

UNIVERSITY OF SZEGED
FACULTY OF HEALTH SCIENCES AND SOCIAL STUDIES

A GUIDE
to making scientific works, dissertations

Format requirements and possibilities
(updated on 10th April, 2018)

Content

- INTRODUCTION..... 3**
 - The extent..... 3
- 1. EXTRACT 4**
- 2. GENERAL REQUIREMENTS 5**
 - 2.1. Orthography / Spelling 5
 - 2.2. Grammar..... 5
 - 2.3. Fragmentation..... 5
 - 2.4. The Appearance..... 6
- 3. THE REQUIREMENTS OF THE APPEARANCE OF THE DISSERTATION 7**
 - 3.1. Page setup..... 7
 - 3.2. Page numbering..... 7
 - 3.3. The Requirements for appearance of the cover 7
 - 3.4. The requirements for the appearance of the title page..... 8
 - 3.5. The Requirements for the appearance of the paragraphs 9
 - 3.6. The requirement for the appearance of the chapter titles 10
 - 3.6.1. *The appearance of **The Introduction**, the **Bibliography**, the **Appendixes** and the **Table of Pictures** 10*
 - 3.6.2. *How to set the (main) title of the professional part chapter?* 10
 - 3.6.3. *How to set the title of the sub-chapter of the professional part?* 11
 - 3.6.4. *How to set the title of the sub-sub-chapter?* 11
 - 3.6.5. *How to set numbering to the titles?* 12
 - 3.7. Placing the pictures and tables 13
 - 3.7.1. *Placing and labelling the tables* 13
 - 3.7.2. *Placing and labelling pictures and photos* 14
 - 3.7.3. *Placing and labelling charts*..... 15
 - 3.7.4. *References to the tables, pictures and charts*..... 15
 - 3.8. The Bibliography..... 16
 - 3.8.1. *The Requirements of the Bibliography* 16
 - 3.8.2. *The order of the data in the Bibliography* 16
 - 3.8.3. *The order in the Bibliography* 18
 - 3.9. The requirements of in-text references..... 19
 - 3.9.1. *Literal citations*..... 19
 - 3.9.2. *In the case of paraphrasing* 21
- BIBLIOGRAPHY 23**
- The Table of Pictures 24**
 - Pictures 24
 - Charts 24
 - Tables 24
- THE APPENDIXES 25**

INTRODUCTION

During our life it may occur that we have to make a longer document, scientific work e.g. a paper, a thesis, or a diploma work etc. The appearance of a scientific work is not a negligible part of it.

In the following we try to guide you and give the general requirements of the appearance of such works. During making and editing scientific works you may meet a lot of problems, however by exactly following this guidance you may avoid most of these problems.

Of course, we do not state that this guidance covers every tiny point, but we tried to write 1 or 2 sentences about the major pivotal ones.

When making this guidance we ourselves had the intention of meeting all the format requirements so that we can show a concrete example to our students.

The extent

The extent of a thesis should be at least 25 maximum 40 pages typed in the given format and at least 50000 characters and maximum 80000 characters without space. You should not count the bibliography, appendixes, acknowledgements within this extent and you should not write the page numbers on them.

1. EXTRACT

First in a short extract we summarize the form requirements, then later we will show them in details in some examples.

Sheet of paper size, margin: A/4, Page orientation: Portrait. **Margins:** bottom, top, left, right: 2.5 cm. In the case of a gutter the position of the gutter: 0.5 cm

The format of the text: Font: Times New Roman in the whole dissertation, generally size 12, normal. **The extent of the text:** min. 50000 max. 80000 characters without spaces.

Paragraph: a) **Adjusting:** usually Justify, the titles are Align Left, the labels of the pictures, tables etc. are with Centre alignment. b) **Line spacing:** in the whole dissertation 1.5 c) Use **spacing** only where it is needed and logical to separate text or other parts. Avoid using empty lines! d) **Indent:** in the first line 0 cm, but if separating is logically necessary (e.g.: in an introduction part), it can be 1 cm hanging.

Title: always bold, font size 14, uppercase (capital letters). It should be on a new page with suitable spacing (e.g.: 0 pt before it and 24 pt after it).

Subtitle: bold, font size 14, aesthetically separated from the text (e.g.: spacing 36 pt or 12 pt).

Sub-subtitle: the same format as of the text, only spacing is different (e.g.: 24 pt before it and 6 pt after it).

