

**Uniform manuscript submission and reference guidelines**

[applicable from 1 January 2016]

---

**I. General rules for editing**

1. The paragraphs and the full text will be finalised after breaking up, so authors are asked not to format the text and the title.
2. Automatic numbering (in case of unit titles and lists) and formatting, tabs and indent should be avoided.
3. The core text should be typed in Times New Roman CE 12, normal line and paragraph spacing, 0 spaced and justified.
4. Title and author

TITLE IS UPPER CASED, CENTRED

*Sub-title is italicised, centred*

NAME OF THE AUTHOR IS BENEATH (WITHOUT 'DR. ') SMALL CAPSED, CENTRED

Beneath the author's name is their title and (in brackets) their institution in normal letter-type, abbreviated form may be used if necessary.

**Example:**

REPRESENTATIVE GOVERNMENT AND DIRECT DEMOCRACY

*Italy and the Main Direct Democratic Traditions*

*in Europe in the 19<sup>th</sup>–20<sup>th</sup> Centuries\**

László KOMÁROMI

associate professor (PPKE JÁK)

5. Division of the text (headlines) should be indicated by Arabic numerals exclusively, typed in bold, at maximum 3 levels.  
(e.g. „**3.3.1. The Swiss Model of Direct Democracy**” is allowed, but „3.3.1.1.” is not).
6. Paragraphs should be separated only by ENTER. In case of starting a new line within the same paragraph, use **shift+enter**.

7. To emphasize an expression or a part of the core text, use *italics*. NOTE: underline, **bold type**, SMALL CAPS and expanded typing are *not* to be used.

8. The single quotation mark might be used for emphasizing the following: a significant word, a word used in a special sense, a foreign word, or a legal principle used in the general sense.

**Example:**

‘legal order’

9. Highlighting by italics should be used only for emphasizing. Quotations themselves are not italicised.

10. Quoting foreign text

Typographic (book) quotes are used at the beginning and at the end of the quote: “quote” and *not* "quote". If the quote is not exactly the same as in the original text, the correction is indicated by square brackets: “[Q]quote”. The same procedure applies to omissions ([...]), and for the correction of unclear parts of the text.

Quoting within the quote: (e.g. “based on the principle of ‘clear and present danger’...”).

Quoting in the footnotes: the quotes should be included in the note text without breaks (i.e. no new paragraph is needed).

Quotations are never italicized.

**Example:**

“[Mivel] a pártok a politikai rendszer meghatározó részei, helyénvaló, hogy az általános rendelkezések között [...] szól róluk az Alkotmány. [...] [A] pártok más alkotmányokban [is] az állami szervek és az alapjogok fejezetein kívül, vagy a szuverenitáshoz, vagy a választójoghoz illeszkedve szerepelnek.”

When quoting from a different author in our article, the length of the quote in the running text should not exceed four lines. In case the quote is longer than four lines, it should be separated from the running text in a separate – indented – paragraph (see the example above).

11. Foreign language expressions should be italicised.

Untranslated foreign language expressions and sentences of the text should also be italicised (e.g. Latin expressions used in jurisprudence):

**Example:**

“Amire XY a *res judicata* kapcsán felhívja a figyelmünket...”

12. Headers and footers should not be used.

## II. Rules of citation and reference

### 1. General rules of reference

1.1. Footnotes must be continuously numbered. Endnotes are not allowed. Please pay special attention to the use of punctuation marks (full stop, comma, colon, semicolon, etc.). NOTE: footnotes must in all cases contain the following data of the cited text:

- name of the author and editor (if relevant)
- complete title of the article
- number of the volume (in case of works consisting of more than one volume)
- place of publication
- date of publication
- number of publication (if relevant), cited page number(s)

**Example:**

Michael GALLAGHER – Pier Vincenzo ULERI (eds): *The Referendum Experience in Europe*. Basingstoke, Macmillan, 1996. 212.

1.2. The source of each table and illustration used in the text must be indicated.

1.3. A dash should be used between the page numbers cited in the notes, e.g.: 3–7.

1.4. The surname of the author cited in the notes should be typed in small capitals.

1.5. When citing the name of authors, the surname is preceded by the first name, as in the original.

**Example:**

John Owen HALEY

When citing from Hungarian authors' work in Hungarian, the first name is preceded by the surname, with a comma in between. When citing from Hungarian authors' work in a foreign language, the surname is preceded by the first name, without a comma (or as in the original).

1.6. All footnotes should begin with capital letters and end with a full stop.

1.7. Abbreviations cf., S., e.g. may be used in the footnotes (beginning with capital letter and ending with full stop does not apply in the case of internet references).

