

Guidelines for Authors

The 4D Journal of Landscape Architecture and Garden Art welcomes submissions on a wide range of topics and methodologies, including manuscripts publishing the results of research on open space design theory, garden history, landscape history, urban heritage, landscape value conservation, urbanism, green infrastructure, climate adaptation; critical design reviews; and research based on the analysis and synthesis of existing research. All publications published in the journal are peer-reviewed, with at least two reviews.

The publications of the 4D journal are usually published in both English and Hungarian. Articles written by foreign authors are published in their entirety in English only, with a summary in Hungarian. Papers should be submitted in proper English (British or American). English language assistance will not be provided, but articles will be published after language proofreading.

Manuscripts should be submitted in docx file format, with only the minimum formatting (headings and subheadings, paragraphs and line breaks), in Arial font. The first submitted version should include all figures and images to give the reviewers and the editor a clear overview of the article.

Acceptance of articles for publication typically takes three months.

Manuscripts should be uploaded to the journal's website (<https://journal.uni-mate.hu/index.php/4D>) after registration. As the category of the manuscript, authors can choose between “Articles” and “Reviews”.¹ Articles are considered scientific publications, and unlike reviews, they also have a DOI (Digital Object Identifier). In the online platform, please be sure to specify:

- academic degrees, workplace, e-mail addresses of all authors in English and Hungarian;
- title of the manuscript in English and Hungarian;
- keywords of the work (maximum 5) in English and Hungarian;
- abstract of the article, also in two languages;
- a list of the references cited in the article, in alphabetical order, according to the formal and content requirements specified at the end of the authors' directory;
- articles published in Hungarian should be submitted in Hungarian;
- the text should be uploaded in Microsoft Word format (not including the authors' names, which is sufficient if they are recorded in the online interface).

¹ Typically, descriptive manuscripts, personae and plan descriptions are placed in the “reviews” section, but an article based on literature review and comparison of existing research can also be considered as a transition between the two sections. In addition to the scientific research and evaluation methodology, the critical approach and the high proportion of scientific publications used for the research are also taken into account in the evaluation. In some cases, a manuscript submitted to the “scientific articles” section may be reclassified under “reviews” based on an editorial decision or the recommendation of the editor.

Blind peer review

Submissions are reviewed by a peer review board to ensure they meet the requirements and professional guidelines of the journal. If the manuscript does not meet the required standard or professional expectations, it is rejected without a peer review. Inadequately prepared manuscripts will be returned to the authors for revision. After the preliminary check, the manuscript will be submitted to at least two independent experts for peer review. The referees are Hungarian or foreign experts with significant research and publication records. A double-blind peer review process is used, where the identity of the authors is not known to the reviewers, so authors are asked not to include their names or any personal information in the submitted manuscript. The reviewer's comments are confidential and will only be disclosed with their express consent. Reviewers are requested to provide their review within a maximum of three weeks.

Editorial decision and revision

All the articles, reviews and communications published in 4D go through the peer-review process and receive at least two reviews. The editor will communicate the decision, which will be one of the following:

- *Accept without revisions:*

The paper is suitable for publication without any changes.

- *Accept after minor revisions:*

The paper is in principle accepted after revision based on the reviewer's comments. Authors are given five days for minor revisions.

- *Reconsider after major revisions:*

The acceptance of the manuscript would depend on the revisions. The author needs to provide a point-by-point response or provide a rebuttal if some of the reviewer's comments cannot be revised. Usually, only one round of major revisions is allowed. Authors will be asked to resubmit the revised paper within a suitable time frame, and the revised version will be returned to the reviewer for further comments.

- *Another journal is recommended.*

- *Publishing not recommended:*

If additional evidence and/or research is needed to support the conclusions, the manuscript will be rejected and the authors will be encouraged to re-submit the paper once the necessary evidence and/or research has been provided.

