

Dear Author

Danubius Noster is the scientific periodical of the Eötvös József College founded in 2013. It is edited by the Eötvös József College Editing House, ISSN nr.: 2064-1060. The periodical usually publishes essays of one printing sheet length (about 16 pages) in Hungarian, English, German and Croatian.

When submitting your essay, please, use the following settings:

Layout/Size: A4 21 cm x 29,7 cm

Layout/Page setup/ Margins:

Upper: 4,62 cm

Bottom: 4,62 cm

Left: 4,24 cm

Right: 4,24 cm

Gutter: 0 cm

Layout: erect

Pages/Several pages: Normal

Layout/Page setup/Layout:

Printing section/Printer starting point: New page

Live head and footer: odd and even marked differently by check-mark

Distance from the margin/Live head: 3 cm

Distance from the margin/Footer: 5 cm

Page/Erect adjustment: on top of text

Starting page/Font style:

Font style: Georgia

Font size: 10

Starting page/Paragraph:

Pulling in(?)/Space:

General/Adjustment: Justified margins

General/Outline level: Text block

General/Pulling in/Left: 0 cm

General/Pulling in/Right: 0 cm

General/Pulling in/Special: none

General/Space/In front: 0 pt

General/Space/Behind: 0 pt

General/Space/Linespacing: simple

Please, send your essay with page numbering adjusted to the middle (Georgia, font size 10) using the following setting:

Insertion/Footer/Footer editing/page number/in the bottom/normal number 2!

Number all the pages (including the first one too)!

Please, use the following template:

SAMPLE Author, PhD student
PTE BTK, Doctoral School of Linguistics, Pécs
sample.author@index.hu

DA Co-AUTHOR'S name, PhD, college professor
EJF Pedagogical Training Institute, Baja
coauthor.name@ejf.hu

Sample Author's–Co-Author's Name

TITLE OF ESSAY SUBTITLE

Please, begin your essay by sharing the above data with us: name of author(s), their title, position, workplace (the name of the institution can be abbreviated, name of subunit, name of settlement), their e-mail addresses by using font style Georgia, font size 12, normal letter type, adjusted to the middle. Please, do not underline the e-mail address and it should be written in black. You should separate the names of authors by omitting a line of size 12. This information will appear on the inside of the back cover under the heading About Our Authors, therefore please name the author(s) again according to the instructions below.

Name of author: Georgia, font size 11,5, bold, capital letter type, adjusted to the left, distance between lines 1,0, no space before or after. Name of author should appear without academic degree or title! Multiple authors should appear in the order previously tallied by authors and should be separated by em dash. There is no space before or after the em dash. In case of essays written in languages other than Hungarian, or if the author is not Hungarian the order should be first name, surname. Please, omit a line under the name of authors (size 11,5).

Title of essay: Georgia, font size 12, bold, capital letter type, adjusted to the middle. If there is a subtitle, it should follow the main title without line omission: Georgia, font size 12, bold, capital letter type, adjusted to the middle. Please, omit two lines under the title and subtitle (size 12).

The essay should be divided into paragraphs. Paragraphs under titles, subtitles should begin at the margin (no indentation) with Georgia, font size 10.

Listing should be justified, 1 cm indentation on the left and a 0,5 cm hanging indentation should be applied. Setting: Starting page/Paragraph/Indentation Left 1 cm, Right 0 cm, Special: Hanging 0,5 cm.

- punctuation and the use of minuscule/capital initials should be consistent when listing,
- the use of bullets and numbering should also be consistent when listing.

Subtitle

Subtitles are in Georgia font size 10, centered and bold, in line with the text. Before and after them a line with a font size 10 is omitted. The decimal breakdown (1., 2., 2.1, 2.2, etc.) should be avoided.

Lower level subtitle

Subtitles at a lower level than the one in bold, centered, should be centered in Georgia normal font, font size 10, without numbering, followed by omitting a line size 10.

Subtitle

Lower level subtitle

Higher and lower level subtitle may occur one after the other. The first paragraph after the titles and subtitles need not be indented. The other paragraphs should have an indent of 1 cm, setting the tab value to 1 cm:

Home/Paragraph/Tabs/Position: left blank, Basic value: 1 cm. Paragraph/Indent and spacing/Indent/Special: first line, Size: 1 cm. Please use the quotation marks correctly! In Hungarian, German and Croatian texts: „...”, in English texts: "...". Please distinguish between hyphens and dashes (- and –)!

According to the resolution of the Hungarian Academy of Sciences, centuries are marked with an Arabic numeral: 18th century, no: XVIII. century; 21st century, no: XXI. century.