Every title should be **Align Left** and **numbered** with Arabic numerals. (Introduction, Bibliography, Register, Appendix etc. should not be numbered.)

Page numbers should start on the page of the Introduction with the number of the page and should end on the page of Bibliography. It should be on the bottom of the page and Align Right.

Separation:

The Cover: giving the type of the dissertation e.g.: thesis in bold capital letters, Centre Alignment in the upper part of the page. On the lower part of the page Align right there should be the author's name, under it the town and year of making.

The Title page: on the top of the page the name of the faculty and the name of the study program should be. Above the centre of the page the title should be in uppercase. Below the title the "consultant" and the "author" should be in one line but in 2 different columns and with centre alignment. On the bottom of the page the town should be and below it the year, both with Centre alignment. Every word including the names but excepting the "consultant", the "author" and the scientific degree is with bold letters.

The **Table of Quotations:** it is permitted to omit

The **Table of Contents:** with page numbers and up to maximum 3 levels

The **dissertation itself** (from the Introduction to the Professional proposal)

The **Bibliography**

The **Table of Pictures:** it is permitted to omit

The **Acknowledgements:** it is permitted to omit

The **Appendixes including the declarations**

The **pictures**, illustrations, diagrams should be placed always in or below the relevant text with Centre alignment. However, do not wrap them (around) with the text. The **labels** with font size 10 should be placed above the illustrations, diagrams etc. Between the label and the illustration leave a stylish spacing (12 pt above it and 0 pt below it). Set a stylish spacing below the illustration. A table of illustrations, diagrams can be made at the end of the dissertation.

In the **Bibliography** the sources should be set in alphabetical order in **APA format**, for example: Szabó, R. (1990): Geriatrics, Medicina, Budapest

In the dissertation we **refer** to them by writing the author's name and the year in a bracket separating with a comma, e.g.: (Szabó, 1990). In the case of citation the page number should be written as well, e.g.: (Szabó, 1990, p. 13)

2. GENERAL REQUIREMENTS

2.1. Orthography / Spelling

It is a basic requirement to follow the orthography of the language of the dissertation.

2.2. Grammar

It is a basic requirement to use a correct grammar. In the dissertation it is recommended to avoid first person singular. In the case of one author you should use first person plural thinking about and indicating to the persons helped in the research work and writing the dissertation (the typist, the drawer, the IT engineer etc.).

2.3. Fragmentation

The dissertation should be fragmented in 3 major units:

- ***The first unit*** (the Cover, the Title page, the Citation, the Table of Contents). The ***titles*** of these should ***not be numbered*** and page numbers should not be written on these pages.
- ***The second unit*** (the Introduction, the Professional part and its Summary, the Professional suggestions). ***On all these pages we write the proper page numbers.*** Thus the first written page number (usually 3 or 4) shows the number of the page in the order.

In the *Introduction* the ***titles, subtitles*** and the ***Introduction itself should not be numbered.***

The Introduction is followed by the core part of the *dissertation including the professional part including* the question together with our own answers and the answers from the literature and followed by the Summary and the Professional suggestion. **In the professional part every title and subtitle should be strictly numbered.**

- ***The third unit*** consists of the Bibliography, the Table of Quotations and the Table of Contents, the Appendixes etc. **In this unit we do not number the titles.** And from the *Appendixes* we do ***not number the pages*** as well. (However, in the Table of Contents we indicate them with page numbers.)

In all the three units we use one of the fonts with “soles” (e.g.: Times New Roman) and in black colour.

We write the core of our dissertation fragmented in chapters and if needed in sub-chapters. We give a title to every chapter and sub-chapter. The **titles of the second** unit should be numbered in a decimal system with Arabic numerals (*Picture no. 1*). The titles and subtitles of the other units should **not** be numbered.

The logically separated parts should be always separated, however, too short chapters consisting of only 4-5 lines *should be avoided*. It is worth to combine such chapters into one and to indicate it in its title. Thus we can avoid to have a text fragmented too much. In this way a title cannot be followed by another title.

Picture no. 1
Numbering titles

It is an example for fragmentation and numbering (here we waived writing texts after the titles, but don't do it in the dissertation!)

