

INSTRUCTIONS FOR AUTHORS

I. General formal requirements

The text should be written in Microsoft Word word document editor, rich text (.rtf) format, Times New Roman font, font size 12. Spacing is 1. Do not use a different font or font size for the author, title of the work, or chapter titles.

Current text should be typed in 12-point font and justified. If there are chapter headings or subheadings within the paper, they should also be in 12 point font, but left justified and bolded. Chapter titles should be written in Roman numerals, and sub-chapters, sub-headings, etc. should be written in Arabic numerals, separated by periods (e.g. I, I.1, I.1.1, etc.), with two lines of skip after the previous (sub)chapter, followed by the title of the next (sub)chapter, then one line of skip, followed by the text of the (sub)chapter.

Notes and footnotes should be numbered in Arabic numerals, starting from 1. Any comments on the work should be asterisked after the title.

For highlighting in the main text, use bold or italics, please avoid underlining or CAPITALISATION. In footnotes, use italics only for the cited work.

Always start new paragraphs with Enter, and never use Tab for paragraphs.

II. Specific formal requirements for the referencing system

1. Form or method of referring to books.
 - name of author(s) - colon - title of book (italicised) - full stop - name of publisher - comma - place of publication - comma - year of publication - full stop.
 - If the year of publication is not known (usually for older books), the year of publication is replaced by "s.a." should be indicated. If the place of publication refers to several cities or countries at the same time (typically for foreign books), all the places of publication may be given, or only the first place of publication in the book.
 - without place, sine loco (s. l.)
 - without year, sine anno (s. a.)
 - without publisher, sine nomine (s. n.)
2. Form of reference to studies published in textbooks, conference proceedings, etc.
 - name(s) of author(s) - colon - title of study (in italics) - full stop - "In" - name(s) of editors of volume of studies (conference proceedings, etc.) - ("ed.") - colon - title of volume of studies, etc. (in italics) - full stop - name(s) of publisher(s) of volume of studies, etc. - comma - place of publication - comma - year of publication - full stop.

- Form of reference to studies and other writings published in periodicals (daily, weekly, weekly and monthly newspapers, etc.).
- name(s) of author(s) - colon - title of paper (other writing) (italicised) - full stop - page number of reference (if not referring to the whole paper or other writing) - full stop - "In" - name of journal - comma - date of publication (e.g. "February 2011" or "issue 2011/2") - comma - starting page number - hyphen - ending page number - full stop.

3. Reference order to be followed for documents available on the Internet.

- a. name(s) of author(s) - colon - title of the paper (other writing) (italicised) - full stop - page number of the reference (if not referring to the whole paper or other writing) - full stop - "In" - name of the journal - comma - date of publication (e.g. "February 2011" or "issue 2011/2") - comma - exact link to the relevant website - date of downloading, viewing in brackets (year, month, day).
- b. the form of the reference to other works available only on the Internet: author(s) name - colon - title of the study (other work) (italicised) - full stop - page number of the reference (if not the whole study or other work) - full stop - exact link to the web page concerned - date of downloading, viewing in brackets (year, month, day).

If the author(s) of a document available on the Internet are not indicated (e.g. a statement or other position of an organisation, etc.), the reference order detailed in this point shall apply, except that the reference shall begin with the title of the document (in italics), followed by the name of the organisation that published it, in brackets. It should be stressed that in all cases the name of the organisation concerned must be given in the language in which the text can be read via the link indicated.

III. Further comments

References to works used should always be in the footnotes, not in the main text.

Names should always be written in full, so it is not enough to include only the first letter of the surname, nor only the first letter of the first name. All the authors of a paper or other writing should be listed, separated by a capital letter, but in the case of a reference to the editors of a volume of a paper, only if there were no more than two editors of the volume, and if there were three or more editors, only the first editor should be listed (in full), followed by "et al." after the first author. In the case of names, the surname always precedes the first name; for authors of works written in a foreign language, the surname and first name should be separated by a comma.

If the title is accompanied by a subtitle, the title and subtitle must be separated by a full stop or colon.

In the case of two or more consecutive references to the same work, the abbreviation 'ibid.' must be used for the second or subsequent occurrences not interrupted by a reference to another work. For all other repeated references, the author's surname - colon – op.cit.. - page number is required. In the case of two authors, the surname of both authors should be written out; in the case of more than one author, the first author's name followed by "et al." for the first author. Where several works by the same author are referred to in more than one instance, the works are distinguished by year, and for works by the same author in the same year, the year is followed by 'a', 'b', 'c', etc. In the case of a reference to a footnote in a work: "See [footnote number] footnote." For indirect references, the following notation should be used: work cited

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(indicated according to the general rules) - full stop - "Cited by" - the work in which the reference is found (also indicated according to the general rules).