Each of the reviewers' comments must be answered point by point. If the author disagrees with the reviewer, he/she must clearly explain why. Following the correction, the author will be informed of the decision of the reviewers and the editorial board within two weeks.

The final version of the paper should be sent in plain text, indicating in the text the numbered figures and their location, but the figures should be uploaded to the submission library on the website in a separate file, with a resolution of at least 300 dpi in jpg format. A numbered list of the figures, including their title and/or description and an indication of the source, is also requested.

Articles that have been proofread in Hungarian should be translated and uploaded to the website after the proofreading process has been completed.

At the end of the editing process, authors are asked to double-check the title, keywords, abstracts, list of sources and author information on the 4D website.

ORCID

The journal is committed to using the ORCID identifier, and we will not accept manuscripts from authors without it.

The ORCID (Open Research and Contributor Identifier) is an internationally accepted author identification code (e.g. 0000-0002-9139-8370) that provides a unique identifier for the researcher. It is free for researchers to create an ORCID and maintain a profile if they do so individually. For more information on ORCID and registration: <https://orcid.org/signin>.

Recommended paper structure

The maximum length of the article, including spaces, is 19,500 characters.

- **Title:** The title should be concise, specific and relevant.
- **Abstract:** The abstract should be a total of about 350 words maximum. The abstract should be a single paragraph and should follow the style of structured abstracts, but without headings: 1) Background: place the question addressed in a broad context and highlight the purpose of the study; 2) Methods: describe briefly the main methods applied. 3) Results: summarise the article's main findings; and 4) Conclusion: indicate the main conclusions or interpretations. The abstract should be an objective representation of the article: it must not contain results that are not presented and substantiated in the main text and should not exaggerate the main conclusions.
- **Keywords:** Three to six pertinent keywords need to be added in Hungarian and English. We recommend that the keywords are specific to the article, yet reasonably common within the subject discipline.
- **Introduction:** The introduction should briefly place the study in a broad context and highlight why it is important. It should define the purpose of the work and its significance, including the specific hypotheses being tested. The current state of the research field should be reviewed carefully and key publications cited. Please highlight controversial and diverging hypotheses when necessary. Finally, briefly mention the main aim of the work and highlight the main conclusions. Keep the introduction comprehensible to scientists working outside the topic of the paper.
- **Materials and Methods:** They should be described with sufficient detail to allow others to replicate and build on published results. New methods and protocols should be described in detail, while well-established methods can be briefly described and appropriately cited. Give the name and version of any software used and make clear whether the computer code used is available.
- **Results and Discussion:** Provide a concise and precise description of the results, their interpretation as well as the conclusions that can be drawn. Authors should discuss the results and how they can be interpreted from the perspective of previous studies and the working hypotheses. The findings and their implications should be discussed in the broadest context possible and the limitations of the work highlighted. Future research directions may also be mentioned.
- **Conclusions:** This section is not mandatory, but can be added to the manuscript if the discussion is unusually long or complex.
- **Tables and figures:** 8 to 10 in number and up to 4 pages in size. Tables and figures should be numbered consecutively, and the source should be indicated only if the table/figure does NOT reflect the authors' own results or is not the author's own work. If the table/figure is based on

external data or articles, the source should be given as *Source: based on OECD 2010* or *Source: based on Tóth 2001*. In all cases, tables and figures must be referred to in the text, and this is indicated in italics. For example: As shown in *Table 2...* or: The spatial characteristics (*Table 2*) are given as follows... Figures and images must be at least 300 dpi resolution.

Minimum image width (width of 1 cell): 87 mm

Maximum image width (one side): 179.27 mm

- **References:** References must be numbered in order of appearance in the text (including table captions and figure legends) and listed individually at the end of the manuscript. We recommend preparing the references with a bibliography software package, such as [EndNote](#), [ReferenceManager](#) or [Zotero](#) to avoid typing mistakes and duplicated references. We encourage citations to data, computer code and other citable research material.

Citations and references in supplementary files are permitted provided that they also appear the main text and in the reference list.

