

# HUMAN AND LAW JOURNAL OF LEGAL STUDIES AUTHOR GUIDELINES

This Author Guidelines document (hereinafter referred to as ‘Author Guidelines’) contains the details of the formal and content requirements to be followed by authors submitting manuscripts to the Human and Law Journal of Legal Studies (hereinafter referred to as ‘Journal’), published by the Pro Veritate Association (registered address: 2243 Kóka Felsőhegy 2369; hereinafter referred to as ‘Association’).

## 1. Contact Information

### Journal and Editorial Office

<b>Name:</b>	<b>Human and Law Journal of Legal Studies</b>
Short name:	Human and Law
Original name:	Ember és Jog Jogtudományi Folyóirat
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Contact:	<a href="https://www.proveritate.hu/index.php/kapcsolat/">https://www.proveritate.hu/index.php/kapcsolat/</a>

## 2. General Formatting and Content Requirements

### 2.1. Pseudonym

To facilitate blind peer review (ensuring the author's identity remains unknown to the reviewers), the author must create a pseudonym consisting of at least 4 but no more than 42 characters (comprising Latin alphabet letters or a combination of Latin alphabet letters and Arabic numerals) that does not reveal the author's identity.

### 2.2. Manuscript Language

Manuscripts submitted to the Journal must be in Hungarian or English (preferably British English).

The font used in the manuscript (including the author's name, footnotes, references, bibliography, source list, title, abstract, and keywords) must consist exclusively of Latin alphabet letters. The text may include non-Latin characters or abbreviations only when justified and to the necessary extent.

## 2.2. Manuscript Genre

Manuscripts accepted for publication in the Journal include studies, professional articles, conference reports, reviews, or other similar scientific communications, unless the Editorial Board grants an exceptional individual approval.

## 2.2. Manuscript Length

- For studies, professional articles, or similar scientific communications: a minimum of 1 author's sheet (40,000 characters) and a maximum of 1.5 author's sheets (60,000 characters).
- For conference reports, reviews, or other shorter scientific communications: a minimum of 0.5 author's sheets (20,000 characters) and a maximum of 1.5 author's sheets (60,000 characters).

The character count includes spaces and footnotes but excludes the bibliography, source list, and abstracts.

Deviations from the length limits are permitted up to 10% (without the Editorial Board's exceptional approval).

## 2.3. Abstract and Keywords

Authors must provide an abstract in both Hungarian and English (the Hungarian abstract is not mandatory for English-language manuscripts), ranging from 500 to 1500 characters (including spaces).

Authors must provide at least five keywords in both Hungarian and English (the Hungarian keywords are not mandatory for English-language manuscripts).

## 2.4. General Editing Requirements

The pseudonym should be centered at the top of the first page in 14-point font, followed by the title of the work in 14-point font without bold styling

The manuscript text must be formatted in Book Antiqua, 12-point font, justified alignment, with 1.15 line spacing, and a 0 pt space before and a 4 pt space after paragraphs

The text should be divided into clear, logically consistent sections with concise titles, numbered decimally (e.g., 1., 1.1., 1.1.1.) but avoiding more than three levels of numbering (e.g., 1.1.1.1.).

New paragraphs should indicate a new thought (while avoiding excessively short paragraphs) and should be created using the Enter key. Tabs and custom formatting, except as specified or required by the Author Guidelines, should be avoided.

Emphasis should be indicated using *italics* (preferably limited to single words or phrases). **Bold**, underlining, expanded, or ~~condensed~~ formatting should be avoided. Emphasis can also be indicated by enclosing in single quotation marks ('), provided this is applied consistently throughout the work.

Foreign language terms (if not translated) should be *italicized*. Long quotes in a language different from the manuscript language should be translated, with the original text provided in a footnote along with the source.

Lists can be numbered, lettered, or use typographical symbols consistently throughout the manuscript, with numbers followed by periods and letters followed by closing parentheses.

Attention should be paid to the correct use of punctuation marks (e.g., commas, periods, semicolons, colons).

Abbreviations used by the author, except universally known or internationally standardized abbreviations (e.g., UN, EU, USA), must be spelled out upon first use.

Personal names must be written accurately and in accordance with spelling rules, without titles. Names using the Latin alphabet should not be transliterated, while names using non-Latin alphabets should be transliterated according to spelling rules.

Tables, text boxes, endnotes, automatic lists, and similar features should not be used in the manuscript. Images, diagrams, and other figures may be included but must also be submitted separately in editable format or as images with a minimum resolution of 300 dpi.