Page numbers are indicated according to the Hungarian spelling rules ("o."), but when citing works in foreign languages, the abbreviation according to the rules of the language concerned is acceptable, as is the Latin abbreviation ("p.", "pp.").

IV. Some examples according to the formal requirements described above

1. For references to books

- Maine, Henry Sumner: *Az ősi jog összefüggése a társadalom korai történetével és kapcsolata a modern eszmékkel*. Gondolat Kiadó, Budapest, 1988. 17-22. o.
- Szabó Imre: *A jogszabályok értelmezése*. Közgazdasági és Jogi Könyvkiadó, 1960. 100., 124., 146. és 153. o.
- Hart, Herbert Lionel Adolphus: *A jog fogalma*. Osiris Kiadó, Budapest, 1995. p. 149.
- Regelsberger, Ferdinand: *Pandekten*. Erster Band. Verlag von Duncker & Humblot, Leipzig, 1893. 155-161. o.
- Trócsányi László – Badó Attila (szerk.): *Nemzeti alkotmányok az Európai Unióban*. KJKKERSZÖV Jogi és Üzleti Kiadó, Budapest, 2005.
- Horváth Barna: *Az erkölcsi norma természete*. Attraktor Kiadó, Máriabesenyő–Gödöllő, 2005. 144. o.
- Bentham, Jeremy: *An Introduction to the Principles of Morals and Legislation*. In The Works of Jeremy Bentham, Vol. I., Edinburgh, 1843. 142. o.
- Gönczi Katalin – Horváth Pál – Stipta István – Zlinszky János: *Egyetemes jogtörténet*. Nemzeti Tankönyvkiadó, Budapest, 1997.

2. In the case of references to studies published in a textbook, conference proceedings, etc.

- Hohfeld, Wesley Newcomb: *Alapvető jogi fogalmak a bírói érvelésben*. In Szabó Miklós – Varga Csaba (szerk.): *Jog és nyelv*. Pázmány Péter Katolikus Egyetem Jog- és Államtudományi Kar Jobbőlesei Intézet, Budapest, 2000. 71. o.
- Rivarol, Antoine de: *Az ember mint intellektuális és morális lény*. (Részletek.) (ford.: Kis János) In Ludassy Mária (szerk.): *A francia felvilágosodás morálfilozófiája*. Gondolat Kiadó, Budapest, 1975. 725-778. o.

3. In the case of references to studies and other writings published in periodicals (daily, weekly, weekly and monthly newspapers, etc.).

- Hann Endre – Lakatos Zsuzsa: *Nem kényszer, hanem... Felmérés az alkotmányozásról*. 15. o. In HVG, 2010. december 25. 51-52. szám, 14-16. o.
- Györfi Tamás: *A tulajdonságok nélküli ember elmélete. Az Alkotmánybíróság oszthatatlansági doktrínája és ami abból (nem) következik*. 39. o., 30. sz. jegyzet. In Fundamentum, 1998/3. szám, 23-41. o.
- Cane, Peter: *Corrective Justice and Correlativity in Private Law*. pp. 471-475. In Oxford Journal of Legal Studies, Vol. 16, No. 3, 1996. pp. 471-488.

4. For references to documents available on the Internet - Form of reference to papers published in Internet-based journals

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- Pokol Béla: *Jogászság és a jogrendszer*. In *Jogelméleti Szemle*, 2011/4. szám, <http://jesz.ajk.elte.hu/pokol48.html> (2012. május 19.)
 - Egyéb, kizárólag interneten elérhető írásokra történő hivatkozás formája
- *Kriminológiai közlemények* 70. (Magyar Kriminológiai Társaság) <http://www.kriminologia.hu/publikaciok/kriminologiai-kozlemenyek-70> (2012. május 19.)
- *The Universal Declaration of Human Rights*. (United Nations) <http://www.un.org/en/documents/udhr/index.shtml> (2012. május 19.)

5. For repeated references

- Sólyom: op.cit. 412. pp.
- Patyi 2012: 180. pp. [...] Patyi 2013: 65. pp.
- Hamza 2008a: 46. pp.. [...] Hamza 2008b: 259. pp., Cf.: 17. footnote.

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