**Format requirements**

**for the**

**Journal Acta Carolus Robertus, Gyöngyös, Hungary**

Length: max. 8 pages

Page size: ISO B/5 format page (176 x 250mm)

Margins: left and right margins: 2,5 cm

upper and lower margins: 2,5 cm

Spacing: single

Font: Times New Roman 12p

The structure and the main chapters of the proceeding:

Main Title

Name of author(s)

Summary

Abstract

Introduction

Material and methods

Results

Conclusions

Acknowledgements

References

Author(s)

Name

Academic degree

Post

Institutional data (Name, Address)

E-mail

**TEXT FEATURES:**

**Main title**:

Times New Roman, 14 pt., bold, centred

There should be a blank line after the main title.

**Name of the author(s)**:

Times New Roman, 12 pt., bold, centred, without indicating degree.

There should be a blank line before the chapter headings.

**Summary and Abstract**:

Times New Roman, 12 pt., *italic*, justified.

min. 1000 – max 1500 characters in English

**Further chapters**

The headings of the main chapters should be in accordance with the titles given in the previous points, the chapters can be divided by subtitles if necessary.

The chapter headings should be without decimal numbering, Times New Roman, 12 pt., bold, align left.

Subtitles should be without decimal numbering, Times New Roman, 12 pt., bold, italic, align left

***Important requirement:***

***While editing the script, please do not use „styles”!***

The body text

Times New Roman, 12 pt., justified

There should be no indentation or tab at the beginning of the paragraphs, there should be a blank line between the paragraphs. (line feed).

Figures, tables:

In accordance with their orders in the text there should be a continuous marking (numbering), centred.

The number and title of the table should be **above the table**, align left.

The number and title of the figure is **under the figure**, align left.

The indication of the ’Source’ should be on the left side under the figure or the table.

In the case of tables and figures, please do not use hyperlink for the name of the table/figure, but name it manually, therefore, supporting the editor.

Example:

**1. table: The title of the table**

|  |  |
| --- | --- |
| **The name of the settlement** | **Postal code** |
| Gyöngyös | 3200 |
| Kompolt | 3356 |

*Source: The source of the table*

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**1. figure: The name of the figure**

*Source: The source of the figure*

Page numbering:

At the bottom of the page, align right, footer, Times New Roman, 12pt. Numbering should be in Arabic numerals, starting from number 1.

Other requirements:

* For highlighting sections please use italics, and do not use the bold style, neither underlines, all caps, nor space between the letters of the word intended to be highlighted. Use quotation marks only to highlight quotations. Use highlights only in reasonable cases. The highlighted words should be put in italics with their affixes.
* Please sign the new paragraphs with enters (not with tab or leaving out a line, and not with spaces).
* Between the words and punctuation marks (dot, comma, semicolon, exclamation mark, question mark) there is no space, only after the punctuation marks.
* In the case of numbers, do not use the letter O instead of the 0 (zero). In the script the numbers higher than 10 000 should be separated by spaces after every three numbers, e.g.: 18 325 655. Numbers lower than 9999 should not be separated. The tables should be in Word format (photocopies, photos, web copies are not accepted).
* If in a table there are numbers below each other higher than 1000, the numbers between 1000 and 9999 should be separated. The tables must always have titles above the table and source below the table. Attention: It should be in decimal format!
* Please do not colour the tables and do not use Autoformat either, because it makes the editor’s work more difficult. It is advised to use a less difficult version of the abovementioned way. In the case of more difficult tables (having more rows and columns than the one above) please attach it in excel file as well. While working on the table please pay attention to the size of the publication (size B5 – margins > 171/245mm – area to use). In the case of graphs created in Excel please send us the original Excel file attached. Graphs or any other kinds of figures sent in image formats will get in the script in black and white, so please pay attention to it! In this case besides the Word document (which contains the figure in a miniaturised format at the place selected by the author) please send us the original picture via e-mail in the best possible quality (recommended format: \*.jpg,).
* Please pay attention to the margins in case of the script and the tables/figures. Figures/tables cannot be larger than the margins!
* Do not use footnotes!
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* Acta Carolus Robertus never publishes studies which refer only to internet-based sources. In the case of internet-based references the exact structure of the referred website must be given with the complete link, as well as the author on the website. Furthermore, the exact date of downloading the website must be given as well.
* In the text the sources of the referred literature should be marked by the surname of the author and the date of the source. e.g.: (Kovács, 2013)
* At the end of the study please mark the name(s) of the author(s) of the article
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  + Furthermore, in the case of professors: scientific degree, title, workplace, department, e-mail address

