GUIDE FOR AUTHORS

ECONOMY AND FINANCE

JOURNAL OF ECONOMICS PUBLISHED IN HUNGARIAN AND ENGLISH

We ask our authors to respect the following guidelines when submitting their manuscripts.

Articles and studies may be submitted in **Hungarian** and **English**.

By submitting their studies, authors undertake the obligation to observe the Ethical Guidelines.

Our authors are advised that articles submitted to the Editorial Office are forwarded anonymously to two independent experts for copy editing (blind peer review), without any personal information attached, and that we only accept an article for publication once it has been approved by the blind reviewers.

Our authors are advised that from 2019 onwards, the Editorial Office stores published articles in the MTMT database, as well as in the REAL repository for authors identified in the MTMT.

In our publication, the average **length of articles** is approximately 40,000 keystrokes (including spaces), and no article should deviate from this length by more than 50%. (The number of keystrokes may be verified using word processing programs.)

Authors should pay attention to the structure of their studies.

We ask our authors to indicate the **capacity** in which they have written their article in a footnote attached to the title.

> *It may be the case, for example, that the author wishes to publish their article outside of the scope of their principle employment.*

Each article will receive a unique **DOI** (Digital Object Identifier). Articles in Hungarian and English are assigned separate DOIs. The DOI enables the article to be included in the CrossRef database, and thus to significantly increase the article's readership and citations.

> *The DOI (Digital Object Identifier) serves to identify online content. With its help, the sought content can be found on the internet even when it is not located in its original place of publication, i.e. when the URL has changed. To achieve this, the DOI, URL and metadata identifying the given content are registered in a central database.*
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Use of the DOI entails a so-called cross-linking obligation. This means that **the bibliography must list the DOIs of all source materials** (as links in the electronic version) which have a DOI, and which are also registered in the CrossRef database. Although the cross-linking obligation signifies more tasks, it increases the visibility of articles as it applies to all CrossRef members. A clickable link can be created from the DOI by attaching the https://doi.org/ prefix.

> *The links below allow users to verify whether a source has a DOI:*
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> *http://search.crossref.org/ (a very simple, single-field search);*

http://www.crossref.org/guestquery/ (a search providing more precise hits, e.g. allowing searches by author, title);

https://doi.crossref.org/simpleTextQuery (following free registration, a monthly limit of available searches with any chosen text, even copying an entire bibliography into a search).

In accordance with the above, we ask that our authors always list the DOIs of their sources – where they exist – in the form of links in their bibliography!

Articles should always begin with an **abstract** summarising the content of the article, of a maximum of approximately 800 characters in length.

A footnote attached to the abstract should contain information pertaining to the preparation of the study and any related acknowledgements.

The abstract should be followed by a listing of the **JEL codes** and **keywords**.

> *The JEL classification system was developed by the Journal of Economic Literature (JEL) in order to catalogue publications and scholarly works on a diverse range of topics in economic sciences under a unified system. Its application is useful not only from the point of view of research and preparation of articles, but also in increasing the subsequent number of citations. Authors can obtain help by looking up the summary guide of the American Economic Association (AEA), where they can find both the JEL codes and keywords in English:*
>
> *https://www.aeaweb.org/jel/guide/jel.php*

The body text should be well-structured, and you should use a maximum of 3 levels when breaking up the text into **sections**. If possible, you should not use Word headings for section headings or subheadings, but should use the same size and type of font as the body text. We ask that you break up larger blocks of text into smaller sub-units using Arabic numerals, in such a way that the sub-units are indicated by a series of numbers separated by points. Thus the first block of text is numbered 1., with the first larger sub-unit numbered 1.1., and further smaller sub-units within this numbered 1.1.1., 1.1.2., and so on. The next block of text is numbered 2., its first sub-unit 2.1., and further sub-units within this 2.1.1., 2.1.2., etc.

If possible, we expect articles to be typed up in a Word document (and not Open Office), using the **font size** 12 of the Times New Roman **typeface**. As far as possible, authors should format their articles only as much as is necessary to facilitate reading by an editor. Highlighting in cursive (italics) or heavy type (bold) is important as it expresses the author's emphases. We do not publish underlined text in the journal, however. You should particularly avoid manual page or section breaks, or inserting blank lines so that the text continues on the next page, since these will appear in a different location on another computer anyway. Footnotes should not be created manually, but by using the established command in Word. Manuscripts should not use endnotes. Articles are given their final form in the Editorial Office.

A **list of references** (bibliography) should appear at the end of each study, with the full name of each author (in the case of foreign authors, the initial of the first name being sufficient) in a small caps font, followed – in the same font as the body text – by the year of publication, the exact title of the work, its publisher and the publishing location, or by the exact title of the periodical, year, volume number, month of publication and page number(s).

In the body text, it is sufficient to refer to a work by surname(s) with the year in brackets – e.g. Berlinger–Walter (2013). In the case of a verbatim reference, it is essential to indicate the precise page number. For internet references, you should indicate the date of downloading (web pages change, and to keep a precise record we need to know when the author actually read the cited work in question).

Tables should be numbered sequentially throughout the article (the sequence of numbers does not begin again in each new subsection or sub-unit). Each table should be given a title, indicating the unit of measurement of the quantitative values featuring within. Tables should be created with a table editor (if possible, using an Excel table); otherwise we would need to retype them, with the inherent possibility of error.

