

**Lastname Firstname – Lastname Secondauthorfirstname**

*(Author(s): Times New Roman 12, boldfaced, centered, without scientific degree held)*

Higher Education Institution

Faculty

Organizational Name (Institute, Department, etc.)

*(Workplace: Times New Roman 12, not boldfaced, centered)*

**Paper title**

*(Title: Times New Roman 14 boldfaced, centered)*

The paper's abstract should, of course, mirror in meaning the same text of the abstract submitted for the conference presentation given. However, in this case, it is necessary to change the word "presentation" to "paper" in the text of the new abstract. The abstract should be between 150-200 words in Hungarian (or in the language used in the submitted paper) and English, together with five keywords, please. The keywords will mainly be used for indexing the papers in the Porta Lingua series, based on its professional content. In order to ensure uniformity in the publication, we recommend that the authors closely follow the substantive and formal guidelines below: the abstract of your paper must inform readers about the research you made, as well as the most important results contained in your paper. The main requirement for writing your abstract is that it provides the reader a complete, easily understandable summary of the content of your paper, even if they do not continue to read it. Furthermore, your abstract should provide efficient information about your paper in such a manner that it raises the interest of colleagues from other areas of research. In short, your abstract should be written in academic style, include a formal indication of the focus of your research, information about the methodology you used and the results obtained.

*Abstract: Times New Roman 10, italicized, justified*

Keywords: terminology, ESP, foreign language research, technical translation, lexicography

*Keywords: Times New Roman 10, italicized, justified* /Keywords: typed at the beginning of the list

**Introduction**

*(Introduction: Times New Roman 12, closed left, boldfaced, leave one single-spaced blank line before and after typing the word Introduction)*

The paper should include an introduction and a conclusion. The paper should be approx. 20,000 characters in length (including spaces) and a total 8-10 pages long, without breaking the words at the end of the line (see Table 1). No indentations should be used at the beginning of text; however, all subsequent paragraphs should be indented (see example in the typed text below). References to linguistic and other examples, e.g. *Beispiel*, *esempio* should be given in italics. Please do not highlight words for emphasis in your text (e.g. in bold type)!

Figures and tables should be inserted in the text and numbered consecutively. Titles and numbers of individual figures/tables should be provided above the figures/tables and centered. Leave one single-spaced blank line before and after a table or figure. Tables and charts larger than one half page should not be inserted into the text; instead, these must be annexed at the end of the paper. The editorial board cannot accept submissions including graphics or charts in color! Please use shades of black, white and grey.

*(Text of the paper: Times New Roman 12, single-spaced, justified)*

Table 1. Type the title of your table here in this font and style

Word processing software required	Microsoft Word
Publication length	max. 10 A/4 pages (20,000 characters)
Font and size	Times New Roman 12
Spacing	1

Alignment	justified
Margins	2,5 cm (upper/lower/left/right)
Word headers/footers	do not use
Page numbering	do not use

*(Table/figures: Times New Roman 10, centered. Leave one single-spaced blank line before and after a table or figure)*

### **First chapter of your paper**

*(First chapter: Times New Roman 12, closed left, boldfaced, leave one single-spaced blank line before and after, NO use of numbering)*

Within the text, whenever citing author(s), the following formats should be applied, as necessary:

- If the citation is not a word for word quote, then it is enough to include the surname of the author and the date of publication in brackets: (Researcher, 2015).
- If the citation is a word for word quote, then the source page number must also be provided, as follows: (Researcher, 2015:25).
- In cases of more than a single author: (Researcher – Secondone, 2015:33)
- In cases of more than three authors: (Researcher et al., 2015:33)
- In cases where the same author is cited multiple times, but from different sources: (Researcher, 2015a) (Researcher, 2015b)

### **Second chapter of your paper**

*(Second chapter: Times New Roman 12, closed left, boldfaced, leave one single-spaced blank line before and after, NO use of numbering)*

In cases where quotes are used, our authors should distinguish between two types of use. If the quote is under 30 words in length, then the quote should be placed within quotation marks, in continuous italics, directly into your own text: “*Quotations under 30 words Quotations under 30 words Quotations under 30 words Quotations under 30 words*” (Researcher, 2015)

In cases where quotes longer than 30 words are used, then these should be separated from your own text, and indented on the left, after leaving a single-spaced blank line. Whenever a foreign language quotation has been translated, please indicate this, as well as the name of the translator, in a footnote. Please use footnotes and not endnotes for this purpose.<sup>2</sup>

*“Quotations longer than 30 words Quotations longer than 30 words Quotations longer than 30 words Quotations longer than 30 words Quotations longer than 30 words Quotations longer than 30 words Quotations longer than 30 words Quotations longer than 30 words.”(Researcher, 2015)*

<sup>1</sup> Authors submitting papers in English should always begin quotes using upper case quotation marks (“), as normally used in written English and avoid the use of lower case quotation marks (,) when starting to type their quotations. Single quotes (‘) are used to denote irony or that a word is being used in a different context/meaning than normal.

<sup>2</sup> Please use as few footnotes as possible. Important content should be included in the actual text of your paper or, if absolutely necessary, in endnotes. However, please avoid the use of the “Insert Endnotes” button! Always insert footnote/endnote numbers in your text immediately FOLLOWING the full stop (period).

*(Footnote: Times New Roman 10, single-spaced, closed left, numbered consecutively)*



