

# 6th Winter Conference of Economics PhD students and Researchers



**28 February, 2020**  
**Szent István University, Gödöllő**

## **Formal requirements**

### **Formal requirements for abstracts**

Title

Author(s) name

Affiliation (position held)

Affiliation (Name of institution, City)

E-mail address of the author

Abstract should be up to 2000 characters (but not shorter than 1000 characters). Main features of the abstract: Times New Roman 12pt, 1.5 line spacing, justified. MS Word format required (.doc or .docx). Please indicate the keywords (at least five) and the JEL code classification after the abstract.

## **Formal requirements of the paper (paste title here)**

Your name<sup>1</sup> – Other author's name without indicating the scientific title<sup>2</sup> – Other author<sup>3</sup>

### **Abstract**

Paste here your previously sent abstract (maximum 200 words, only the text without the title, names and addresses). Do not number the heading of this section (contrary to others).

### **1. Formal requirements (this is the title of the first section)**

#### *General formal requirements (this is the subheading, if necessary)*

The manuscript of the paper should be at least 6 and at most 8 pages in length. MSWord format is mandatory (.doc, or .docx), author's name and the date of the conference presentation should be indicated in the file name (e.g. John\_Smith20170921.doc). Use structure appropriate to the discipline (i.e. Abstract, Introduction, Methods, Results etc.). Avoid using bold and italics unnecessarily.

Our preferred font is Times New Roman with spacing of 1.5. Use A4 paper size settings and 2.5cm margins all around. Using of styles is advised (e.g. Heading 1, Heading 2, Heading 3, Normal – don't forget to modify them before applying). The further formal requirements are the following:

1. **Headline:** Size 14 pt., bold, centred, paragraph spacing (after) 36 pt.
2. **Author(s) name:** Size 12 pt., centred, paragraph spacing (after) 18 pt.
3. **Chapter headings:** Size 12 pt., bold, left aligned, paragraph spacing (after) 18 pt.
4. **Subheadings:** Size 12 pt., bold, italic, left aligned, paragraph spacing (after) 12 pt. Using of level 2 subheadings is not recommended (e.g. 1.1.1.).
5. **Body text:** Size 12 pt., justified, paragraph spacing (i.e. after each paragraph) 12 pt. Avoid using 'tab' button to indent first lines.
6. **Table/figure title:** Size 12 pt., bold, left aligned, paragraph spacing (after) 3 pt.
7. **Table/figure caption:** Size 10 pt., left aligned, paragraph spacing (before) 3 pt., (after) 12 pt.
8. **Footnote:** Size 10pt., justified, paragraph spacing (after) 3 pt.

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<sup>1</sup> Indicate data on authors in the footnote: Degree title (should be omitted optionally), Position held, Institution, Department, Place; author's email address (without hyperlink)

<sup>2</sup> PhD, assistant professor, Szent István University, Faculty of Biotechnology, Gödöllő; email@address.hu

<sup>3</sup> PhD student, Budapest University of Technology and Economics, Department of Applied Informatics, Budapest; sample@sample.hu

## *The obligatory structure of the paper*

### **Abstract**

- 1. Introduction**
  - 2. Theoretical Background**
  - 3. Materials and Methods**
  - 4. Results**
  - 5. Recommendations and Discussion**
- References**

### *Tables and figures*

All tables and figures should be centre aligned. Number and title should always be positioned above the tables; caption (source) should be pasted below the tables (both texts are left aligned). See example below:

**Table 1. Share of xyz by sectors and country groups (%)**

<b>Sector</b>	<b>2015</b>					
	<b>S</b>	<b>C</b>	<b>AS</b>	<b>M</b>	<b>CEE</b>	<b>EU27</b>
Manufacturing	4	15	11	12	17	<b>13</b>
Business services	12	19	20	27	31	<b>21</b>
Public administration	16	16	21	23	30	<b>20</b>
Education	14	35	41	37	38	<b>36</b>
<b>Average</b>	<b>13</b>	<b>22</b>	<b>21</b>	<b>27</b>	<b>32</b>	<b>24</b>

*Source:* OECD (2016), own calculations. *Legend:* S= Scandinavian country group, C= Continental country group, AS= Anglo-Saxon country group, M= Mediterranean country group, CEE= Central and Eastern European countries.

### *References*

For referencing, please use the Harvard referencing system consistently in your text. See these examples for in-text referencing: in case of one author (Molnár, 2010), two authors (Szabó – Gipsz, 2017), more than two authors (Lakatos et al. 2002), and “in case of quotation” (Lakatos et al. 2002:34).

At the end of your text (in the ‘References’ section), list your references in ABC order. In the ‘References’ section, do not include references which are not included in the text, and also, don’t forget to include all in-text references in this section. See these examples:

Lakatos, J. – Minta, K. – Kovács, I. (2002) Title of the book. Place of publication, Publisher, p. 144.

Molnár, Z. (2010) Title of the book chapter. In. Szép, F. (Ed.) Title of the book, Place of publication, Publisher, pp.187-221.

OECD (2016) Title of the internet source. On-line: [www.webaddress.hu/12345/page.php](http://www.webaddress.hu/12345/page.php).  
Date of downloading: 1th October 2017.

Szabó, G. – Gipsz, J. (2017) Title of journal paper. Journal name, Vol. 1, No. 3, pp. 32-52.