Footnotes should be indicated with sequentially increasing Arabic numerals, usually after the punctuation mark. Footnote markers should not be placed directly next to each other. Footnotes should be formatted in Book Antiqua, 10-point font, justified alignment.

A bibliography or reference list must be included, containing all cited and used literature (items not cited in the text should not be included).

Headers (running heads) and footers should not be used.

### 3. Citing Quotations and Sources

#### 3.1. Quotations

Quotations must follow the spelling rules. Quotes should be marked with quotation marks consistent with the manuscript language (English: primary quote: ' '; secondary (internal) quote: “ ”; quote addition: [ ]).

Examples for English language manuscripts:

Primary quote: 'quote'

secondary (internal) quote: 'quote “with internal” quote'

Quote addition (omission): 'quote with addition[al]'

Quotations should not be italicized.

Quotes up to about three lines in length can be included in the main text; longer quotes should be formatted as an indented paragraph.

### 3.2. References and Source Citations

References should be placed in footnotes and must include at least the following details, with deviations as specified in these Author Guidelines: full name of the author (editor), full title of the work, place and date of publication, and the cited page(s).

The names of authors (editors) should be presented with the surname first, followed by the first name(s) with a comma between them. For foreign authors (editors) where the original format requires a reversed order, comma is not needed.

Example (regular order):

FRANK, Jerome

Example (foreign author with reversed order):

GYÖRFI Tamás

The cited page(s) should be indicated by Arabic numerals without any prefix (e.g., p) and should be followed by a period (.). When citing multiple consecutive pages, use a long dash (–) between the starting and ending pages. For non-consecutive pages, separate them with commas (,). These notations can be combined when necessary.

Example (single page):

BELL, John: *Judiciaries within Europe*. Cambridge, Cambridge University Press, 2006. 176.

Example (multiple consecutive pages):

GYÖRFI Tamás: *Politikai elvek és politikai filozófiai szempontok a jogtudományban*. In: JAKAB András – MENYHÁRD Attila (szerk.): *A jogtudománya*. Budapest, HVG Orac, 2015. 132–156.

Example (multiple non-consecutive pages):

VÉKÁS Lajos – GÁRDOS Péter: *Nagykommentár a Polgári Törvénykönyvhöz*. Budapest, Wolters Kluwer, 2020. 36, 37, 45.

Example (combination of the above):

ALEXANDER, Larry: A Unifying Theory? Impossible. *Denver University Law Review*, Vol. 7., No. 4. 1007–1010, 1020.

Both Hungarian and English manuscripts should use the abbreviations specified in these Author Guidelines without further explanation in footnotes. For English manuscripts, 'cf.' (*confer*, compare), 'S.' (See, see also), or 'e.g.' (*exempli gratia*, for example) can be used. For Hungarian manuscripts, additional abbreviations like 'vö.' (*vesd össze*, compare), 'ld.' (*lásd, lásd még*, see, see also), or 'pl.' (*például*, for example) can be used.

Footnotes must start with a capital letter and end with a period (with the exceptions set out in the Author Guidelines).

### 3.2.1. For Single-Author Monographs

For English manuscripts, the author's surname should be in SMALL CAPS and the first name in regular font, followed by a colon (:), the title in *italics*, and a period (.). This should be followed by the place of publication, the publisher, the year of publication, all separated by commas (,) and ending with a period (.).

Example:

BELL, John: *Judiciaries within Europe*. Cambridge, Cambridge University Press, 2006. 176.

For works written in Hungarian, follow the same format.

Example:

LÁBADY Tamás: *A magánjog általános tana*. Budapest, Szent István Társulat, 2020. 5.

### 3.2.2. For Multi-Author Monographs (Two or Three Authors)

For English manuscripts, the two or three author's surname should be in SMALL CAPS and the first name in regular font, then a long hyphen (–) to indicate the second (and possibly third) author in the same way, followed by a colon (:), the title in *italics*, and a period (.). This should be followed by the place of publication, the publisher, the year of publication, all separated by commas (,) and ending with a period (.).

Example:

BECKER, Brian E. – HUSELID, Mark A. – BEATTY, Richard W.: *The Differentiated Workforce: Transforming Talent into Strategic Impact*. Boston, Harvard Business Press, 2009. 11.

For works written in Hungarian, follow the same format.

Example:

VÉKÁS Lajos – GÁRDOS Péter: *Nagykommentár a Polgári Törvénykönyvhöz.* Budapest, Wolters Kluwer, 2020. 36.

### 3.2.3. For Multi-Author Monographs (More than Three Authors)

For English manuscripts, the surname of the first author should be in SMALL CAPS and the first name in regular font, followed by 'et al.', a colon (:), the title in *italics*, and a period (.). This should be followed by the place of publication, the publisher, the year of publication, all separated by commas (,) and ending with a period (.).