## 2. Rules of reference to studies and books

### 2.1. First reference to book

First name of the author should be typed in normal letter type SURNAME IN SMALL CAPS: *Complete title of the book cited in italics*. Place of publication, name of publisher, year of edition. Page number (without p., pp.). (Exception: in case of Hungarian author's Hungarian work – see the example below!)

#### Examples:

*Work in Hungarian:*

RÁKÓCZI, Ferenc: *Vallomások*. Budapest, Helikon, 2003. 156–157.

*Work not in Hungarian:*

John Owen HALEY: *Authority Without Power – Law and the Japanese Paradox*. New York–Oxford, Oxford University Press, 1991. 3–7.

### 2.2. First reference to article from a volume of studies

First name of the author should be typed in normal letter type SURNAME IN SMALL CAPS: the complete title of the study cited should not be typed in italics. In: first name of the editor of the volume should be typed in normal letter type SURNAME IN SMALL CAPS: *title of the volume of studies in italics*. Place of publication, publisher, year of publication. Page number.

The initial page of the referred study should not be indicated, except when the author wishes to refer to the exact page in question.

Please avoid using the abbreviations skk., ff., and give exact page numbers in all cases. In case of reference to different, not consecutive pages from the same work, indicate the different page (scope of pages) divided by a full stop and a comma.

#### Example:

Alexander H. TRECHSEL – Hanspeter KRIESI: Switzerland: the Referendum and Initiative as a Centrepiece of the Political System. In: Michael GALLAGHER – Pier Vincenzo ULERI (eds): *The Referendum Experience in Europe*. Basingstoke, Macmillan, 1996. 185–189.

When using margins or internal numbering, please indicate what the number refers to (e.g. AVMS directive, (23) recitals, 36/1994. (V. 24.) AB decree, reasoning, II. 1. 3.)

### 2.3. First reference to article from a periodical

First name of the author should be typed in normal letter type SURNAME IN SMALL CAPS: Complete title of article cited (without „In”!) *Title of the periodical in italics*, year of volume (in certain cases, see below), year of publication, serial number (month) of periodical. (ONLY!) the cited page number(s).

The initial page of the referred study should not be indicated, except when the author wishes to refer to the exact page in question.

Indicating the year of the volume is only necessary when the general rules of reference of the actual periodical requires so.

Generally (or officially) used abbreviated names of periodicals should be avoided in the notes. (e.g. *JTK* cannot be used instead of *Jogtudományi Közlöny*).

From all other aspects, the form and the content of references in the case of periodicals are identical with the general rules of reference applied in the place of origin of the periodical.

**Example:**

(American journal) Larry ALEXANDER: A Unifying Theory? Impossible. *Denver University Law Review*, vol. 7., no. 4. (1995), 1007–1010.

(Hungarian journal) LÁBADY, Tamás: Alkotmányjogi hatások a készülő Ptk. szabályaira. *Magyar Jog*, 2002/4. 34.

## 2.4. Repeated reference

2.4.1. Reference to work already cited SURNAME OF THE AUTHOR SHOULD BE TYPED IN SMALL CAPS op. cit. page number.

**Example:**

HALEY op. cit. 3–7.

2.4.2. If references to **more than one** of the author’s work have already been made, the year of publication of the work cited should be added to the above in brackets.

**Example:**

HALEY (1991) op. cit. 3–7.

2.4.3. If references are made to more than one work of the same author published in the same year, differentiation of the works is indicated by letters (the differentiation should be indicated in the first reference already)

**Example:**

*First time:*

Larry ALEXANDER: A Unifying Theory? Impossible. *Denver University Law Review*, vol. 7., no. 4. (1995) 1007–1010. [hereafter: ALEXANDER (1995a)]

*In subsequent references:*

ALEXANDER (1995a) op. cit. 1007–1010.

When the subsequent footnote refers to the same work, use: Ibid. 34.

## 2.5. Internet citations

Citations should specify the URL (complete link). Please bear in mind, that citations from the internet do not substitute the specifications of the author and the work, but merely provide additional information in terms of availability.

In case of internet references it is not necessary to indicate the date of downloading.

In case the URL exceeds 90 characters, please indicate the abridged form by using a URL abridging program. Url abridging programs are available at e.g. [www.goo.gl](http://www.goo.gl) or [www.bit.ly](http://www.bit.ly).