INTRODUCTION

1. PAIN AND ELECTROTHERAPY

1.1. Definition

1.2. The physiology of pain

1.2.1. Afferentation, centres

2.4. The Appearance

It should be aesthetic but simple. The accepted paper size is A/4. Although the word processor programs provide almost an endless possibilities in highlighting (UPPERCASE, **bold** or *italic* letters, or the combination of these) we suggest not to exaggerate. "The less is more" principal is surely valid here as well.

3. THE REQUIREMENTS OF THE APPEARANCE OF THE DISSERTATION

It is important to meet the requirements regarding the appearance, because in the case of not meeting them the Instructor may not even take the dissertation. The settings listed here are strongly suggested, although from the numbers one can deviate and can use others aesthetically. Implementing in the following way is optional.

3.1. Page setup

Format A/4, **portrait orientation**

Margins:

- bottom, top, right, left **2.5 cm**
- Gutter **0.5 cm** (can be left, if the dissertation is not bound)

3.2. Page numbering

Placing: at bottom of the page (footer).

Adjusting: right.

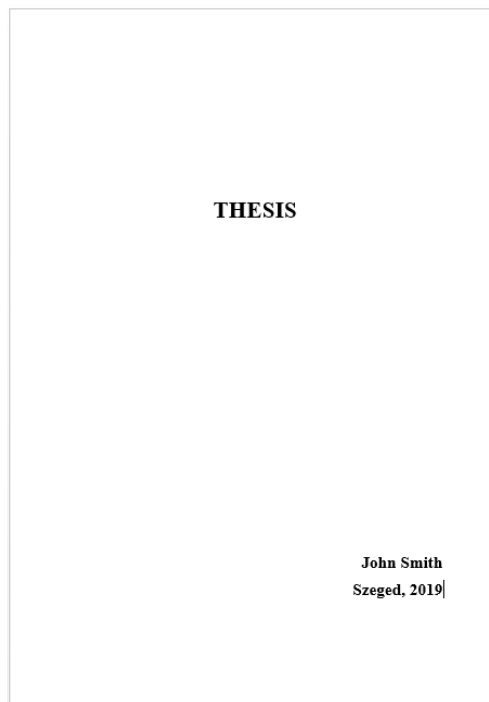
We begin numbering on the page of the *Introduction* counting the page numbers to that point, (thus the page number of the Introduction is probably 3 or 4). The *Appendixes* should not be numbered.

To create this technically we have to set a section break (can be found on the page layout) between the numbered and non-numbered parts. Then being in the footer of the second part the connection between the 2 parts should be interrupted and after it the page numbers can be deleted from the non-numbered part.
--

3.3. The Requirements for appearance of the cover

On the cover only the word for the type of dissertation, the author's name and the place should be written in the order given on *Picture no. 2*.

Picture no. 2
The appearance of the Cover



The word *Dissertation / Thesis* etc. should be placed in the upper part of the sheet (above the bisecting line) and should be set in capital letters, font Times New Roman, size min. 28 and with centre alignment.

It is not necessary to write the author's name on the cover. If it is written, it should be placed in the right bottom corner in font Times New Roman, size minimum 14. Since at our Faculty generally dissertations should be sent in a digital way, the cover might be optional.

3.4. The requirements for the appearance of the title page

Every word (excepting those we mention separately) on the title page should be written in **bold** letters, size 14, font **Times New Roman**.

On the top we write the name of the institute and the study program in uppercase and with left alignment.

Below it the title of the dissertation should be written in **uppercase**, size minimum 18.

Below the title the words "the consultant" and "made by" are written beside each other and aligned in the centre of their page-part. Here **only the names should be in bold**. (The name of the student's study program is optional.)

At the bottom of the page the town (SZEGED) should be written in uppercase (size 12), below it the year should be written (in font size 14).

