Ludas Matyi</i> 2. (1946):13. 1.
Picture 5	The main facade of the Saint Maurus College in Pécs in the 1930s. Hungarian National Digital Archive / Csorba Győző Library Local History Collection

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