

MATE Organizational and Operational Regulations

III. Requirements for Students

III.1. Study and Examination Regulations

Appendix 6.13: The MATE Uniform Thesis / thesis / final thesis / portfolio guidelines

Annex 1:

Mandatory data elements of the sources used and their indication

Avoid citing university notes, as the information contained in these can be found in primary sources. Cite theses, dissertations, doctoral theses, research reports, unpublished manuscripts only if the information is not available in other (primary) publications.

Where this document indicates the use of italics, this is a recommendation, i.e. the use of italics is not mandatory.

1. Book

Author(s) and/or editor(s) (or organisation/company if no author is given); title if no author or organisation is given) (year of publication/release): title (italics/italics recommended). Place of publication (city): name of publisher.

Example:

In the case of one or more authors:

- ✓ Gyurgyák J. (2019): *The basics of scientific writing: a guide for those writing theses student research projects and dissertations*. Budapest: Osiris.
- ✓ Kemény S., Papp L., Deák A. (1999): *Statistical quality (conformity) regulation*. Budapest: Műszaki Könyvkiadó - Hungarian Quality Society.
- ✓ Marselek S. (2006): *Agricultural economics*. FVM Institute of Training and Consulting, Budapest.
- ✓ McNitt, J. I., Lukefahr, S. D., Cheeke, P. R., Patton, N. M. (2013): *Rabbit Production*. 9 th Edition. Boston: CABI.

In case of organizational authors:

- ✓ Hungarian Academy of Sciences (2015). *Rules of the Hungarian spelling rules*. 12th edition. Budapest: Akadémiai Kiadó.
- ✓ KSH (2009): *Hungarian Statistical Yearbook 2008*. Budapest: KSH.

For edited books:

- ✓ Bárányné Szabadkai É. - Mihalik I. (eds.)¹ (2002): *Dictionary of economic spelling: a collection of technical terms, expressions, idioms and abbreviations*. Budapest: Tinta Kiadó.

References to the edited book should be avoided, always refer to a book chapter or textbook study annotated by an author (see below.)

2. Chapter of a book

The citation should be given as given for the books, but care should be taken to include both the author of the chapter and the author/editor of the book. In contrast to the book, the scope information is always required here and always refers to the specific book chapter. Between the opening and closing page numbers, the from-to relationship should be indicated by a capital letter (Alt 0150). In the case of a book section, always italicise the title of the volume (host document) to which it refers.

¹ In scientific papers, no hyphens are usually used in the intertextual references between two authors (Kovács-Szabó - Horváth, 2012 instead of Kovács-Szabó and Horváth, 2012) and in the bibliography, a comma (and not a hyphen) is used to separate the names of the authors.

Example:

- ✓ Nilsson, A. (2020): Landscape Observatory Västra Götaland. In: Bujdosó Z. – Dinya L. – Csernák J. (szerk.): *XVII. Nemzetközi Tudományos Napok – Abstract Book : 17th International Scientific Days – Abstract Book*. Gyöngyös: EKE Líceum Kiadó, p. 66.
- ✓ Takács I. (2008): Analysis of enterprises. In: Nábrádi A. – Pupos T. – Takácsné György K. (szerk.): *Plant operation I*. Budapest: Szaktudás Kiadóház, pp. 126–141.
When a conference paper published in a book is cited, it is described in the same way as book chapters.

3. Journal article, electronic journal article

Author(s) (year of publication): title of the article. *Name/title of the journal* (in italics/cursive), year (and page number) of the journal, page numbers of the first and last pages of the article.

Example:

- ✓ Tóthi R. (2022): The effect of feeding on the reproductive biology of high milk yielding cows. *Értékálló Aranykorona: Országos Mezőgazdasági Szaklap*, 22(1), pp.28-29.

In the case of an electronic journal article, the following data elements must be provided, if available: Author(s) (year of publication): title of the paper/article. Title of the journal (in italics), year and issue number of the journal, opening and closing page number of the article. If there are no legible page numbers, the publication identifier ('Paper') and the length of the article ('p') should be given. For example: Paper R-10, 4 p. This is followed by the DOI identifier (if available) or the date of download and the source: URL.