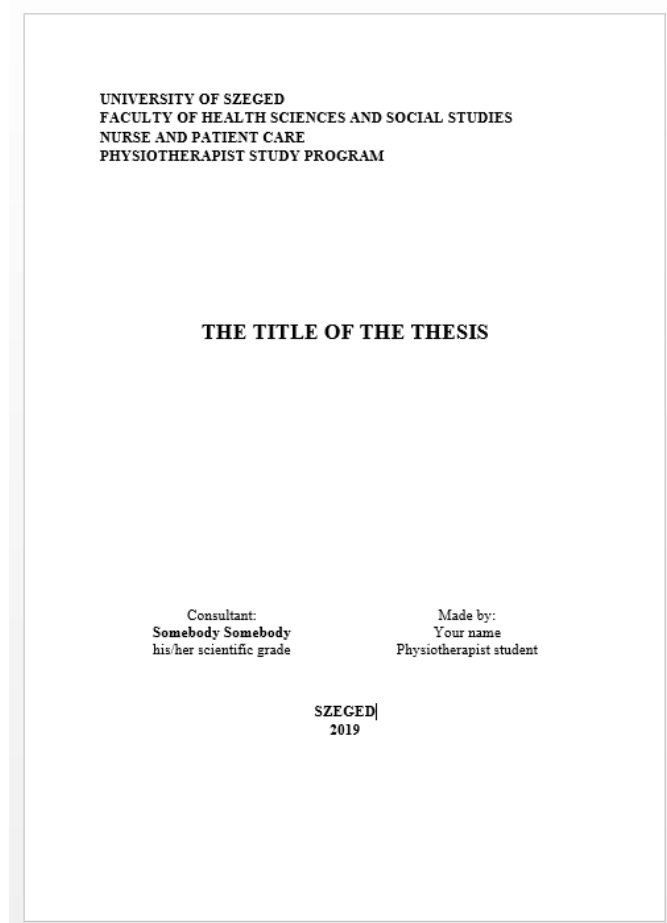
Paragraph **spacing** should be given only between **SZEGED** and the **Title**.

Above SZEGED a paragraph spacing size of minimum 40 pt and maximum 140 pt and below SZEGED a size of 0 pt should be set.

Above the title a paragraph spacing size of appr. 140 – 180 pt and below the title a paragraph spacing size of 220 pt should be set.

These sizes are set also on the *Picture no. 3* which are only suggestions to the real dissertations.

Picture no. 3
The appearance of the Title page



3.5. The Requirements for the appearance of the paragraphs

Here are the main features of the basic paragraph styles of the dissertation:

Name of the style: Any e.g.: *Text* (this is suggested to be made by altering the *Normal* style)

Font type: Times New Roman; size 12, font style: Normal, without extra spaces between the letters

Paragraph: alignment: justify; indentation: left: 0 cm, right: 0 cm, type: none*

Line spacing: 1.5 or smaller; Line and page breaks: pagination: Widow/orphan control is on, Formatting exceptions: Don't hyphenate!

If we would like to **emphasize/highlight a part of the text** in a paragraph, it is recommended to use the bold and italic letter style. It is also possible to add signs/numbers to the paragraphs where we list something, if the content of the paragraph requires it.

3.6. The requirement for the appearance of the chapter titles

At the indentation type we can also choose **First line** and by 1 cm, because by starting the paragraphs more inside we may logically fragment the chapter more creating its introduction, its body (main part) and its conclusion. But if the chapter does not need this kind of fragmentation, the paragraphs can start at the left margin.

It is recommended to use only 3-level title lists. A more detailed dividing is not necessary, but it is possible. It is recommended to use the *Title line styles* because with this the Table of content can be made automatically. For example we can set the style of the chapter title to *Title line 1*, the style of the sub-chapter title to *Title line 2* and the subtitles of these to *Title line 3*.

3.6.1. The appearance of **The Introduction**, the **Bibliography**, the **Appendixes** and the **Table of Pictures**

It is the same as given below (in the professional part), but the automatic numbering should be switched off (**after typing!**).

3.6.2. How to set the (main) title of the professional part chapter?

Style: e.g.: ***Title line 1*** Letter type:

Font: Times New Roman

Font Size: 14

Letter style: bold

Letter colour: automatic or black

Effect: Uppercase

Paragraph:

Alignment: left

Indentation left: 0 cm, right: 0 cm, type: none.

Spacing above it: 0 pt, below it: appr. 24 pt

Line spacing: 1.5

Line and Page breaks: Pagination: Page break before is switched on.

3.6.3. How to set the title of the sub-chapter of the professional part?

Style: e.g.: ***Title line 2*** Letter type:

Font: Times New Roman

Font size: 14

Font style: bold

Effect: none

Letter colour: automatic or black

Paragraph:

Alignment: left

Indentation: left: 0 cm, right: 0 cm, type: none

Spacing above: 36 pt*, below: 12 pt

Line spacing: 1.5

3.6.4. How to set the title of the sub-sub-chapter?

Style: ***Title line 3*** Letter type:

Font: Times New Roman

Font size: 12

Letter style: normal

Effect: none

Letter colour: automatic and black

Paragraph:

Alignment: left

Indentation: left: 0 cm, right: 0 cm, type: none

Spacing above: 24 pt*, spacing below: 6 pt

Line spacing: 1.5

The styles can be altered in the following way: in the text paint the title (e.g.: *Introduction*), then choose *Title line 1* out of the Styles. Then the program format the title with the style *Title line 1*, but this style will not be the same as the above given, thus alter it in the following way.

