



GUIDELINES FOR WRITING A DOCTORAL THESIS (developed within the Doctoral School of Hungarian Studies)

N.B.: The details of the reference system indicated below may be modified, with the express consent of/under the guidance of the doctoral supervisor, in accordance with current academic practices in the respective subfield.

1. Thesis size, pagination, binding of the printed document

- Doctoral theses submitted to the Doctoral School of Hungarian Studies shall have a minimum of 200 pages (plus appendices) of 2,500 characters per page (including spaces), regardless of the font size used.
- Theses shall have numbered pages, starting with the first page of the actual text (i.e., excluding the title page) and continuing to the end of the printed document.
- It is recommended that theses be printed exclusively on the front of A4 pages, not on the back.
- Printed copies submitted to the doctoral school secretariat for defense shall be bound in cardboard covers.

2. Title page (cover page) of the thesis

- The cover page of the thesis shall include, in principle:
 - the name of the institution (university, faculty) where the doctoral student is enrolled, as well as the name of the doctoral school (optional). In the case of a joint doctoral program, the names of both institutions shall be included;
 - type of doctorate and/or field of thesis: (e.g.) "scientific/professional doctorate in the field of Philology."
 - the author's first and last name (as it appears in the doctoral studies contract);
 - title of the thesis;
 - academic degree, followed by the surname and first name of the doctoral supervisor (as stated in the doctoral study contract).
- if the thesis is co-supervised, the title page may be completed with other information required by the partner university in its regulations.

2. Table of contents (also called Summary or Contents)

The table of contents should preferably be presented at the beginning of the document, after the title page. The list of thesis appendices should always be given at the end of the table of contents.



3. General criteria for writing the thesis

- Final editing in Times New Roman font, size 12, is recommended; the use of another font is permitted, provided that the font—whatever it may be—is consistent throughout the text of the thesis and its appendices.
- Theses written without the diacritics specific to the Hungarian language are not permitted.
- The text should be spaced at 1.5 lines, except for quotations, which are subject to specific rules: if the quotation is longer than 3 lines, it shall be paginated in a separate paragraph from the text of the thesis, as block text, with a font size smaller than that of the thesis text (e.g., if the thesis is written in 12-point font, block text quotations shall be written in 11-point or 10-point font).

4. Sources and bibliography

The thesis must have a final Bibliography, which will include all sources referenced in the text, as well as (possibly) other sources.

Sources shall include:

- **primary sources** or first-hand sources (corpus of texts, archives, etc.) referred to in the thesis;
- **secondary sources**: additional bibliographic sources used.

5. Appendices

Some documents used in doctoral research (a specific edition of a text, interviews, investigation reports, illustrations) may be presented in the Appendices to the thesis. The list of Appendices shall appear at the end of the Table of Contents. The Appendices shall be added to the minimum number of 200 pages of the thesis.

6. Index

If available, the general index or thematic index (index of proper names, etc.) can be generated automatically when the document is typeset.

7. Translations in the thesis text:

If the translations belong to the author, this shall be indicated in square brackets after the translated quotation or in the reference note in the form: [tr. n.].

If there are published translations into Hungarian, these shall be used (with indication of the edition); failure to use them and the translation of texts by the doctoral student shall be explicitly justified in the thesis (e.g., it can be argued that the existing translation is not accurate, etc.).



Decisions about translating or keeping the original quotations used in the thesis shall be made, depending on the subject of the research, in agreement with the doctoral supervisor.

8. Citations

It is recommended that the thesis use the critical referencing method described below. The general principle for writing references is that of "internal consistency": a single style, a single format, and a single system should be used throughout the document.

Notes shall be written in Times New Roman font, size 10, in any case with one or two indices smaller than the body of the text itself.

The use of footnotes is recommended, as they are easier to consult while reading. The basic form of a footnote consists of the author's number and the date of publication.

The numbering of the notes will be automatic, with Arabic numerals, starting from note 1 for each new chapter of the thesis.

Complete bibliographic information can be found in the bibliography.

Successive citations of the same document

Uo. – repeats the complete reference from the previous note.