Example:

BENNETT, Alan et. al.: *The Library Book.* London, Profile Books, 2012. 77.

For works written in Hungarian, follow the same format.

Example:

DERNÓCZI Attila et. al.: *Munkajog és társadalombiztosítási jog.* Budapest, Ludovika, 2021. 5.

### 3.2.4. For Edited Works

For works written in English, list the editor(s) similar to an author, followed by '(ed.)' or '(eds.)' to indicate the editor role. After this, a colon (:) should be followed by the title in *italics* and closed with a period (.). Then, the place of publication, the publisher, and the year of publication should be listed, separated by commas (,) and ending with a period (.).

Example:

VÉKÁS Lajos – GÁRDOS Péter (eds.): *Kommentár a Polgári Törvénykönyvhöz.* Budapest, Wolters Kluwer, 2015. 415–416.

For works written in Hungarian, follow the same format (using '(szerk.)' instead of '(ed.)' or '(eds.)').

Example:

VÉKÁS Lajos – GÁRDOS Péter (szerk.): *Kommentár a Polgári Törvénykönyvhöz.* Budapest, Wolters Kluwer, 2015. 415–416.

### 3.2.5. For Book Chapters from Collected Volumes

For works written in English, list the author's surname in SMALL CAPS and the first name in regular font, followed by a colon (:) and the title in *italics*, ending with a period (.). Then, use 'In' to indicate the host work, list the editor(s) according to the edited works format, and follow with a colon (:) and the host work's title in regular font, ending with a period (.). Finally, list the place of publication, the publisher, and the year of publication, separated by commas (,) and ending with a period (.).

Example:

GIGERENZER, Gerd – CZERLINSKI, Jean – MARTIGNON, Laura: *How Good Are Fast and Frugal Heuristics?* In GILOVICH, Thomas – GRIFFIN, Dale – KAHNEMAN, Daniel (ed.): *Heuristics and Biases*. Cambridge, Cambridge University Press, 2006. 570.

For works written in Hungarian, follow the same format (using '(szerk.)' instead of '(ed.)' or '(eds.)').

Example:

GYÖRFI Tamás: *Politikai elvek és politikai filozófiai szempontok a jogtudományban*. In JAKAB András – MENYHÁRD Attila (szerk.): *A jogtudománya*. Budapest, HVG-Orac, 2015. 132–156.

### 3.2.6. For Works from Journals

For works written in English, the author's surname should be in SMALL CAPS, followed by the first name in regular font, then a colon (:), and the title of the cited work in regular font, ending with a period (.). This should be followed by the journal's title in *italics* (without abbreviations), then the volume number (if necessary), the publication year, and the issue number (or month), separated by commas (,) and ending with a period (.).

For works written in either Hungarian or English, the volume number should be indicated if customary for the referenced journal (this is typically not necessary for Hungarian journals). Otherwise, the reference should be provided in the format and content customary for the journal's country of origin.

Example (English Journal):

GEIB, Robin: Civil Aircraft as Weapons of Large-Scale Destruction: Countermeasures, Article 3bis of the Chicago Convention, and the Newly Adopted German Luftsicherheitsgesetz. *Michigan Journal of International Law*, Vol. 7., No. 1. 255.

Example (Hungarian Journal):

HEGEDŰS Andrea: Az élettársi kapcsolatok modelljei. *Családi Jog*, 2024/3. 18.

For works written in Hungarian, follow the same format.

### 3.2.7. For References to Theses or Doctoral Dissertations

For works written in English, the author's surname should be in SMALL CAPS, followed by the first name in regular font, then a colon (:), and the title of the cited work in *italics*, ending with a period (.). This should be followed by the type of thesis ('Thesis.', 'Doctoral Dissertation.' etc.), ending with a period (.). Finally, indicate the city, name of the institution, and the year of the thesis, separated by commas (,) and ending with a period (.).

Example:

MIRANDA, Cristina: *Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development*. Dissertation. Malibu, Pepperdine University, 2019. 107.

For works written in Hungarian, follow the same format.

Example:

VAJTA Zoltán: *A 2008-as válság Magyarországi hatásainak makrogazdasági elemzése*. Szakdolgozat. Budapest, Budapesti Corvinus Egyetem, 2019. 5.

### 3.2.8. For References to Newspaper or Magazine Articles

For works written in English, the author's surname should be in SMALL CAPS, followed by the first name in regular font, then a colon (:), and the title of the cited work in regular font, ending with a period (.). This should be followed by the title of the newspaper or magazine in *italics* (without abbreviations) and the publication date, ending with a period (.).