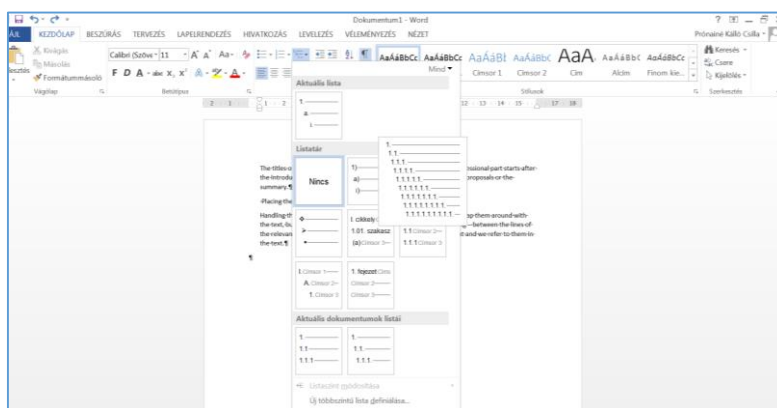
- Click on the style ***Title line 1*** in the style list with the right (mouse) button.
- Choose Modify order in the pop-up window
- Here set the modifications according to the requirements
- DO NOT choose “Automatically update” and click on the OK button

3.6.5. How to set numbering to the titles?

During typing the dissertation do not type any numbers before the titles. Every title is typed without numbers. After typing the whole dissertation and ***setting the proper styles*** (*Title line 1, 2, 3*) numbering should be made by painting the first (or other) chapter title of the professional part and choosing *Multilevel list, 1 Title line 1, 1.1 Title line 2; 1.1.1 Title line 3* (see the Picture Nr.4)

*If in the dissertation there is any irregular sub-(sub)-chapter title (highly recommended not to use any!) that follows directly the chapter title, this should be set to 0 pt. In further last paragraphs that are followed by (regular) sub-chapter titles (and not chapter titles) the Paragraph spacing “after” should be set to 24 or 36 pt. The point is that the sub-chapter title should be preceded by a spacing of 24 or 36 pt and should be followed by a spacing of 12 or 6 pt.

Picture No.4
Setting numbering to the titles



The titles of the professional part are numbered with 1, 1.1 etc. The professional part starts after the *Introduction* and ends before the *Bibliography* with the professional proposals or *the summary*.

3.7. Placing the pictures and tables

Handling the pictures and tables easily is the main standpoint. Do not wrap them around with the text, but place them after the relevant text or – if the text is too long – between the lines of the relevant text. They have to illustrate indeed the meaning of the text and we refer to them in the text.

Those pictures and tables which are bigger than half of the page should be placed in the Appendixes.

3.7.1. Placing and labelling the tables

The tables should be numbered continuously throughout the dissertation. Each table has a title referring to the data in it. (*References, Insert Caption, Table*)

Labelling:

Above the table, with centre alignment, font size 10, bold.

Before the label a spacing of 12 pt and after it a spacing of 6 pt should be set. After or below the table (between the table and the next text part) a spacing of 18 pt should be set.

Table No. 1
The name of the table

(Source: Plunkett-Attner: *Introduction to management*, 2nd ed. Kent Publ. 1989. p. 439.)

If the table is not our own work, the source of it should be given either below the table in a bracket with font size 10 or - in the case of a longer reference – in the footnote.

3.7.2. Placing and labelling pictures and photos

The pictures should be numbered continuously throughout the dissertation. Each picture has a title. (*References, Insert Caption, Figure*). The sizes of our pictures should be unified in the whole dissertation, we may deviate from this only in justifiable cases.

Labelling:

Above the picture/ photo, with centre alignment.

The font size of the number and the label of the picture is 10, italic and bold.

It is followed by the title of the picture by setting a line break with Shift+Enter; font size 10, bold.