Példa:

- ✓ Zhang, B. – Chamba, Y. – Shang, P. – Wang, Z. – Ma, J. – Wang, L. – Zhang, H. (2017): Comparative transcriptomic and proteomic analyses provide insights into the keygenes involved in high-altitude adaptation in the Tibetan pig. *Sci. Rep.*,7(1), Paper 3654, 11 p. DOI: [10.1038/s41598-017-03976-3](https://doi.org/10.1038/s41598-017-03976-3)

4. Electronic resources

Only publications in electronic format may be included if they can be found using computer search engines. Where possible, the same data elements are described for each type in the same order as for paper publications. In addition, the date of the last download and the URL should always be given. (If there is a DOI identifier, it should be given, the date of download may be omitted.)

A DOI-azonosítóról:

DOI (Digital Object Identifier) is a digital object identifier, a unique reference to a web page that contains information about an object (e.g. an online document or dataset) and how to access it. When citing literature, if a source has a DOI, it is mandatory to include it.

At the end of the bibliographic description of a literature item, after the "DOI:", only the character sequence starting from the 10th character should be given, e.g.: DOI: 10.17165/TP.2018.1.2), and the link to the article (<https://doi.org/10.17165/tp.2018.1.2>) should be attached as a hyperlink.

Elektronikus könyv/fejelet egy könyvből (e-könyv)

If a book is published only in electronic format (not in print), but the data elements are available, we will refer to it and the chapter it contains in the same way as if it were a paper publication, but we will also include the date of the last download and the link to the publication.

Example:

- ✓ Barna R. – Horváthné Kovács B. – Nagy J. (2021): Drone flight testing on a deer farm. In: Horváthné Kovács B. – Barna R: *Agroforestry in rural development*. Kaposvár: Hungarian

University of Agriculture and Life Sciences Kaposvár Campus, pp. 99–107. Letöltés dátuma: 2021. 10. 25. forrás: <https://press.mater.uni-mate.hu/id/eprint/31>

- ✓ M. Jawtari, M. – Stoffova, V. (2022): OULADS's Learners' Dropout Prediction Framework. In: Singh, P. K. – Singh, Y. – Kumar C. J. – Illés, Z. – Chaman, V. (szerk.) *Recent Innovations in Computing : Proceedings of ICRIC 2021, Volume 2*. Szingapúr: Springer Singapore, pp. 683–694. DOI: [10.1007/978-981-16-8892-8_52](https://doi.org/10.1007/978-981-16-8892-8_52)

Digitalized book/chapter of a book

Author(s) (year of original publication): e-book title (in italics/cursive). Original publication details: place: publisher (if any). [Electronic edition] Place of publication: publishing institution, date of digitisation (if available). Scope (if it can be determined). Date of download. source: URL.

Example:

- ✓ Agárdi I (2010): *Trade marketing and management*. Budapest: Akadémiai Kiadó. [Elektronikus kiad.] Budapest: Akadémiai Kiadó, 2017. Date of download: 2022. 05. 11. source: <https://mersz.hu/agardi-kereskedelmi-marketing-es-menedzsment/>

Sometimes an article may be published online by the publisher before it has found its final place in an issue. In such cases, we can only provide the author, the year of publication, the title of the article, the title of the journal, the date of online publication, the date of download and the link to the article. The same applies to announcements in the online version of a journal or on the portal site.

Example:

- ✓ Boros E. – Sztanó G. (2021): The evolution of European bailout arrangements and its impact on sovereign bond yields in the aftermath of the euro crisis. *Society and Economy*, 2021. 03. 07. DOI: [10.1556/204.2020.00024](https://doi.org/10.1556/204.2020.00024)
- ✓ Zsolnay M. (2019): Elnyűhetetlen terepjáró: the Hungarian greyhound. *Magyar Mezőgazdaság*, 2019. 06. 10. Date of download: 2022. 05. 11. Source: <https://magyarmezogazdasag.hu/2019/06/10/elnyuhetetlen-terepjaro-magyar-agar>

Announcement of an internet website/portal

Author(s) (year of publication): *title of the study* (in italics). Publishing institution/website. Date of download. Source: URL If author cannot be read off, the publication is identified by title and year of publication. If neither the author nor the date of publication can be read, the source should preferably not be used.

