

TITLE (14 pt CALIBRI, CAPITALISED, BOLD, CENTERED, BEFORE 6 PT

**PARAGRAPH SPACING, AFTER 12 PT PARAGRAPH SPACING, LINE SPACING:
1.5 LINES)**

**FIRST AUTHOR (CAPITALISED, BOLD, 12 PT CALIBRI, CENTERED, BEFORE 6 PT PARAGRAPH
SPACING, NO FOOTNOTES, LINE SPACING: SINGLE)**

Academic rank, job title (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
Affiliation (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
Affiliation (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
EmailAddress01@yyyy.yv (12 pt Calibri, centred, after 6 pt paragraph spacing, line spacing: single)

**SECOND AUTHOR (CAPITALISED, BOLD, 12 PT CALIBRI, CENTERED, BEFORE 6 PT
PARAGRAPH SPACING, NO FOOTNOTES, LINE SPACING: SINGLE)**

Academic rank, job title (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
Affiliation (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
Affiliation (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
EmailAddress02@yyyy.yv (12 pt Calibri, centred, after 6 pt paragraph spacing, line spacing: single)

**THIRD AUTHOR (CAPITALISED, BOLD, 12 PT CALIBRI, CENTERED, BEFORE 6 PT PARAGRAPH
SPACING, NO FOOTNOTES, LINE SPACING: SINGLE)**

Academic rank, job title (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
Affiliation (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
Affiliation (12 pt Calibri, centred, no paragraph spacing, line spacing: single)
EmailAddress03@yyyy.yv (12 pt Calibri, centred, after 6 pt paragraph spacing, line spacing: single)

Abstract (12 pt Calibri, aligned left, bold, before 24 pt paragraph spacing, after 0 pt paragraph spacing, line spacing: 1.5)

10-12 line Summary: 12 pt Calibri, justified. Abstracts should include Objectives, Source of used Data and Methods, Results, and Conclusions.

Keywords: 4-6 keywords (12 pt Calibri, *Italic*, justified text, before 6 pt paragraph spacing, after 0 pt paragraph spacing)

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**1. SECTION HEADING LEVEL 1 (ARABIC NUMERALS, 14 PT CALIBRI, CAPITALISED, BOLD,
JUSTIFIED LEFT, BEFORE 24 PT PARAGRAPH SPACING, AFTER 12 PT PARAGRAPH
SPACING, LINE SPACING: 1.5)**

Text of paper (before 6 pt paragraph spacing, after 0 pt paragraph spacing, 12 pt Calibri, justified, no indent in first line, line spacing: 1.5)

**1.1. Section Heading Level 2 (Arabic numerals, 12 pt Calibri, bold, aligned left, before 18 pt
paragraph spacing, after 12 pt paragraph spacing, line spacing: 1.5)**

*1.1.1. Harmadik szintű fejezetcímek (arab számozás, 12-es betűméret, dőlt, balra igazított,
előtte 12 pt térköz, utána 0 pt térköz, 1,5-ös sorköz)*

Please do not use 4 or more levels of section headings!

2. CONCLUSION

REFERENCES

Acknowledgements

Please do not number the References and Abstract. References should be formatted as a Level 1 Title. Please place Acknowledgements and other notes after the References.

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3. SUBMISSION OF PAPERS

Please send papers to the following e-mail address: ffisc@ktk.pte.hu in an editable format, possibly in .doc/.docx file formats. File names should begin with the surname of author without accents, for example Tóvári Erzsébet – Tovari_FF-paper.docx (Excel files, pictures or other background materials can also be attached separately to allow the text editor to manage figures. Please do not compress files when saving them.)

The average length of papers including References and Appendices should be 30 000 characters (10-12 pages), of which a ±30 percent deviation is allowed. We cannot accept a paper of less than 8 pages. (You can check the length of your paper in Word under File/Properties/Statistics.) Please do not exceed the size requirements.

4. FURTHER REQUIREMENTS OF PAPER FORMAT

Please fully comply with format requirements.

Document format: all margins should be 2.5 cm.

For emphasis please use *italics*, **bold** or underlined should be avoided. Do not use footnotes, but if necessary notes should be included at the end of the text.