Before the label a spacing of 12 pt and after the label a spacing of 6 pt should be set.

After the picture a spacing of appr. 18 pt should be set.

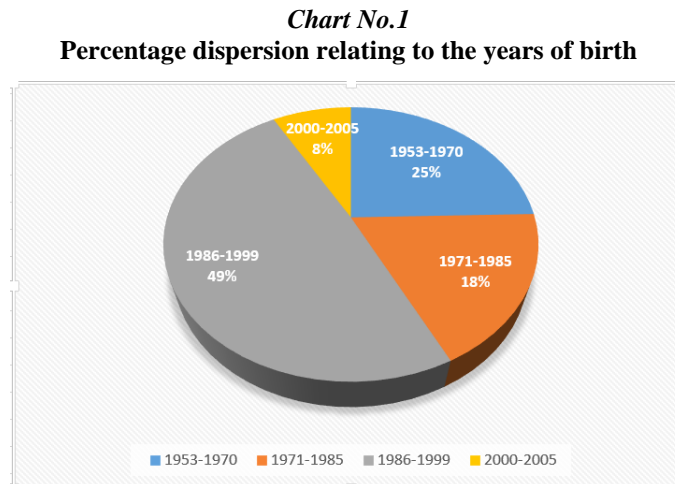
If the picture / photo is not our own work, the source of it should be given either below the picture / photo in a bracket with font size 10 or - in the case of a longer reference – in the footnote.

Picture No. 5
Only a sample picture*



3.7.3. Placing and labelling charts

Placing charts should be done in the same way as at the tables, however, numbering and labelling should be different (e.g.: Chart Nr.1, Chart Nr.2 etc.)



It is suggested to avoid colourful charts, if we would like to print it in black-and-white. Charts should be well readable and the signs understandable. (For instance on *Chart Nr.1* it can be seen well that the figures and legend / explanation are placed on the parts of the pie chart, thus also colour-blind persons are able to read them.)

If we have a picture, table or chart that can be placed only in a lying position, or if its size is bigger than half a page, it should be placed in the Appendixes.

*Source: <http://www.etszk.u-szeged.hu/>

3.7.4. References to the tables, pictures and charts

If in the text we would like to refer to a certain picture, chart or table, we can use *Insert Caption/ Cross-references at References*. Here at *Reference type* we set *Table*, and at *Insert reference* to we set only label and number. In this way we do not need to renumber manually the references when we supplement the dissertation with a new picture, table or chart. Please keep in mind that the cross-references will be refreshed automatically only when looking at the print image or before printing! Inside the text I would refer to the first chart (*Chart Nr. 1*) this way.

3.8. The Bibliography

The *Bibliography* is simply a list of the literature and sources used during writing the dissertation.

In all parts of the dissertation the given references are proofs of credibility, authenticity as well as the sources of getting more information for the readers (the opponent, the supervisor etc.). Thus attention should be paid for creating the Bibliography which is a necessary part of the dissertation. We inform the readers correctly, if we list only those works that are mentioned and referred in the text or footnotes.

3.8.1. The Requirements of the Bibliography

We can list the relevant Hungarian and international works, books, periodicals that are relevant and professionally correct and that are accepted in professional organizations/ bodies. Let's always consult about the bibliography with the consultant.

It is necessary to speak separately about internet and internet references. On the internet we can find many sources that seem to be professional, but their content is not checked. Let's use browsers relating to the given profession, and browse in periodicals. If something is written in English, it does not mean that it is professionally correct. Before using a source do a thorough search about it.

To make the Bibliography use "*Manage Sources*" on "*References*". (Here we have to upload all our source materials.) This tool makes a lot easier to make the final Bibliography (*Bibliography tool*) and the references in the text (*Insert Citation*). We have to refer to the literal citations and the paraphrases in the same way, but only the word-for-word citations should be put between quotation marks. One can create perfect references in **APA style** with the tool in References. APA style is accepted in most of the scientific periodicals and books. If we would like to use another style, we can choose it from the *References / Citations & Bibliography*. If one would not like to use the above convenient tool offered by the word processor, please consider the following guide (from 3.8.2) as normative.

