
ÉVKÖNYV – Instructions to Authors

Évkönyv, the peer-reviewed journal of the Hungarian Language Teacher Training Faculty is a collection of professional articles that publishes original research papers in the field of humanities. The basic criteria of paper evaluation are the following: objectivity, precision as well as the predictability of its educational aspects. Our main goal is to address a wide range of audience (researchers, university lecturers, fellow colleagues, in-service and pre-service teachers and pre-school teachers) as well as to provide the opportunity for professionals to publish their papers. For the purpose of authentic scientific co-operation, one third of the publication will comprise studies originating from external institutions. We kindly request our candidate authors to contribute to our journal with their valuable work.

Language use – Papers can be published in Hungarian, Serbian and in other world languages. Each manuscript must contain a Hungarian, Serbian and English abstract.

Length – The maximum length can be 30,000 characters (including space and bibliography/references). Only in exceptional cases can the paper be of maximum 50,000 characters length (for instance, introductory papers). Editors are allowed to publish longer papers if the importance or preciseness of the research justifies that.

Paper review – Each manuscript is evaluated by two peer reviewers. Either the authors' identities or the reviewers' identities are anonymous. Any kind of data or information that might refer to the author should be excluded from the manuscript (for instance, previous publications or references of the author). Following the reviewers' report the editorial board makes the decision upon the manuscripts' future publication. Upon the decision, the editorial board informs the author within 3 months.

Submitting the paper – Authors are requested to submit their manuscripts to the following email address: evkonyv@magister.uns.ac.rs. The submitted manuscripts will not be spent back.

Formatting – Manuscripts have to be submitted in Times New Roman, sized to 10 point font, in Word 97-2003 version. Serbian Cyrillic and Latin scripts are both welcome. Pages must be numbered. The title page has to contain the following: title, author, scientific title, workplace, affiliation, institution, place, contact information of the author (electronic and postal address, too). The email address of the author will be published in the journal. **Tables** – All tables should have a double spaced caption and each table should be on separate pages. Explanations regarding tables should also be on separate pages. In case of more tables each has to be numbered. Each table has to have a clear title and reference to the table within the body of the text. The width of the table cannot exceed 12 cm.

Graphic appendices – Graphic appendices should be enclosed in a separate file (in capital letters) and in accordance with the manuscripts' formatting. Appendices cannot contain underlined text or shadowing. Titles regarding graphic appendices should be on separate pages. The pictures have to be enclosed in separate files and their minimal resolution should be 300 DPI. The author should also enclose instructions regarding the position and status of the graphs. The maximum width of the graphic appendix is 12 cm.

Abstract – Abstracts must be limited to 1400 characters including space. They have to be published in three languages: Hungarian, Serbian and English. The paper also must contain an abstract in which language the paper is written (at the beginning of the paper before the English abstract). The abstract should contain the importance of issues discussed in the study, the process of research, its goal, methodology and results as well as its consequences or pedagogical relevance.

Keywords – At the end of the abstract 5 keywords should be provided.

References, bibliography – The references at the end of the study should be double-spaced. The study should contain the cited authors' names in the same manner between brackets. The names of foreign authors (in case of Latin alphabet) should appear in their original forms, in case of Cyrillic alphabet in their phonetic forms; in the latter case the original form of the name should also be contained with the year of publication: (Piaget, 1975). In case of several authors the name should be listed alphabetically and not in time order of publication (Foucault, 2000; Merleau-Ponty, 2002; Mészöly, 2002). In case of 2 authors, both names should appear (Falus and Golnhofer, 1989). Should a cited study/book/etc. have more than 2 authors, the name of the first author should appear in a bracket followed by the

shortened version of the names of the rest of the authors. For instance, instead of (Fóris Ferenczi, Orbán, Székely, Vincze, Zágoni, 2003) (Fóris Ferenczi and others, 2003). The bibliography should be placed at the end of the study containing all the names cited and referred works within the text. The bibliography should not contain elements that are not included by the study itself. The bibliography should be arranged alphabetically. (a) The bibliography must contain the surname and first letter of the authors' first name as well as the work's year, place of publication and the publisher. (b) Example: Szilágyi, Zsófia (1998): „Aranysárkány: arany + sár”: Egy regénycím nyomában, Kulcsár Szabó, Ernő – Szegedy Maszák, Mihály (ed.): *Tanulmányok Kosztolányi Dezsőről*. Budapest: Anonymus, 92–105. (c) If the cited work appeared in a journal the item in the bibliography should contain the surname of the author and the first letter of the author's first name, the year of publication in brackets, followed by a colon, the title in italics, the issue number of the journal and page numbers. For example: Plomin, R. & S. O. Walker (2003): Annual review: Genetics and educational psychology, *British Journal of Educational Psychology*, 73, 3-15. (d) In case of internet references the author's name should be listed, with the year of publication followed by the website title in italics as well as the date of the website visit and the complete address of the website (link). For example: Degelman, D.: APA Style Essentials. Retrieved May 18, 2000 from the World Wide Web <http://www.vanguard.edu/psychology/apa>.

If an author appears more than once in the bibliography, their name should be listed in timely order of their publications. If a book has more than one author, the list should start with the first co-author followed by the first letter of the rest of the authors. If more works are cited from the same author published in the same year, they should be differentiated from each other by letters. Un-published texts, studies should not be cited. Should this not be avoidable as much information as possible should be provided about the author and the text.

Footnotes and abbreviations – Footnotes and abbreviations should be avoided. Footnotes should contain only remarks, added texts, they should not contain citations. The tables and graphs should be contained by the appendix. Abbreviations in illustrations should be explained and elaborated.

International standards – All measures should be in accordance with the internationally accepted and used standards. Roundings should follow the scientifically accepted principles. The applied statistical data should be used in accordance with the international standards.

Citation – In case of a citation longer than 350 characters (from an author whose citation rights are reserved), the author who is submitting their paper should also provide a written approval from the author whose words are cited in the paper. Following the citation, the cited author's name, the year of publication and page numbers should be listed.

Appendices – Appendices that form the integral part of the paper and are vital for its proper interpretation (such as, statistical data, computer programs, experimental documents) can be submitted to the editor, in enclosed form, for oral evaluation.

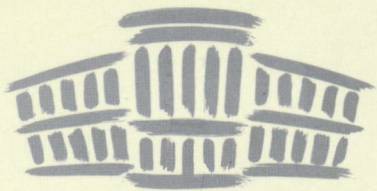
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