Tables, pictures and figures (e.g. graphs) should fit within the margins (they should fit in B/5 format)! Coloured and poor quality scanned tables, images and charts (e.g. graphs) will not be published.

Column and line headings are in bold	<u>The text in the cells is centered vertically</u>
The letters in the table are in Georgia 8.	The title of the table should be under the table!

Title centered in Georgia size 8 italics (Table 1.)

Tables, pictures and figures (e.g. graphs) should be centered, with an empty line of size 10 above them and a line of size 8 below them! Tables, pictures and figures (e.g. graphs) are titled. They are numbered if a text contains a reference to them, e.g.: ... (Table 1), or Figure 1 shows that... If they are intended to illustrate the main text in general, without reference to it, it is sufficient that they have a title without numbering.

The title and numbering, if any, should be centered after the line omitted under the tables and figures (e.g. graphs)! The numbering, if any, should be put without punctuation in parentheses after the title! A line of size 10 is omitted below the title.



Title centered in Georgia 8 italics (Picture 1)

Tables, pictures and figures (e.g. graphs) must be numbered separately!

The text should be continuous, there should be no blank lines! The text should not contain underlined or bold words or sentences! Highlight in *italics*!

The submitted study should have exactly as many linespacing as defined in the present system of formal requirements!

Submit your studies with page numbering at the bottom of the pages centered (Georgia size 10), using the following setting: Insert/Footer/Edit Footer/Page number/Bottom of page/Simple number 2!

Footnotes

The text should not contain inter-text notes, for example: (Kovács, 1985: 25. and other formats), please add footnotes to the text! The footnote may also contain appendices and references to the main text. The footnote should be in Georgia font, font size 8, set justified using a 0.25 cm hanging indent set to: Home/Paragraph/Indent Left 0 cm, Right 0 cm, Special: Hanging, Size: 0.25 cm.

There is no linespacing in front of the superscripts, and after the given word or comma during the sentence and it should follow immediately the full stop at the end of the sentence!

A sample of the references is given in the footnote. For the first reference a full bibliographic description is requested, indicating the abbreviation used hereinafter.¹

The surname of the author(s) is highlighted in capital letters, the first name(s) is/are not abbreviated, they are written out in all cases. If there are more authors, we put a hyphen between the names, with no spaces before or after it. A colon is put after the name of the author(s).

¹ TARNAI Andor: „A magyar nyelvet írni kezdik”: Irodalmi gondolkodás a középkori Magyarországon, Akadémiai, Bp., 1984. (Hereinafter TARNAI, 1984.)

OR:

RICOEUR, Paul: *Új értelmezésfogalom felé*, In: SZEGEDY-MASZÁK Mihály (szerk.): *Válogatott irodalomelméleti tanulmányok*, Osiris, Bp., 1999, 25–33. (Hereinafter: RICOEUR, 1999.)
Hereinafter in English: Later, in Croatian: U nastavku, in German Im Weiteren.

The titles of the works, and the subtitle if any, are to be typed in *italic*. A colon is placed between the title and subtitle of the work, but if the subtitle is in parentheses, no punctuation marks are placed before the parenthesis. There's a comma after the title.

The name of the publisher, the place of issue and the year of issue should be in this order, with a comma between them. When entering the name of the publisher, the word Publisher, if it is included in name of the institution, should not be written: Academic, Osiris, etc.; not required: Academic Publisher; but: Textbook publisher. If the place of issue is Budapest, abbreviated as Bp. The issue of a book 2, 3, etc. is referred to by the superscript number after the year of issue: 1964². Years: 1985–1992, not: 1985–92 or 1992–93.

If the title description continues with referenced page numbers, a comma should follow the year of publication, but if the title of the book series follows, this punctuation should come after the brackets containing the title of the series. We put the title of the book series in parentheses and do not use italics.² Next come the quoted pages, after which there are no abbreviations (l., p., pp., o., old. etc.). If you refer to multiple consecutive pages, you place a hyphen between them (before and after which there is no space), and the page numbers are not shortened, i.e. they are not 973–83, but 973–983. If you enter multiple non-consecutive numbers, there is a comma between them: 33, 52, 97. After the last issue there is a point to close the title description.

The abbreviation *ibid.* (in the same place) can be used for immediate recurring occurrence.³

Journals: a comma is placed between the title of the study (*italics*) and the title of the comprising journal (in upright letters); after the title of the journal, we specify the year of publication or the number of the year, separated by a comma, then after a slash comes the number of the issue, followed by a full stop and the page number. ⁴

Reference to an Internet source ⁵ in square brackets after the URL, the date when the study was last opened is included in a study in Hungarian [YYYY. HH. NN.], in a study in a foreign language [NN. HH. YYYY.] format. Do not have any text in square brackets, e.g. Downloaded, Retrieved or Viewed. Please enter the URL without underline, in black.