3.8.2. The order of the data in the Bibliography

In the case of **references the data of the source** should be in the following order in the Bibliography:

In the case of a book this is the order of the data:

The author(s)' name (the year of publishing): the *Title*. the Publisher, the Location of the publisher

For example:

Szabó, R. (1990): *Geriatrics*. Medicina, Budapest

Draper, D.O., Prentice, W.E. (2005): *Therapeutic Ultrasound*. McGraw – Hill, New York

In the case of a chapter of a structured book this is the order of the data:

The name of the author(s) of the chapter (the year of publishing): The title of the chapter. In: the authors' name of the book (the year, Eds.). *The title of the book*. The publisher, the Location of the publisher

For example:

Hunyady Gy. (1935): The attitudes. In: Halász L., Hunyady Gy., Marton L. M. (1979, Eds.): *The problems of the psychological research of the attitude*. Akadémiai Kiadó, Budapest

Draper, D. O., Prentice, W. E. (2005): *Therapeutic Ultrasound*. In: Prentice, W. E. (2005, Eds.):

Therapeutic Modalities for Physical Therapists. McGraw – Hill, New York

In the case of a journal article this is the order of the data:

The name of the author(s) (the year of publishing): The title of the article. *The title of the journal*, Year (number): page number

For example:

Hansen, W. B. (2001): The future of health behavior and prevention research: What will change in the next 25 years? *American Journal of Health Behavior*, 25(3):228-233

Sziliné Hangay Á., Gerencsér Zs. (2005): What can we know about proprioceptive training? *Movement therapy*, XIV(3):3-9

In the case of an *internet source* – if the author of the article, the name of the journal, the date of publishing, year, number, and page number(s) are known – we refer to it in the way detailed above.

If some of these data is not known (e.g.: the title, number etc. - except the author - of the journal is missing), and if after searching and assessing the article we can see that the author is an accepted expert and the article has references, the order and way of the reference is the following. (**But not knowing the author means that we cannot use the source in our dissertation!**)

Watson, T.: Ultrasound Dose Calculations. http://www.electrotherapy.org/assets/Downloads/Ultrasound%20Dose%20Calculations%202017.pdf (downloading: on 16th April, 2019)
--

Copy the exact link (see above) not just the main page (e.g.: www.electrotherapy.org) of the website. Then save and print the document from the website together with its link, so that the opponent can look at it, if she/ he would like to.

The internet reference cannot be accepted if it is not exact (e.g.: www.pubmed.com) or if the source is not a scientific article.

The websites (e.g.: <https://www.wikipedia.org/>), publications for the laity are not acceptable sources.

Other sources:

It is recommended to add those protocols, recommendations, reports, statements and data from statistical annuals, which are professionally correct and true, but do not give an author, to the other sources section. A website address itself cannot be added to the other sources section.

Brain Facts/SFN (2012): Brain Activity During Sleep https://www.brainfacts.org/Thinking-Sensing-and-Behaving/Sleep/2012/Brain-Activity-during-Sleep on 18th April, 2019
--

3.8.3. The order in the Bibliography

In the Bibliography the sources should be in *alphabetical* order on the basis of the author(s)' name. In the case of more than 1 author the first author's family name should be considered. The books, periodicals and internet references should be listed separately.

Szabó, R. (1990): <i>Geriatrics</i> . Medicina, Budapest Sziliné Hangay Á., Gerencsér Zs. (2005): <i>What can we know about proprioceptive training? Movement therapy</i> , XIV(3):3-9

The **order** of the works of the same author should be set on the basis of the year of publishing. First the individual works of the author, then the works made by co-authors should be listed on the basis of the year of publishing as well.

For example:

Kiss, K. (1992): ...individual work

Kiss, K. (1995): ...another individual work

Kiss, K., Nagy, P. (1993): ...work with co-authors

Kiss, K., Horváth, E., Nagy, P. (1994): ...work with co-authors

If we list several works of an author published within the same year, we have to write a sign after the year.

For example:

Németh, Z. (1996 a): ...

Németh, Z. (1996 b): ...

3.9. The requirements of in-text references

It is recommended to use the *Insert Citation tool in References / Citations & Bibliography* of Microsoft Word when handling the sources, citations and bibliography. This tool will format them in APA style. (Of course, the data of our sources should have been given previously with the *Manage Sources tool*.)

If one would prefer not to use this convenient built-in tool, for them the following guidance should be considered as normative.

3.9.1. Literal citations

In-text references can be *literal citations*. We use them moderately, only for the really important thoughts and definitions that need to be put emphasis on. The literal citations of several pages are not acceptable. In the case of literal citation we use quotation marks taking out the text from the original source indeed without any changes. The source of the quotation - including the author's name, the year of publishing and the page number - should be given in brackets following the quotation.