I. m. 80. – refers to a specific page in the reference in the previous note.

I. m. 80-81. – refers to several pages in the reference in the previous note.

- If the note refers to a document already cited, but **whose references do not immediately precede the new note**, the formula Author's name and date of publication (Krasznahorkai 2021 or Krasznahorkai 2021, 77.) will be used again.

Organization of bibliographic information:

The presentation of the bibliography varies depending on the discipline. However, the content must be coherent, consistent, and legible. Each element must be clearly separated from the next.

General presentation

The presentation of references varies depending on the types of documents used in the thesis (printed or electronic documents – CDs, databases, Internet addresses). The bibliography can be divided into:



- **Primary sources (or Bibliography)** or first-hand sources (corpus of texts, archives, etc.) referred to in the thesis (in the case of a doctoral thesis in the field of Philology, the primary bibliography may include, after the presentation of the corpus of texts itself);

- **Secondary sources (or Bibliography):** critical bibliography focused on the author(s) studied, additional bibliographic sources, etc. This second list will be organized in alphabetical order in the following form:

WITTGENSTEIN 1998

WITTGENSTEIN, Ludwig, *Filozófiai vizsgálódások* (trans. Neumer Katalin), Atlantisz Könyvkiadó, Budapest, 1998.

Listing references

References shall be listed in alphabetical order by author name or by the initial letter of the first word of the title, when the publication is anonymous or has more than three authors. If the same author has several writings, they shall be listed in alphabetical order, according to the initial letter of the first word of the title, or chronologically, according to the year of publication of the respective writing. However, the thesis shall use a single sorting criterion consistently.

Scientific volumes, monographs

Order of citation elements:

- single author

LAST NAME, First name, *Title of the volume* (in italics), publisher, place of publication, year of publication

SZAJBÉLY Mihály, *Jókai Mór*, Kalligram Kiadó, Pozsony, 2010.

In the case of multiple authors, when one name is omitted, it can be indicated after mentioning the last one *et al.*

Studies/chapters in collective volumes

LAST NAME, First name, "Title of the study," in *Title of the volume* (in italics), editor(s) of the volume, publisher, place of publication, date of publication, start and end pages of the article



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EISEMANN György, "Arc és álarc – identitás és kaland. Jókai Mór: Szegény gazdagok," in *Jókai és Jókai*, ed. HANSÁGI Ágnes, HERMANN Zoltán, L'Harmattan Kiadó, Budapest, 2013, 163—174.

Doctoral thesis

GRANASZTÓI Imre, *The Poetics of Otherness*, ELTE BTK, Doctoral thesis, supervisor: Dr. Imre Lajos, Budapest, 2024.

Journal articles

Last name, First name, "Article title" (in quotation marks, without italics unless the title itself is in italics), *Journal title* (in italics; abbreviated titles should be avoided), year of publication, issue number, start and end pages of the article

KOC SIS Károly, "Budapest és régiója etnikai térszerkezetének átalakulása (1850 – 1990)," *Földrajzi Értesítő* 1994/ 3-4., 44-52.

Audiovisual documents (films, videotapes, recordings)

LÁSZLÓ József, *Az első mozgóképek*, videófelvétel, Videopontes Stúdió, 1992, 102 min., VHS.

Electronic documents

In general, the email address replaces information about the location and name of the publisher.

KOVÁCS, István, „A néprajzi terepmunka új erdélyi úttörői”, *Krónika* 2021. január 8, 7. URL: http://kronika.ro/terepmunka_uttoroi.htm [utolsó megtekintés időpontja: 2021, április 4.]

For more details, we recommend that doctoral students consult the following resources on different types of references:

GYURGYÁK János, *Szerkesztők és szerzők kézikönyve*, Osiris Kiadó, Budapest, 2019.
Címleírás és jegyzetelés az Irodalomtudományi Intézet kiadványaiban. A HUN-REN BTK Irodalomtudományi Intézet címleírási szabványa:
https://iti.abtk.hu/images/szabvany_iti_cimleiras.pdf
MLA Handbook 9th Edition, 2021
The Chicago Manual of Style: <http://www.chicagomanualofstyle.org/home.html>