Formal requirements

The text should have a single-line spacing structure with a font size of 12. *Italics* should be used to indicate title of books or Latin expressions in the text. No underlining should be used in the text for emphasis. In a manuscript uploaded in Microsoft Word, all figures and tables should be included in the appropriate section of the text body, not at the end of the document. If the text is to be edited, the images must also be uploaded to the online platform in the appropriate quality and size.

In the text, reference numbers should be placed in square brackets [], and placed before punctuation; for example [1], [1–3], or [1,3]. For embedded citations in the text with pagination, use both parentheses and brackets to indicate the reference number and page numbers; for example [5] (p. 10). or [6] (pp. 101–105). Author's additions and explanations should be footnoted.

About the DOI identifier:

In collaboration with the Library and Information Centre of the Hungarian Academy of Sciences, we provide our articles with a DOI registered with CrossRef.

The DOI increases the visibility of articles and makes it easier to count the number of citations received. This requires authors to include in the bibliography the DOI of the works cited (if available), registered with CrossRef. The DOI of the cited publications can be found by clicking on the following link:

<http://search.crossref.org>.

At the end of the bibliographic description of a literature item, the link to the article (<https://doi.org/10.36249/62.7>) should also be included after the "DOI:".

DOI in the bibliography

Example:

Schneller, István (2022). Public spaces of Budapest. *4D*, (62), 88–89. DOI: <https://doi.org/10.36249/62.7>

Only full scientific publications in the journal should have their own DOI. Abstracts, reviews, personals, interviews and content of a scholarly or public interest nature are not assigned a DOI, so please take this into account when selecting a column when submitting a manuscript.

Spelling of authors' names:

Names should be given in the order of Surname-First name, separated by a comma after the surname. Authors should be separated by a long hyphen (–), with a space before and after the hyphen.

All authors should be listed in the bibliography used, and abbreviations (first author et al.) are recommended only for repeated references.

Page numbering of references:

When indicating information on the extent of a literature, use the abbreviation pp. before the from-to extent. When referring to a page, use the abbreviation p. before the page number. The from-to link is indicated by a long hyphen. It is not recommended to display both the full text and the page referred to within a reference.

Example:

258–270 (reference is made to the spread between page 258–270)

300 (we refer to page 300)

In the bibliography, please provide bibliographic details as follows:

1. **For journal article citations**, the following information must be provided in the following order:
Author/s (year of publication): Title of journal article. *Short title of the journal (in italics)*, journal number in brackets, year and page number, page numbers. DOI (if available)

Example:

Bérczi, Szabolcs – Keszthelyi, Ákos – Sallay, Ágnes (2022): Átalakuló falusi szerepek az elmúlt 150 év falufelmérései alapján. *4D*, (62), 70–87. DOI: <https://doi.org/10.36249/62.7>

2. **When referring to a book:**

Author(s) and/or editor(s) (or organisation/company if no author is given; or title if no author or organisation is given) (year of publication/release): *title (in italics)*. Publisher: place of publication, country. DOI (if available)

Example:

Schmidt, Gábor – Tóth, Imre (2006): *Kertészeti dendrológia*. Mezőgazda Kiadó: Budapest.

3. **When referring to book chapter:**

Citations should be as given for the books, but care should be taken to include both the author of the chapter and the author/editor of the book. In contrast to the book, we always ask here for scope information, which always refers to the specific book chapter. Between the opening and closing page numbers, the from-to relationship should be indicated by a large hyphen! In the case of a book chapter, always italicise the title of the volume to which it refers.

Example:

Ritvo, Harriet (1996): The Order of Nature: Constructing the Collections of Victorian Zoos. In: Hoage, R. J. – Deiss, William A. (ed.): *New Worlds, New Animals*. The Johns Hopkins University Press: Baltimore, USA, 43–50.