The commonly used terms in the field are to be published without further comments, but the new, lesser-known ones should be explained in parenthesis or in a note at the end of text. Please include technical abbreviations in full at the first time of appearance in text (except generally known abbreviations, for example: EU, UNESCO, GDP).

Both in the body of the text and in tables and figures dashes (–) and hyphens (-) are to be distinguished. Dashes are typically used between numbers expressing ranges and intervals (15–64 age group, pp. 13–45., 15–30 km).

When listing words, please avoid using '...etc.' format, use only 'etc.' For example: 'apple, pear, orange etc.' Only one period should be after etc. at the end of the sentence.

Logically connected numbers and units have to appear in the same line. Please use non-breaking spaces, by pressing Ctrl+Shift+Space in Word. For example 5 apples, 25 people, 5 000 000 HUF. It is advisable to use these in tables as well.

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4.1. Citations

Papers have to include accurate citations within the text and a list of references. The research should also contain sources that are not older than 5 years.

Sources used in the text have to be cited with the surname(s) of author(s) and year in either parenthesis or continuous text. Quotations have to include page numbers as well, separated by a comma. In case of two authors please use a hyphen, in case of more than two authors write 'et al.' For example: (Farkas, 2015) (Farkas, 2012, 2013) (Temesvári, 2014, 12.) (Vaszári – Somogyi, 2017) (Vaszári et al., 2015) Vaszári et al. (2015).

If you are referencing multiple works of the same authors published in the same year please identify sources by using lower case letters, e.g. (Nagy, 2012a, 2012b). If you are referencing more sources in one place please use a semicolon between them, e.g. (Nagy, 2012; Filippo et al., 2012; Porter, 2014a). A quotation in the text should be written in quotation marks.

4.2. References

Only those titles should be included in the list of references that are cited in the text by the authors. Used sources should be listed with 11 pt font size, justified, without numbering, hanging indents of 1cm, line spacing of 1.15, before 6 pt paragraph spacing, after 0 pt paragraph spacing. Please arrange your references in alphabetical order.

Use Harvard referencing system. For more information go to this page:
<http://www.citethisforme.com/harvard-referencing>

4.3. Tables and figures in the research paper

Good quality is essential when applying figures and tables in your paper, please do not use colours and make sure the information is distinguishable in greyscale printing. Please attach tables and charts in an editable format as well (background data in Excel). Tables and figures should be numbered, title row should include the date or time range for which data is valid.

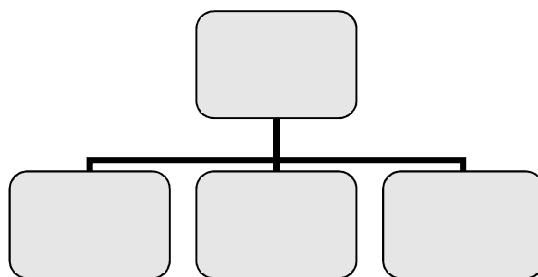
The layout of the publication should be considered when editing figures and tables. Their ideal place is to be determined by the author of the paper based on its structure. The final layout may put figures to a different location, so please refer to them in the body of text in

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parenthesis but avoiding the phrases 'above or below.' All figures and tables should be referred to in the text or parenthesis, e.g. (Figure 1) or as shown in Figure 1.

- All figures should be numbered (above the figure, 12 pt font size, centred, before 12 pt paragraph spacing, after 6 pt paragraph spacing), and provided with a source (below figure, 11 pt font size, italic, centred, before 0 pt paragraph spacing, after 12 pt paragraph spacing).

Figure 1: Title of figure (12pt Calibri, centred, before 12 pt paragraph spacing, after 6 pt paragraph spacing)



Source: Own construction (below figure, 11 pt Calibri, italics, centred, before 6 pt paragraph spacing, after 12 pt paragraph spacing)

- All tables should be numbered (above the table, 12 pt font size, centred, before 12 pt paragraph spacing, after 6 pt paragraph spacing), and provided with a source (below table, 11 pt font size, italic, centred, before 0 pt paragraph spacing, after 12 pt paragraph spacing). Please use single line spacing in the table, before 3 pt paragraph spacing, after 3 pt paragraph spacing.

Table 1: Title of table (above the table, 12pt Calibri, centred, before 12 pt paragraph spacing, after 6 pt paragraph spacing)

Repeated table header	Header row cont.	Centred horizontally and vertically	

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