In the case of diagrams (figures), you should bear in mind that Economy and Finance is published in black and white. Coloured lines and graphs will appear as monochrome greys and blacks once laid out, making them largely difficult to understand, and for this reason, wherever possible, you should draw broken, dotted or similar lines instead. Bar or pie charts should also be designed using graphic solutions that are clearly visible in black and white, such as stripes or dots. Diagrams should always carry a title, and should be numbered sequentially (the sequence of numbers does not begin again in each new subsection or sub-unit). Notes applying to the diagram, as well as the diagram's source, should be listed immediately below the diagram. We ask that you attach the diagrams to your article in a separate Excel or other suitable format (PDF, PowerPoint, etc), as Word images inserted into the text cannot be corrected, and the printer is likewise unable to deal with them.

Formulae should naturally be written using a formula editor, but if possible – in the case of references within the body text – we ask that you do not use the formula editor to insert formulae into the text (e.g. where *m*–1 can be inserted in simple italicised text form). Formulae should be sequentially numbered in brackets to the right of each formula (i.e. without restarting the sequence of numbers in each new subsection).

We call attention to the importance of scanning for viruses, since the destruction wreaked by a single virus may prevent the publication of the journal as a whole.

Authors will receive their articles back for approval following review for language and style. We ask that you look through your article and return it to us as soon as possible.

If you have any request for amendments following submission of your article, please contact Erika Marsi (emarsi@bankarkepzo.hu) for issues of content, and Katalin Király (katalin15@gmail.com) in the event of formal changes (e.g. insertion of footnotes, acknowledgements, attachment of appendices, etc).

Examples

References:

ANDOR, GYÖRGY – ORMOS, MIHÁLY – SZABÓ, BALÁZS (1999): Return Predictability in the Hungarian Capital Market. *Periodica Polytechnica*, 7(1), pp. 29–45.
FAMA, EUGENE F. (1970): Efficient Capital Markets: A Review of Theory and Empirical Work. *Journal of Finance,* 25(2), No. 5, pp. 383–417.
BERLINGER, EDINA – WALTER, GYÖRGY (2013): An Unorthodox Proposal for the Settling of Foreign Currency Debts. *Hitelintézeti Szemle,* Vol. 12, No. 6, pp. 469–494.
KIRÁLY, JÚLIA – BANAI, ÁDÁM (2011): Nuances of "flow" and "stock" (an economic essay on foreign currency lending). In MURAKÖZY, LÁSZLÓ (ed.): An Upthrown Stone? Facts and Tendencies in the 21st Century. Budapest, Akadémiai Kiadó.
MILLER, DAVID [ed.] (1987): The Blackwell Encyclopaedia of Political Thought. Oxford, Blackwell.

Tables:

Table 5: Number of holders of academic degrees in research and development institutions and higher education research centres

	R&D institution		Higher education research centre		Together
MTA member	74	32.6%	153	67.4%	227
Academic doctor	337	25.9%	962	74.1%	1 299
Together	411	26.9%	1 115	73.1%	1 526
Academic candidate	980	22.7%	3 335	77.3%	4 315
Total	1 391	23.8%	4 450	76.2%	5 841

Source: Imre Kozák (1993): Hungarian scholarship in Budapest and the provinces. *Magyar Tudomány*, 1993/3.

Formulae:

$$r_{it} = \alpha_i + \beta_{1,i} r_{m,jt} + \beta_{2,i} [r_{US,t} + e_{jt}] + \varepsilon_{it}, \tag{1}$$

Sections:

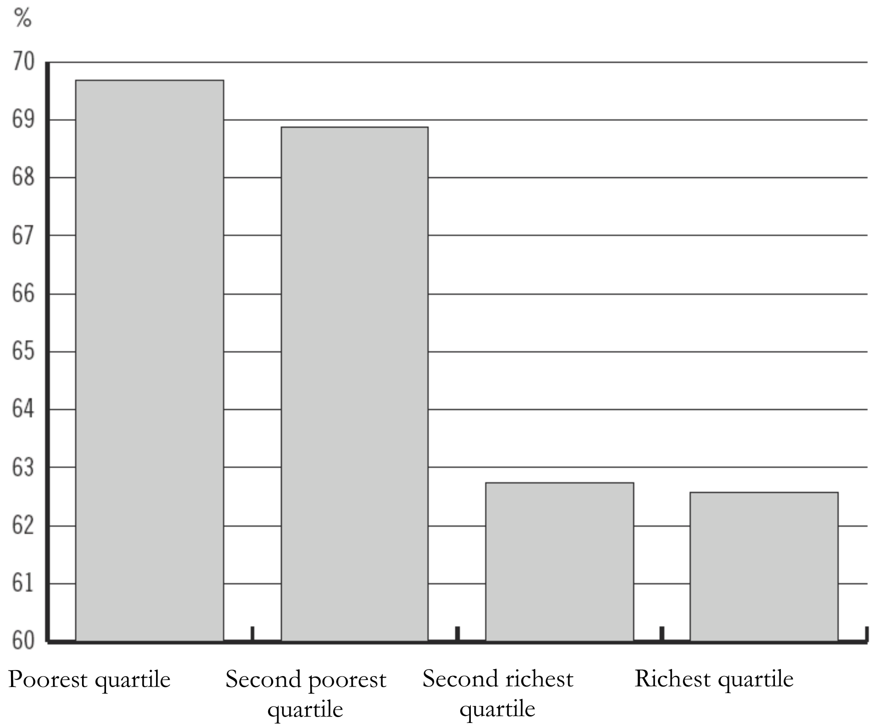
1. SECTION

1.1. Subsection

1.1.1. Sub-subsection

Diagrams:

Figure 1: Stock return synchronicity as a function of per capita GDP



Source: Mørck–Yeung (2002)