

STYLE GUIDE

FOR DOCONF 2017 FULL TEXT PREPARATION

I. General

Please send your paper in **.doc** format until 31 July 2017 to: doconf2017@urb.bme.hu. On formatting and submitting your manuscript:

Begin the name of your file with your own last name (or full name).

Font type: Times New Roman 12

Spacing: 1,5

Alignment: justified

- To indicate the beginning of new paragraphs, please use indentations (4,5 mm).
- Your paper should have only one level of headings. We do not recommend the use of a numbering scheme for your headings.
- Set off long quotations (block quotes) – 5 lines or more – by indenting from the left margin only.

We kindly ask you to carefully observe **the formal requirements** listed below. They are as simple and concise as possible, but their observation will greatly facilitate the work of the editor(s).

Text length: 20000 - 25000 characters with spaces including notes and references.

II. Headline:

TITLE / max. 10 words author's

name:

institution: department, faculty, university e-mail:

III. Biography

Alongside your paper, please submit a biographical note of no more than a 100 words on your professional status and achievements (including relevant publications, etc.) as well as institutional affiliation.

IV. Text: spelling, punctuation and typing rules:

Please set the US spell check in Microsoft Word before submitting your manuscript.

Please use quotation marks for direct quotations, and single quotation marks for quotations within quotations.

Example: In 1904 Joyce wrote, "I have just finished 'After the Race,' and sent it on to the Irish Homestead."

For inclusive dates and numbers as in "1998–2010," use the longer en-dash instead of the hyphen.

Do not use abbreviations for inclusive dates and numbers (correct example: 188–195)

V. Illustrations

Images of any kind (including photographs, maps, plans etc.) must be submitted as files separate from the main text. Maximum: 1-10 picture / 300 dpi / .jpg format, min size: 1000 pixels.

Please provide a list of captions in a separate file. The caption numbering should match the image numbering. Use the following format to name your files: your surname_01_title, your surname_02...

VI. References

The rules below follow the “notes and bibliography” system. Accordingly, footnotes should be included in your paper.

The first note for each source should include all relevant bibliographical information about the source (author’s full name, source title, and facts of publication). If you cite the same source again, the note needs to include only the surname of the author, a shortened form of the title (if more than four words), and page number(s).

Place a Works Cited section / Bibliography at the end of your text with all the sources cited. All entries in the bibliography will include the author (or editor, compiler, translator), title, and publication information. Arrange the entries alphabetically by the author’s last name.

Here is a list of examples for:

1. First notes with full bibliographical information
2. Shortened versions of citations to the same source
3. Corresponding bibliographical entry.

General model

1. Firstname Lastname, Title of Book, Place of publication, Publisher, Year of publication, page number.
- 2 a Lastname, Abbreviated Title, page number.
- 2 b (in case the previous footnote refers to the same source) Ibid., page number.
3. LASTNAME Firstname, Title of Book, Place of publication, Publisher, Year of publication.

EXAMPLES:

Book by one author

1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals*, New York, Penguin, 2006, 99–100.
2. Pollan, *Omnivore’s Dilemma*, 3.
3. POLLAN, Michael, *The Omnivore’s Dilemma: A Natural History of Four Meals*, New York, Penguin, 2006.

Book by two or more authors

1. Geoffrey C. Ward – Ken Burns, *The War: An Intimate History, 1941–1945*, New York, Knopf, 2007, 52.
2. Ward – Burns, *War*, 59–61.

3. WARD, Geoffrey C. – BURNS, Ken, *The War: An Intimate History, 1941–1945*, New York, Knopf, 2007.

Editor, translator, or compiler in addition to author

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman, London, Cape, 1988, 242–55.
2. García Márquez, *Cholera*, 33.
3. MÁRQUEZ, Gabriel García, *Love in the Time of Cholera*, trans. Edith Grossman, London, Cape, 1988.

Translator as author

1. Richmond Lattimore (trans.), *The Iliad of Homer*, Chicago, University of Chicago Press, 1951, 91–92.
2. Lattimore, *The Iliad*, 91–92.
3. LATTIMORE, Richmond (trans.), *The Iliad of Homer*, Chicago, University of Chicago Press, 1951.

Editor as author

1. Sepsi, Enikő (ed.), *Studia Caroliensia, 2011 Yearbook of the Károli Gáspár University of the Reformed Church in Hungary, Europe, Budapest, L'Harmattan, 2012, 9.*
2. Sepsi, *Studia Caroliensia 2011, 14–17.*
3. Sepsi, Enikő (ed.), *Studia Caroliensia, 2011 Yearbook of the Károli Gáspár University of the Reformed Church in Hungary, Europe, Budapest, L'Harmattan, 2012*

Article, chapter, essay etc. in an Edited Collection

1. Anthony C. Thisleton, *Authority and Hermeneutics: Some Proposals for a More Creative Agenda*, in E. Satterthwaite – D.F. Wright (ed.), *A Pathway into the Holy Scripture*, Grand Rapids–Michigan, W.B. Eerdmans, 1994, 117.
2. Thisleton, *Authority*, 117.
3. THISLETON, Anthony C., *Authority and Hermeneutics: Some Proposals for a More Creative Agenda*, in E. Satterthwaite – D.F. Wright (ed.), *A Pathway into the Holy Scripture*, Grand Rapids–Michigan, W.B. Eerdmans, 1994, 113–125.

Multivolume works:

1. Don B. Wilmeth (ed.), *The Cambridge History of American Theatre, Vol. 1*, Cambridge, Cambridge University Press, 1998, 4.
2. Wilmeth, *The Cambridge History*, 13.
3. WILMETH, Don B. (ed.), *The Cambridge History of American Theatre, 3 vols.*, Cambridge, Cambridge University Press, 1998.

Journal articles

1. Joshua I. Weinstein, *The Market in Plato's Republic*, *Classical Philology* 104 (2009), 440.
2. Weinstein, *Plato's Republic*, 452–53.
3. WEINSTEIN, Joshua I., *The Market in Plato's Republic*, *Classical Philology* 104 (2009), 436–445.

Newspaper articles

1. Váradi, Ferenc, Hiteles példákra vágyva, Reformátusok Lapja, Vol. 57, No. 35, 1st September, 2013, 9.
2. Váradi, Hiteles példákra vágyva, 9.
3. VÁRADI, Ferenc, Hiteles példákra vágyva, Reformátusok Lapja, Vol. 57, No. 35, 1st September, 2013, 9.

Electronic books

1. Grant Ian Thrall, Land Use and Urban Form, New York, Methuen, 1987,
<http://rri.wvu.edu/wpcontent/uploads/2012/12/Land-Use-and-Urban-Form1.pdf>, accessed 22 September 2015.
 2. Thrall, Land Use, n.p.n.
 3. THRALL, Grant Ian, Land Use and Urban Form, New York, Methuen, 1987,
<http://rri.wvu.edu/wpcontent/uploads/2012/12/Land-Use-and-Urban-Form1.pdf>, accessed 22 September 2015. Online Periodicals (Journal, Magazine, and Newspaper Articles)
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1. Henry E. Bent, Professionalization of the Ph.D. Degree, College Composition and Communication 58 (2007), 141, <http://www.jstor.org/stable/1978286>, accessed 5 December 2008.
 2. Bent, Professionalization, 89.
 3. BENT, Henry E., Professionalization of the Ph.D. Degree, College Composition and Communication 58 (2007), 141, <http://www.jstor.org/stable/1978286>, accessed 5 December 2008.