For example:

It is important to keep in mind that “commercial correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.” (Ashley, 1992, p. 19).

This quotation in another form:

In the opinion of Ashley (1992, p. 15) “commercial correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.”

If we find the same thought/ idea in several works, we refer first to the newest work:

It is important to keep in mind that “commercial correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.” (Ashley, 1992, p. 19; Smith, 1990, p. 25).

In the case of a work having two authors:

It is important to keep in mind that “commercial correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.” (Ashley and McDaniel, 1992, p. 19; Smith and Kline, 1990, p. 25).

In the case of a work having more than two authors:

It is important to keep in mind that “commercial correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.” (Ashley et al., 1992, p. 19; Smith et al., 1990, p. 25).

In the Bibliography:

Ashley, A., Green, A., McDaniel, D., Morton, P., (1992): *A handbook of commercial correspondence*. Oxford University Press, Oxford

Kline, P., Morton, P., Simon, A., Smith, S., (1990): *Contemporary English language*. Cambridge University Press, Cambridge

In the case of edited works:

Danuta Al-Khamisy (2015, p. 126) states that „integrative education has been developing in Poland since the 1990s.”

In the Bibliography:

Al-Khamisy, D. (2015): Levels of teacher competences in inclusive education according to the dialogue model – study results. In: Á. Engler, G. Pusztai, I. Revák Markóczi (2015, Eds.): *Development of Teacher Calling in Higher Education*. Partium Press, Personal Problems Solution, Új Mandátum, Nagyvárad-Budapest

3.9.2. In the case of paraphrasing

The other way of in-text citations can be summarizing the punctual meaning of the reference text and not quoting literally. In all these cases the author(s)'s name and the year of publishing should be given.

For example:**In the case of one author:**

A 1 minute long continuous ultrasound treatment with the suitable parameters on the area of the same size as the treatment head is enough to get the necessary quantity of energy in (Watson, 2002).

Or:

The principal of Watson (2002) is that a 1 minute long continuous ultrasound treatment with the suitable parameters on the area of the same size as the treatment head is enough to get the necessary quantity of energy in.

In the case of two authors:

A 1 minute long continuous ultrasound treatment with the suitable parameters on the area of the same size as the treatment head is enough for the necessary quantity of energy to get in (Thomas and Watson, 2002).

Or:

The principal of Thomas and Watson (2002) is that a 1 minute long continuous ultrasound treatment with the suitable parameters on the area of the same size as the treatment head is enough to get the necessary quantity of energy in.

In the case of more than two authors:

A 1 minute long continuous ultrasound treatment with the suitable parameters on the area of the same size as the treatment head is enough for the necessary quantity of energy to get in (Watson et al., 2002).

Or:

The principal of Watson et al. (2002) is that a 1 minute long continuous ultrasound treatment with the suitable parameters on the area of the same size as the treatment head is enough to get the necessary quantity of energy in.

In the case of several works:

A 1-minute-long continuous ultrasound treatment with the suitable parameters on the area of the same size as the treatment head is enough for the necessary quantity of energy to get in (Watson, 2002; Wilson, 2004).

Or:

Watson (2002) and Wilson (2004) agree that a 1 minute long continuous ultrasound treatment with the suitable parameters on the area of the same size as the treatment head is enough for the necessary quantity of energy to get in.

BIBLIOGRAPHY

(From here the works are not signed with numbers.)

THE TABLE OF PICTURES

The Table of Pictures is not obligatory, can be omitted.

Pictures

Charts

Tables

THE APPENDIXES

The Appendix consists of the Declarations, perhaps the Questionnaire, the bigger tables and pictures etc. If the size of our first appendix is a whole page, the main title (THE APPENDIXES) can be on a separate page.

The appendixes must be numbered at the top of the page. E.g.: Appendix no.1, Appendix no.2. The format of the inserted appendixes is not necessary to be adjusted to the format of the dissertation. The appendixes can be used in their original state, e.g.: in the case of questionnaires perhaps it is better to insert the image of a questionnaire instead of copying it, otherwise it would disintegrate, because the format incl. margins etc. of the dissertation and the questionnaire are different.

In the Appendixes part we omit to number the pages and the titles.