

Formal requirements for a scientific student paper

The formal requirements of a scientific student paper, in accordance with the Academic and Examination Regulations and Publishing Guide of NUPS, are as follows:

1. The paper should be written with a word processor using Times New Roman font.
2. The page settings should meet these guidelines:
 - one page = 30-32 lines on average;
 - one line = 60-62 characters on average;
 - margins:
 - left side: 2.5 cm,
 - right side: 2.5 cm,
 - top and bottom: 2.5 cm;
 - line spacing: 1.5;
 - page numbers: on the right-hand side, bottom of the page;
 - printed only on one side of the page.
3. Format of chapters (the appearance of headings):
 - 1. BOLD, 12-POINT, CAPITAL LETTERS**
 - 1.1. Bold, 12-point, normal,**
 - 1.1.1. Normal, 12-point, underlined and italics*
 - 1.1.1.1. Normal, 12-point, italics*
4. The paper should be at least 18 pages long, for an English language paper, and a minimum 30 pages in length for a Hungarian-language paper. The maximum length is 40 pages for an English-language paper, and 100 pages for a paper written in Hungarian.
5. The *recommended structure* is:
 - Table of contents*
 - Introduction:*
 - justification of the topic;
 - the place, role, significance, and relevance of the topic;
 - specification of goals;
 - methodology, main sources/scientific literature
 - the possible practical use of the paper, if any.
 - Main body (by chapters):*
 - elaboration of a problem;
 - analysis, examination;
 - conclusions;
 - concrete recommendations.
 - Conclusion:*
 - a short summary of the topic, highlighting its essence;
 - student's findings
 - a reference of future changes, if relevant
 - indication of further topic-related research plans of the author, if necessary (*further study, extension, development, etc.*).
 - Bibliography*
 - Appendices*

List of the appendices (numbers and titles) should appear on one page, and the appendices should follow on separate pages.

E.g.: Appendix 1: Outline of the division of the legal system
Appendix 2: The Anglo-Saxon legal system worldwide

6. Every piece of literature used in researching the paper shall be considered intellectual property, which shall be the property of its author and protected by Act LXXVI of 1999 on copyright. Any quotations from literature must abide by the rules and regulations of copyright and quotation. Quotes may not exceed 15% of the total length of the paper. Reference to the literature is obligatory in the case of both direct and indirect quotation.
7. direct quotations and paraphrases should be indicated in separate footnotes. The indication should contain the page number for the source and, in case of a law, the exact chapter, point, etc. For direct quotations, the beginning and the end of the cited passage must be indicated with quotation marks.
8. The bibliography should contain every source from which direct or indirect quotations were taken. Citations should be exact, complete, and coherent. The sources should be listed in alphabetical order or, if justified, in alphabetical order within groups or categories (e.g., copyrighted works, legislation, databases). (See the formal requirements of bibliography and footnotes below.)

Formats for bibliography

Independent work (monograph):

Name of author (LAST, First): *Title of work*, Publisher, Place of Publication, Year of Publication.

e.g.: GRAYSMITH, Robert: *Zodiac*, Berkley, New York, 1976.

Work published in a Collected Volume

Name of author (LAST, First): "Title of study." *Volume title*, Name(s) of editor(s) (LAST, First), Publisher, Place of Publication, Year of Publication.

e.g.: KATONA Tibor: Gondolatok a hazugságvizsgálatról az Emberi Jogok Európai Egyezményének tükrében. *Ünnepi kötet Dr. Cséka Ervin professzor 90. Születésnapjára*, eds. JUHÁSZ Zsuzsanna, NAGY Ferenc, FANTOLY Zsanett, SZEK Juhász Gyula, Felsőoktatási Kiadó, Szeged, 2012.

MEIJER, Ewout H.; KOPPEN, Peter J.: Lie Detectors and the Law: The Use of the Polygraph in Europe. *Psychology, crime and law*, eds. CANTER, David; ZUKAUSKIENÉ, Rita Ashgate, Burlington, 2008.

Study published in a journal:

Name of author (LAST, First): "Title of study", *Name of journal*, volume, year of publication/booklet number, page number(s).

e.g.: KERTÉSZ Imre: "A poligráfós vizsgálat helye a büntetőeljárásban II. Rész", *Főiskolai Figyelő*, Vol. 2, 1991/1, 20–30.

KRAUJALIS, Laimutis; KOVALENKO, Aleksandr; SALDŽIŪNAS, Vitas: "Legal and practical aspects of using the polygraph in the Republic of Lithuania," *European Polygraph*, 1, Vol. 1, 2007/1, 17–23.

Internet resource:

Name of author (LAST, First): *Title of study*, year of publication, web address (time/date of download or access), page number. If there is no year and/or page number, indicate what information is available.

e.g.: TRAEST, Philip: *Judicial control on the gathering and reliability of technical evidence in a continental criminal justice system*, 2011, www.isrcl.org/Papers/Traest.pdf (28 07 2011)

VENCKUS, Juozas: *This site was started to spotlight a polygraph tests usage in Republic of Lithuania*, 2011, www.polygraph.lt/page2.html (28 07 2011)

Footnotes:

At the first reference, the complete description shall be indicated.

If referring to a work indicated in a previous note, use the surname of the author with small capitals, and the title is substituted with italics abbreviation: *op. cit.*

e.g.: KLANICZAY: *op. cit.*, 24.

If the note contains references to authors with the same surname, the first name should be used as well.

If several works by the same author are used, the first word(s) of the title should come before the *op. cit.* abbreviation.

e.g.: KLANICZAY: *Nicasius Ellebodius*, *op. cit.*, 24.

If referring to a source (journal or volume) indicated directly previously, we use *Ibid.* Use italics if referring to a volume, none if referring to a journal. A comma comes between the abbreviation and the page number.

e.g.: *Ibid.*, 13–14.