Otherwise, the guidelines for journal references should be applied with the necessary modifications.

Example:

SCHAEFER, Nathan K. – SHAPIRO, Beth: New middle chapter in the story of human evolution. *Science*, September 6. 2019.

For works written in Hungarian, follow the same format.

Example:

HILLE, Kathrin – FILDES, Nic – LIU, Quianer: US-China: is Huawei 'too big to fail'? *Financial Times*, 2020. augusztus 21.



### 3.2.9. For Internet References

For works written in either Hungarian or English, the URL should be cited without ending the reference with a period or starting it with a capital letter. The date of access, retrieval, or download is not required.

Example:

<https://ado.hu/cegvilag/a-csodjog-fizeteskeptelensegi-jog/>

If referencing a work that is only available online, follow the format specified in these Author Guidelines (typically including the author's surname in SMALL CAPS, first name in regular font, followed by a colon (:), the title of the cited work in regular font, ending with a period), supplemented with the URL.

Example:

LAMM Vanda: A nemzetközi bíróságok kialakulása, elterjedése, megsokszorozódásuk következményei. In JAKAB András – KÖNCZÖL Miklós – MENYHÁRD Attila – SÜLYÖK Gábor (eds.): *Internetes Jogtudományi Enciklopédia*. 2022. <http://ijoten.hu/szocikk/a-nemzetkozi-birosagok-kialakulasa-elterjedese-megsokszorozdasuk-kovetkezhmenyei>

If the URL exceeds 90 characters, please use a URL shortener and provide the shortened version (e.g., [www.goo.gl](http://www.goo.gl) or [www.bit.ly](http://www.bit.ly)).

### 3.2.10. For References to Legal Sources

For both Hungarian and English works, the primary rule is to cite the legal source using its generally accepted full, official name (title, number, etc.) and format.

References to specific provisions should follow the generally accepted practice for the given legal source.

European Union legislation (regulations, directives, decisions, communications, etc.) should be cited by providing the exact number and title in the language of the work.

### 3.2.11. For Repeated References

For works written in English, when referencing a previously cited work, use the author's surname in SMALL CAPS, followed by 'op. cit.' in *italics* to indicate a repeated reference. The cited page number(s) should be given in Arabic numerals without any prefix.

Example:

GIGERENZER – CZERLINSKI – MARTIGNON *op. cit.* 570.

If multiple works by the same author have been cited in an English work, use the author's surname in SMALL CAPS followed by the publication year in parentheses, then 'op. cit.' in *italics*. The cited page number(s) should be given in Arabic numerals without any prefix.

Example:

LAMM (2022) *op. cit.*

If multiple works by the same author from the same year have been cited, differentiate them by adding lowercase letters (a, b, c, etc.) to the publication year for both the initial and subsequent references.

Example:

LÁBADY (2020a) *op. cit.* 18.

For works written in Hungarian, use 'i. m.' for repeated references, following the same procedure otherwise.

Examples:

PEARTON *i. m.* 210.

PEARTON (1984) *i. m.* 210.

PEARTON (1984a) *i. m.* 210.

If a subsequent footnote on the same page of an English work refers to the same work as the preceding footnote, use 'Ibid.'. The cited page number(s) should be given in Arabic numerals without any prefix.

Example:

Ibid. 33.

For works written in Hungarian, use 'Uo.' following the same procedure otherwise.

Example:

Uo. 33.

### 3.2.12. For Works Without an Identifiable Author

If a work does not have an identifiable author, you should aim to include all the details required for such works as specified in the Author Guidelines, excluding the author's name. Typically,

the title of the cited work should be in *italics*, ending with a period (.), followed by the publication details or source information, separated by commas (,) if necessary, and ending with a period (.).

Example:

*What Is Plagiarism?* 2017. <https://www.plagiarism.org/article/what-is-plagiarism>

### 3.3. Bibliography

References to sources with identifiable authors should be listed alphabetically by the surname of the first author in the bibliography. If multiple publications by the same author(s) are referenced, they should be listed in chronological order (from earliest to latest). If multiple works by the same author(s) from the same year are referenced, they should be ordered alphabetically by the title of the work.

Items without an author (e.g., internet references, works without an identifiable author) should be placed in a separate section titled 'Other Sources'.

Grouping items in the bibliography according to predetermined criteria (e.g., type, format) should be avoided, except for the aforementioned exception.

Items in the bibliography should otherwise follow the citation rules applicable to the respective work, but page numbers should not be included in the bibliography.

Budapest, 7 July 2024.