Accepted file format:

.doc or .docx (MS Word for Windows)

A short example:

**Main title**

Author1

Author2

Author3

**Summary**

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**Keywords:** *Ke word1, Keyword2, Keyword 3, Keyword 4, Keyword5,*

**JEL:** M41

**Introduction**

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**Material and methods**

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***First subtitle***

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***Second subtitle***

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**Results**

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**1. figure: The name of the figure**

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**1. table: The title of the table**

|  |  |
| --- | --- |
| **Name of settlements** | **Postal code** |
| Gyöngyös | 3200 |
| Kompolt | 3356 |

*Source: Source of the table*

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**Conclusions**

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**References**

In the case of foreign authors, the names should be edited like that e.g. Child, J. or Nonaka, I.

*In case of books*

Author(s) (date): *Title of the book.* Place of publication, Publisher, number of pages

1. Marselek S. (2006): *Agrár-közgazdaságtan.* Budapest, FVM Képzési és Szaktanácsadási Intézet, 316. o.
2. Kemény S. – Papp L. – Deák A. (1999): Statisztikai minőség- (megfelelőség-) szabályozás. Budapest, Műszaki Könyvkiadó – Magyar Minőség Társaság, 370 o.
3. Neely, A. – Adams, C. – Kennerley, M. (2004): A tulajdonosi érték. Budapest, Alinea Kiadó, 228 o.

*Edited book:*

Name(s) of editor(s) (eds.) (date): *Tite of the book*. Place of publication, Publisher, number of pages

1. Búzás N. (szerk.) (2007): Innovációmenedzsment a gyakorlatban. Budapest, Akadémia Kiadó, 360 o.

*Texts appearing in parts of books, volumes of studies*

Name(s) of the author(s) (date): Title of the study. In: Name of the editor(s) (eds.): Title of the book, Place of publication, Publisher, page number from-to.

1. Takács I. (2008): A vállalkozások elemzése. In: Nábrádi A. – Pupos T. – Takácsné György K. (szerk.).: Üzemtan I. Szaktudás Kiadó Ház, Budapest, 126-141. o.
2. Lukács G. (2006):A globalizáció hatása a gazdasági rendszerek változására. In: Bara Z. – Szabó K.: Gazdasági rendszerek, országok, intézmények: Bevezetés az összehasonlító gazdaságtanba. Budapest, Aula Kiadó, 517-548. o.

*In case of publications**(conference paper, institutional working paper etc.) e.g.:*

1. Dinya L. (2009): Tudáshálózatok stratégiai menedzselése. In: „Elkötelezettség és sokoldalúság”, PTE – KTK, Pécs, 263-273. o.

*In case of books without authors:*

*Title of the book* (date) *Place of publication,* page number

1. Magyar Statisztikai Évkönyv 2008 (2009) Budapest, KSH

*Article published in a journal:*

Author(s) (date): Title of the article. *Name of the journal*, volume. issue. page number from-to.

1. Magda S. (2007): Tudomány, felsőoktatás, versenyképesség. Magyar Tudomány, 167. évf., 3. sz., 332-341. o.
2. Vimmer Á. (2005): Az üzleti kapcsolatok értékelése. Vezetéstudomány, XXXIV. évf. 5. sz. 4-13. o.

**Authors:**

**Surname Forename** (student)

The name of major

Class

Others

[e-mailaddress@e-mailaddress.com](mailto:e-mailcím@e-mailcím.hu)

**Surname Forename scientific degree** (supervisor)

Title

Institution

Department

[e-mailaddress@e-mailaddress.com](mailto:e-mailaddress@e-mailaddress.com)