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. Tables and figures with captions should be in an editable format (e.g. excel, Photoshop, indesign). Author's comments and explanations should be footnoted and enclosed in square brackets [ ].

Within the main text, the surname of the cited author and the year of publication of the source material are given in round brackets (Molnár 2018). If we quote verbatim, we should also include the page number in brackets (Molnár 2018: 21). If the quoted passage is from several consecutive pages, the numbers should be separated by a capital dash, for example: (Molnár 2018: 256-257). If the idea quoted is multi-authored: (Kovács and Szabó 2012: 11), or (Bárczy et al. 2002). If an idea is cited from more than one author, the reference form is the same, but a semicolon is inserted between each author and year, for example: (Szabó 2002: 123; Szabó 2011: 27). In the case of an edited volume, the reference is: (ed. Hudson and Bolton 1997). If several works by the same author from the same year are cited, alphabetical letters are used to distinguish different pieces of writing by the same author. For example: (Molnár 2018a). It should be indicated if any bibliographical item is missing (not readable from the cited publication). In the case of a missing author, the name of the organisation responsible for the content can be given or: [without author]; in the case of a missing publisher: [without place]; in the case of a missing publication date: [without year]. In the case of websites, it is often the case that neither the author nor the publication date of the content displayed can be read. Such sources should preferably not be cited, but if they are necessary, they should be marked [Author and year without 1], [Author and year without 2], etc.

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.

In the bibliography, the surnames of all authors should be written out, along with initial of the First name with initials. The abbreviation et al. should not be used in the case of multiple authors.

Page numbering of references:

When specifying the range of literature, use a long hyphen (–) between the start and end points. When referring to a page, use only a number followed by a dot. Within a reference, it is not recommended to display both the full extent and a single page referenced.

> *Example:*
>
> 258–270. (reference is made to the spread between page 258–270)
>
> 300. (we refer to page 300)

About the DOI identifier:

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, I. (2022). Budapesti terek. *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.

If the referenced publication has a DOI identifier, it is mandatory to cite it accurately.

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 Surname, Initial of the First Name(s)., (year of publication). Title of journal article. *Short title of the journal (in italics)*, journal volume (issue in brackets), page numbers. DOI

    Example:
    Fekete, A., Hodor, K., & Dai, D. (2021). Urban Sustainability through Innovative Open Space Design. A Novel Approach to the Regeneration of Historic Open Spaces in Some Eastern European Countries and China. *Earth*, *2*(3), 405–423. DOI: https://doi.org/10.3390/earth2030024

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

    Author(s') and/or editor(s') Surname, Initial of the First Name(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:
    Debreczy, Z., & Rácz, I. (2000). *Fenyők a Föld körül*. Dendrológiai Alapítvány, 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:
    Tyrväinen, L., Pauleit, S., Seeland, K., & De Vries, S. (2005). Benefits and Uses of Urban Forests and Trees. In C. Konijnendijk, K. Nilsson, T. Randrup, & J. Schipperijn (Eds.), *Urban Forests and Trees* (81–114). Springer Berlin Heidelberg. DOI: https://doi.org/10.1007/3-540-27684-X_5

4. **Paper published in a conference publication:**
Author/s Surname, Initial of the First Name(s)., (year of publication). Title of the paper. In Editors (eds.) *Title of conference publication* (if known), Conference title, conference venue, country, conference date (page numbers). Publisher. DOI (if available)

Example:

Tóth, B., & Szabó, K. (2022a). A Budai Arborétum hárs taxonjainak fenológiai vizsgálata. In *A Lippay János – Ormos Imre – Vas Károly (LOV) Tudományos Ülésszak tanulmányai* (689–703.). Magyar Agrár és Élettudományi Egyetem.

5. **Doctoral thesis:**
Author/s Surname, Initial of the First Name(s)., (year of publication). T*itle in italics* [Type of work: PhD thesis/ DLA thesis/ MTA doctoral thesis, Educational institution]. URL

Example:

Balogh, P. I. (2004). *A szabadterek szerepváltozása a nagy európai városmegújításokban* [Doktori Disszertáció, Budapesti Corvinus Egyetem]. https://phd.lib.uni-corvinus.hu/485/

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 Surname, Initial of the First Name(s)., (year of publication). *Title of the study in italic. (*accessed: day.month.year). Publishing institution. URL

Example:

Németh, K. (2020). *Mire jó a fakataszter?*
https://faallomanygazdalkodas.hu/site/view?file=/site/file/29

Az Arborétum története—Budai Arborétum—MATE. (accessed: 19.03.2023). Budai Arborétum. https://budaiarboretum.uni-mate.hu/az-arboretum-tortenete

b. **Electronic book (e-book)**
Author/s Surname, Initial of the First Name(s)., (year of publication). T*itle of e-book in italic. (*accessed: day.month.year). Publishing institution. URL
Example:
Magyar Díszkertészek Szakmaközi Szervezete N. A. K. (2021). *Magyar nemesítésű díszfák, díszcserjék, örökzöldek*. (accessed: 20.02.2025). Nemzeti Agrárgazdasági Kamara. https://www.diszkerteszek.hu/files/D%C3%ADszn%C3%B6v%C3%A9nyek-%20magyar%20nemes%C3%ADt%C3%A9s%C5%B1-NAK.pdf

c. **Article in an electronic journal**

Author/s Surname, Initial of the First Name(s)., (year of publication). Title of the paper/article. *Journal title in italic*, journal volume (issue), Page numbers. **(accessed: 20.02..2025)**. DOI
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, O. (2018). Az órai hallott szövegek és a szóbeli szövegalkotás hatásvizsgálata az alsó tagozaton. *Anyanyelv-Pedagógia*, *11*(2), 52–65. (19. 02. 2025). DOI: https://doi.org/10.21030/anyp.2018.2.4