Example:

- ✓ MNB (2020): *Changes in the base rate of the central bank*. MNB website. Date of download: 2021. 03. 31. source: https://www.mnb.hu/Bank_Fund_Interest_Formula
- ✓ *Joining the Euro: Only words* (2016): Az Én Pénzem. Date of download: 2021. 03. 31. source: URL: <https://www.azепензем.hu/cikkek/eurocsatlakozas-pusztaszavak/3366/>

Referenced website

If the referenced source is the website itself, the author need not be indicated next to the title. In this case, the date of the download should also be given in the bibliographic entry next to the URL.

Example:

- ✓ BASE (Bielefeld Search Engine) search engine. Date of download: 2019. 03. 25. source: www.base-search.net 1.
- ✓ Directory of Open Access Journals (DOAJ) website. Date of download: 2019. 03. 14. source: <https://doaj.org/>

- ✓ DuraSpace: DSpace webpage. Date of download: 2019. 03. 25. source: <http://www.dspace.org/>
- ✓ DART Europe E Theses Portal. Date of download: 2019. 02. 26. source: <http://www.dart-europe.eu>
- ✓ Google Scholar-search engine. Date of download: 2019. 03. 25. source: <https://scholar.google.hu/>

If you link to any content on the website, the item will be included in the other resources with a copyright reference. These are usually given as http1, http2, etc. in the bibliography and can be referenced in the text.

5. Doctoral thesis, dissertation, thesis, diploma thesis

Author (year of preparation): *title* (in italics). Type of work [PhD thesis/DLA thesis/MTA thesis]. Place of publication: name of the doctoral school. DOI or access link.

Example:

- ✓ Ács Z. (2016): *Prevalence and host specificity of Dictyocaulus lungworms of cervids using DNA studies*. [PhD-study] Kaposvár: Doctoral School of Animal Sciences. DOI: [10.17166/KE2016.010](https://doi.org/10.17166/KE2016.010)

The spelling of scientific generic names

The first member of a scientific species name (the genus name) should be capitalised, the second member (the species indicator) should be lower case. The third name for subspecies and other sub-species taxa should also be in lower case:

- scientific names of species e.g. *Abies alba*, *Equus caballus*, *Tropinota hirta*
 - scientific names of taxa under species e.g.: *Fraxinus angustifolia subsp. oxycarpa*
- The scientific names of taxonomic categories above species (e.g. family names) are written in capital letters:

- Cupressaceae, Galliformes, Lamiales, Mammalia

The scientific names of genera, species and subspecies should be written in italics, and the names of taxa above the genus should be written in capital letters. The abbreviations of taxonomic categories in the names (subsp., var., f., l., convar.) are written in capital letters. For species of hybrid origin, a multiplication sign (AltGr+ú) is placed between the genus name and the species designator, not an x. The multiplication sign is punctuated with a capital letter. For intergeneric hybrids, the × sign is placed before the genus name, and for grafted chimeras, the genus name is preceded by a + sign, also shown with a vertical character.

- species: *Acer campestre*
- subspecies: *Acer tataricum subsp. ginnala*
- species of hybrid origin: *Juniperus × pfitzeriana*
- intergeneric hybrid: × *Mahoberberis neubertii*
- chimera produced by grafting: + *Crataegomespilus dardarii*

The name of the species is written in capital letters, preceded by the abbreviation cv. or nothing, according to the practice in the field, but always between single quotation marks. Varietal names are written with a capital letter:

- *Tilia tomentosa* 'Szeleste'

The name of the first descriptor (auctor) or its abbreviation may be given after the scientific name, in a capital letter. The abbreviation of the first descriptor of the plant, which is not the current valid name, is given in brackets before the valid name auctora. In the case of scientific names used more than once in a thesis, it is sufficient to include the descriptor at the first mention.

- *Ligustrum vulgare* L.
- *Gymnocladus dioicus* (L.) K. Koch

The scientific name for each race/species must be given only once in the paper, at the first mention, and from then on the accepted Hungarian name is used.