If you would like to use multiple references from the same or several different authors for a particular text, please do so in the same footnote separated by semicolons. ⁶ Always close the note with a full stop.

² István BITSKEY: *Humanist erudition and baroque worldview: Peter Pázmány's sermons*, Academic, Bp., 1979 (Humanism and Reformation, 8), 22–29. (BITSKEY, 1979)

³ *Ibid.* 25. (In an English-language study: *Ibid.* 25.; in a study in Croatian, *Isto*, str. 25.; in a German-language study, *Ebd.* 25.)

⁴ László ARATÓ: *Pleading besides pulp literature*, Book and Education, 2016/2. 23–34.

⁵ Péter GOMBOS: *Contemporary Children's Literature and Literature Teaching* = Arcade, 2011/6. http://www.arkadia.pte.hu/magyar/cikkek/gombos_kortars_gyerek [08/03/2019]

⁶ István KNIEZSA: *Hungarian spelling until the Tatar invasion*, Hungarian Linguistic Notices 25, 1928. id.: *The history of our spelling until the age of book printing*. Academic, Bp., 1952a.; id.: *History of Hungarian Spelling* (Hungarian University Linguistic Booklets) Textbook Publisher, Bp., 1952b.

References

At the end of the study, we ask for a bibliography. The first reference to each literature entry should contain the full bibliographic description in the footnote. It is sufficient to copy these first references (without reference to the exact page numbers and the abbreviations hereinafter used) and to alphabetize them according to the authors' surnames when compiling the bibliography. For Internet links, the bibliography should not contain the date it was last opened. The bibliography font is Georgia, with a font size of 10, edited with a linespacing of 1. Align with a justified 0.5 cm hanging indent, set to Home/Paragraph/Indent Left 0 cm, Right 0 cm, Special: Hanging indent, scale: 0.5 cm.

The title of the bibliography is Literature in Hungarian, References in English, Literatura in Croatian, Literatur in German. References without an author or without page numbers in PDF format can be listed as a URL at the end of the bibliography, as Documents in the following example.

Sample:

László ARATÓ: *Pleading besides pulp literature*, Book and Education, 2016/2. 23–34.

István BITSKEY: *Humanist erudition and baroque world view: Sermons of Péter Pázmány*, Academic, Bp., 1979. (Humanism and Reformation, 8)

Péter GOMBOS: *Contemporary Children's Literature and Literature Teaching*, Arcade, 2011/6. http://www.arkadia.pte.hu/magyar/cikkek/gombos_kortars_gyerek

István KNIEZSA: *Hungarian spelling until the Tatar invasion*, Hungarian Linguistics Bulletins 25., 1928.

István KNIEZSA: *The history of our spelling until the age of book printing*. Academic, Bp., 1952a.

István KNIEZSA: *History of Hungarian Spelling* (Hungarian University Linguistic Booklets) Textbook Publisher, Bp., 1952b.

RICOEUR, Paul: *Towards a new concept of interpretation*, In: Mihály SZEGEDY-MASÁK (ed.): *Selected literary theory studies*, Osiris, Bp., 1999, 25–33.

Andor TARNAI: *"The Hungarian language begins to be written": Literary thinking in medieval Hungary*, Academic, Bp., 1984.

Documents

Treaty establishing the European Economic Community. March 25, 1957

<https://eur-lex.europa.eu/legal-content/HU/TXT/?uri=CELEX:11957E/TXT>. In Hungarian on parliament's website:

https://www.parlament.hu/irom37/9171/alapszerzodes/i_11957e-hu.pdf

Abstract

After the references, we ask for about 10 lines of summaries titled Abstract. Scientific communication in Hungarian or Croatian should be summarised in English or German; studies in English or German should provide an abstract in Hungarian.

The studies are ranked and reviewed by the editorial staff. The authors will be notified by e-mail if the study needs some correction or revision. We reserve the right to refuse studies.

We ask the authors to improve the studies accepted for publication to meet the formal requirements. Studies that do not comply with the formal requirements will be returned for correction twice, after which the work will not be published.

After publication, we will send a copy of the award to our authors.

Appendix

After abstract, if absolutely necessary, an appendix can be inserted (e.g. questionnaires), titled Appendix in an English-language study, Dodatak in a Croatian-language study, Anhang in a German-language study. The title of the appendix is Georgia 10, with a line spacing of 10 before and after.

Thank you very much for honouring our journal with your study, which is in full compliance with the formal requirements.

Baja, 29 April 2021

The editors