### **Example:**

Daniel ENZENSPERGER: Gehört der Atomausstieg in das Grundgesetz? *Humboldt Forum Recht*, 2013/4. 30. [www.humboldt-forum-recht.de/deutsch/4-2013/index.html](http://www.humboldt-forum-recht.de/deutsch/4-2013/index.html)

## **3. Reference to the sources of law of the European Union and European Court of Human Rights**

### 3.1. Decisions of the Court of Justice of the European Union and opinions of Advocates General

References are made according to the ECLI (European Case-Law Identifier).

### **Example:**

C-267/91. és C-268/91. sz. egyesített ügyek Bernard Keck és Daniel Mithouard elleni büntetőeljárás [ECLI:EU:C:1993:905] 23. pont

C-13/03 P. sz. ügy Tizzano főtanácsnok indítványa: Az Európai Közösségek Bizottsága kontra Tetra Laval BV [ECLI:EU:C:2004:319] 41. pont

### 3.2. European Court of Human Rights

In the case of reference to the decisions of the European Court of Human Rights, the following rules apply:

- use the English version of the name of the countries in case titles,
- use „v” (versus) instead of „k” (kontra) in references to cases,
- after the title of the case, indicate the petition number and the date of the decision,

- indicate whether the decision is an admissibility decision or a judgement,
- in case of reference to specific content of the decision, indicate the exact number of the paragraph

Decisions are available from the site of court (<http://www.echr.coe.int/ECHR/EN/Header/Case-Law/Decisions+and+judgments/Reports+of+judgments/>).

### **Examples:**

Az ügy érdemében hozott ítélet (Judgement on the merits of the case)  
*Vajnai v. Hungary*, no. 33629/06., 2008. július 8-i ítélet, 36. bek.

A kérelem befogadhatóságáról hozott határozat  
*Campbell v. Ireland*, no. 45678/98., admissibility decision, 2010. április 27-i döntés.

### 3. 3. Legal acts of the European Union

When referring to the legal acts of the European Union, the exact number, title and the data of the Official Journal should be indicated in all cases. Source data should always be provided in the language of the study.

EU regulations:

800/2008/EK rendelet a Szerződés 87. és 88. cikke alkalmazásában a támogatások bizonyos fajtáinak a közös piaccal összeegyeztethetők nyilvánításáról, HL L 214, 2008.08.09., 3–47. o.

EU directives I:

2004/38/EK irányelv az Unió polgárainak és családtagjaiknak a tagállamok területén történő szabad mozgáshoz és tartózkodáshoz való jogáról, valamint az 1612/68/EGK rendelet módosításáról, továbbá a 64/221/EGK, a 68/360/EGK, a 72/194/EGK, a 73/148/EGK, a 75/34/EGK, a 75/35/EGK, a 90/364/EGK, a 90/365/EGK és a 93/96/EGK irányelv hatályon kívül helyezéséről, HL L 158, 2004.4.30., magyar különkiadás fejezet 05 kötet 46–61. o.

EU directives II:

2010/1/EU irányelv a növényeket vagy növényi termékeket károsító szervezeteknek a Közösségbe történő behurcolása és a Közösségen belüli elterjedése elleni védekezési intézkedésekről szóló 2000/29/EK tanácsi irányelv II., III. és IV. mellékletének módosításáról, HL L 6, 2010.1.12., 17–20. o.

EU decisions:

2005/842/EK határozat: A Bizottság határozata az EK-Szerződés 86. cikke (2) bekezdésének az általános gazdasági érdekű szolgáltatások működtetésével megbízott vállalkozásoknak közszolgáltatással járó ellentételezés formájában megítélt állami támogatásokra történő alkalmazásáról, HL L 312, 2005.11.29., 67–73. o.

## Institutions, organisations

Decisions of the European Commission in specified cases:

COMP/39.406. sz. ügy (Tengeri tömlők), HL C 168., 2009. 07. 21., 68. o.

COMP/39.401. sz. ügy (E.ON/GDF), HL C 248., 2009.10.16., 5–6. o.

C21/2007 (ex. N578/2006) MSF-2002-HU *Ibiden Hungary Ltd.*, HL L 295., 2008.11.04., 34–49. o.

EU communications:

A közszolgáltatással járó ellentételezés formájában nyújtott állami támogatásról szóló közösségi keretszabály, HL C 297, 2005.11.29., 4–7. o.

## 4. Reference to conference paper

In case of reference to conference papers and presentations the following information should be indicated: name of presenter, title of presentation, date and place of conference and title of conference. Place names should be given in Hungarian. If the paper cited is available on the internet, please specify the link as well.

### **Example:**

John KALLAUGHER: Rebates Revisited (Again) – The Continuing Article 82 Debate. Brüsszel (2005. június 15.): Second Annual Conference of the Global Competition Law Centre: The Modernisation of Article 82.