4. **Paper published in a conference publication:**

Authors (year): title of the paper. In: Editors (ed.) *Title of conference publication* (if known), Conference title, conference venue, country, conference date. Publisher: city, country, page number. DOI (if available)

Example:

Bakay, Eszter – Varró, Dorottya (2016): Late modern park high above the city – space composition of the 50-year old Jubileum Park in Budapest. In: Zachariasz, Agata – Sykta, Izabela – Kowalski, Przemyslaw (ed.) *Teka Komisji Urbanistyke I Architektury*, TOM XLIV. Kraków, Poland. Polska Akademia Nauk, Kraków, Poland, 181–186.

5. **Doctoral thesis:**

Author (year of preparation): *title (in italics)*. Type of work [PhD thesis/ DLA thesis/ MTA doctoral thesis]. Educational institution: location.

Example:

Sárospataki, Máté (2014): *Dendrológiai kertek a 19. századi magyarországi kertépítészetben*. [PhD thesis]. Budapesti Corvinus Egyetem, Tájépítészeti és Tájökológiai Doktori Iskola, Budapest. DOI: <https://doi.org/10.14267/phd.2014014>

6. **Online resources:**

Whenever possible, the same data elements per type should be described in the same order as shown in the examples above, but the type of medium should be indicated: [online]. In addition, the URL and the last download time should be indicated in all cases. If the exact date of the quoted publication date on a website/portal is provided, it should be given in round brackets after the name of the website. The date of the last download or reading is distinguished from this by the square brackets.

Unlike publications, the content of websites can change or disappear over time, so we recommend that you make an archived backup of the website cited, for example using WebCite. The way to reference archived web sites is as follows: website address (date of saving: year/month/day).

The link should be checked to make sure that it is correctly indicated, and to check that the URL is not punctuated at the end(.).

a. **From website/portal**

Author(s) (year of publication): title of the study (short form) [online] Place of publication: publishing institution. URL [date of access]

Example:

Imre, Anna (2004): *Az iskolai hátrány összetevői*. Budapest: Országos Közoktatási Intézet. (OKI Műhelytanulmányok 2.) [online] In: Oktatókutató és Fejlesztő Intézet honlapja. URL: <http://www.ofi.hu/tudastar/oktatas-tarsadalmi/iskolai-hatranay> [26.03.2018]

without author (2018): *A magyar nyelv jelene és jövője. A Gondolat Kiadó nyelvtudományi kötete*. Prae.hu (01.03.2018) URL: <https://www.prae.hu/news/32887-a-magyar-nyelv-jelene-es-jovoje/> [20.11.2018]

b. **Electronic book (e-book)**

Author(s) (year of publication): *title of e-book* [online]. Place of publication: publishing institution. Length (if determinable). URL [date of access]

Example:

Bényei, Miklós (1996): *Eötvös József könyvei és eszméi. Debrecen: Csokonai*. [online] Budapest: Magyar Elektronikus Könyvtár (05.10.2005) URL: <http://mek.oszk.hu/03100/03176> [24.01.2018]

Terts, István (2011): *A folyton megújuló nyelvészet. Szépe György nyelvészeti írásaiból tanárok és diákok részére*. Budapest: Tinta Könyvkiadó. (Segédkönyvek a nyelvészet tanulmányozásához, 126.) [Online] Budapest: Tankönyvtár, undated.

c. **Article in an electronic journal**

Author(s) (year of publication): title of the paper/article. *Journal title* [online], journal year and journal number. Page number (if available). URL [Date accessed]

If the printed publication is also available electronically, please provide the information of the printed version. If the article has a DOI, do not include any other links to it.

Example:

Rádi, Orsolya (2018): Az órai hallott szövegek és a szóbeli szövegalkotás hatásvizsgálata az alsó tagozaton. *Anyanyelv-pedagógia* [online], 11(2), URL: <http://www.anyanyelvpedagogia.hu/cikkek.php?id=732> [2018. 10. 15.] DOI: <https://doi.org/10.21030/anyp.2018.2.4>