

DETAILED GUIDELINES FOR FORMAT

1. SCIENTIFIC ESSAYS

A) Title, author

Author: Times New Roman, 14, bold, centred (Please indicate your title, position, name of your institution and faculty as well as your e-mail address).

Title: Times New Roman, 14, bold, centred.

One blank line between author and title, then comes „Abstract” bold, to left.

Abstract: same language as paper, max. 10 lines summary, Times New Roman 12.

One blank line, then comes the text of the essay.

B) Body of the essay

Text:

Times New Roman 12

1,5 spacing

Full text justification

New paragraph: new line, **no indentation**, only Enter indicates a new paragraph.

Do not use page numbering in your manuscript.

Subtitles:

1. **Bold** (before and after one blank line)

1.1 *Italics* (one blank line before, but none after)

(Numbers only indicate subordination, not obligatory.)

Example:

(1) number of participants;

(2) qualification of participants;

(3) gender of participants;

OR:

- number of participants;

- qualification of participants;

- gender of participants;

C) Charts, graphs

Charts and graphs should be placed in the text. In the essay only charts and graphs (possibly pictures) are to be inserted.

Titles come under the charts and graphs, Times New Roman 12, bold, centred, Arabic numerals

You should refer to charts and graphs within the text.

Example:

As it is shown in chart 2

The results can be seen in chart 2.

Under the charts, graphs or pictures – in case it is not private – refer to their source, Times New Roman 11, italics, centred.

Charts and graphs should have the same language as the essay.

Example

Source: KSH 2001.Census

D) Notes

Foot notes are only applicable in the following three cases: **interpretation – explanation, reference to law regulations, reference to web source**. Please note that footnote(s) should not exceed one third of the page.

E) Length

Length of the study should be maximum 20.000 characters (including text, charts and graphs, and list of references).

F) List of References

List of References (bold, left-aligned) comes one blank line after the text. Only items that occur in the text should be referred to.

No numbering in the list, authors come in alphabetical order. Different books from the same author come in chronological order. In cases publication year is the same use distinction (Skutnabb-Kangas 2006a, 2006b).

G) Abstract in a foreign language

Summary comes after the text of the essay one blank line is left after the List of References. For an essay in any foreign language or Hungarian an English summary is requested, in max. 1000 characters (author, title, text).

The content of the abstract as well as the title should be in agreement with the Hungarian summary.

Format:

Times New Roman 12

Author: centred, italics

Title: centred

One blank line then comes the abstract in Times New Roman 12, italics.

H) Referencing

Harvard reference style is to be used in our journal. Within the text author-year reference should be used. The quotation in the text is linked with the bibliographical item by the author's name and the year of publication. These two data are the basis of the reference. After the citation comes the author's name and the year of publication, in round brackets e.g. (Gosy, 1998). In case of an edited volume, e.g. (Pandi ed. 1965).

If the same book of an author has already been cited within a paragraph use: (op.cit. ...).

When quoting direct always use a quotation mark. In this case give the exact page number, e.g. (Gosy, 1998, p. 256). In case of a quote on several pages, e.g. (Gosy, 1998, pp. 256-257).

If the citation comes from a publication of several authors follow the example: Coveney at al., 2003.

2. BOOK REVIEW

Same format as essay, maximum length 5x A4 pages. Should have a title. Do not forget to mention – in new line, centred – title of the book, author of the book, place and year of publishing, and the author of the review.

SAMPLES OF REFERENCING

1. BOOKS

Author(s)/editor surname, first name (year of publication). Title of book italicised . Place of publication: publisher,

Skutnabb-Kangas, Tove (2007). *Bilingualism Or Not - The Education of Minorities*. Delhi: Orient Longman.

2. CHAPTER OF A BOOK

Data same as with books.

Author(s) of chapter surname, first name(year of publication). Title of chapter. In: editor name (ed.): Title of book italicised. Place of publishing: publisher, pages

Gósy Mária (1998). Az olvasásértés függősége a vizuális információ sajátosságaitól. In: Zoltán András (szerk.): *Nyelv, stílus, irodalom*. Budapest: ELTE, 173–179. p.

3. ARTICLES IN JOURNALS

Author(s) of article surname, first name (year of publication). Title of article. *Journal name* italicised, volume number, issue number, pages hyphenated.

Manis, F. R.(1985). Acquisition of Word Identification Skills in Normal And Disabled Readers. *Journal of Educational Psychology*, vol.77, no.1, 77–90. p.

4. NEWSPAPER ARTICLES

Author(s) of article surname, first name (year of publication). Title of article italicised. *Journal name*, issue number, page.

Ionesco, J (2001). *Federal Election: New Chip in Politics*, The Advertiser, 23 October, p. 10.

5. PHD THESIS

Author of thesis surname, first name, (year). Title of thesis italicised. Type of thesis (PhD, DLA). Name of institution, place of institution,

Byrne, Mark (1996). *Self-Talk And Test Anxiety*. PhD thesis. Monash University, Melbourne.

6. ELECTRONIC RESOURCES

a. Website

Author surname, first name, (year). Title of publication italicised, [online] name of website, viewed : day, month year,

Anderson, J, (2000). *CASA approves avgas contamination test* [online] http://www.dotars.gov.au/media/anders/archive/2000/jan_00/al6_2000.htm. [7 February 2000]

b. E-book

Author surname, first name (year of publication). *Title of e-book* [online] Name of website., viewed: day, month year

Huber, D.M. (2005): *Modern recording techniques* [online]. <http://dawsonera.com> [30 July 2008]

c. Film, video recording, TV program

Author surname, first name, (year of publication).Title italicised. Channel, date and time of viewing, *Denton, A* (2006). *Enough Rope*, Australian Broadcasting Corporation, Sydney, 25 September.

d. File, CD-ROM

Author surname, first name,(year of publication). Title of article italicised.. In: Title of journal (CD-ROM). Page number, database, item number.

Sprod, T (1999). *Philosophy, young people and well-being*. In: Youth Studies Australia, [online] viewed 28 October 2004, <http://www.acys.utas.edu.au/ysa/articles/index.html>.

Our authors are kindly requested to follow these guidelines.

Essays that do not have the above format will be returned maximum twice for correction otherwise they will not be published.

Manuscripts will not be returned nor preserved.

Please send your essay to trainingandpractice@gmail.com.

Subject: authors' surname_olvasószerkesztőnek

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