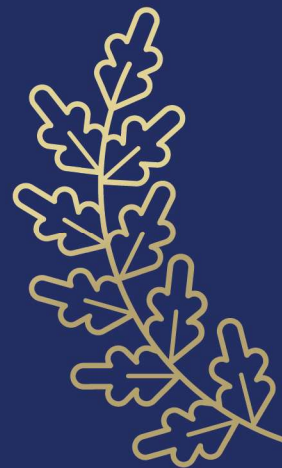




SEMMELWEIS
EGYETEM 1769



CIRCULAR 6 -MANUSCRIPT SUBMISSION

29th CONGRESS OF HUNGARIAN APPLIED LINGUISTICS

knowledge sharing, information management, applicability

Dear Participants,

The written form of oral presentations given at the 29th MANYE conference will be published in a volume, in a revised, electronic form.

Submission of manuscripts should be made by **15 September 2023**.

Submit in WORD format to manye2329@gmail.com.

Guidelines for Authors

For written papers for the Congress of Hungarian Applied Linguistics for publication in the “HAALLT Congress Talks” proceedings

1. Guidelines on content

The submitted manuscripts will be either a) published as written, b) sent back to the author(s) for rewriting (additions, restructuring, shortening etc.) or c) rejected.

When writing the manuscript please consider the following:

- Does the paper correspond to the content of the abstract you had submitted and the talk you had given at the congress?
- It is a paper on empirical, or perhaps theoretical, philological research or sharing good practice?
- If it is an empirical study, does it follow the “introduction, methodology, results, discussion/conclusions” structure? If it is theoretical, philological research or sharing good practice, is there a problem to solve or is the aim of the paper clear? Does it present (briefly) the method of the study? Is the structure linear? Are there conclusions/findings?



- Does the title reflect the content?
- Does the paper put the topic into the context of the international and Hungarian literature?
- Is there a research question? Does the paper answer it?
- Is the methodology straightforward? (e.g. presenting the participants or texts, method of analysis, research tools)
- Does the paper summarize the main results (in accordance with the research questions as well as the existing literature)?
- Does the paper refer to the usefulness and useability of its results?
- Does the layout of the paper meet the guidelines below?

2. Layout guidelines

Manuscript submissions can be between **20,000-30,000 characters**¹ (with spaces, references, figures, tables; figures and tables are considered proportionately in the character count). Please do not use tabs, styles or end-of-line hyphenation in the manuscript and follow the guideline below.

Fonts and layout

- Font and font size: Times New Roman (TNR), size 12
- Line spacing: 1
- Title: bold, TNR, size 14
- Author's name: bold, TNR, size 12 (in the case of multiple authors, please list the authors' names with an en dash)
- Author's place of work: TNR, size 12 (in the case of multiple workplaces, please list them with a comma)
- Author's e-mail address: TNR, size 12 (in the case of multiple authors, please list the e-mail addresses with a comma)
- Abstract: below the title and above the body of the text please include an abstract which has to be between 400 and 600 characters, as well as five keywords in **English** (with British English spelling) and in **Hungarian**. The required format of the abstracts: TNR, size 10, line spacing: 1.
- Segmenting sections with subheadings: subheadings must be centre aligned, numbered, with bold TNR size 12 font. Leave one empty line before and after subheadings. (Don't use paragraph spacing between lines!) Subheading numbering must be decimal (1. 1.1. 1.2.). Use a period after the numbers.
- Segmenting sections without subheadings: sections must be segmented by inserting empty lines before them. Be consistent throughout the whole paper. In case of a bulk of examples in one section, insert an empty line before and after it. Do not use no tab, but use a 1 cm indentation from the left margin. Examples must be *italicized*.
- Indentations: indentation of paragraphs: normal, 0.5; indentation of references: hanging, 0.5
- emphasizing words: **bold**
- in-text language examples: *italic*

¹ except for plenary session lecture papers which can be up to 40,000 characters.



- in-text book or journal titles: *italic* (no need to translate)
- Do not use abbreviations in the text (except for e.g., i.e., ibid., etc.)

In-text citation

- Citing in general: give the surname of the author(s) or editor(s) and the year of publication (Cabré 2003), (Biber–Conrad 2009). In the case of multiple authors: two authors: (Tirkkonen–Condit–Laukkanen 1996); more than two authors: (Kurz et al. 1996).
- Quoting literally: surname of the author(s) or editor(s), year of publication and the page number of the quote (Cabré 2003: 188).
- Quoting literally from digital literature with page number: same as with non-digital works
- Quoting literally from digital literature without page number: use “web” instead of page number: (Cabré 2003: web). For further information see section “Reference to digital content/website”
- Multiple references from the same author: indicate them chronologically, separated with commas (Varga 2018, Tóth 2019, 2022, Horváth 2020, 2023).

Quotation

- Use quotation marks, and page numbers in citation: (Tirkkonen–Condit–Laukkanen 1996: 32).
- When quoting more than 40 words, leave an empty line before and after the quote and set off the quotation by indenting 1 cm from both margins. Quotation marks are not needed.

References

- Must be rendered alphabetically based on the surname of the authors. Indicate every work which you have referred to in your paper.
- **References:** must contain only those authors whom you have cited in the text. Please provide the data of all used scientific papers here.
- Other materials used (dictionaries, databases, websites and sources of language data) must be provided in a separate section titled **Sources**.
- Do not cite any name in the text which is not indicated in the References and vice versa.
- In the References and Sources the order of the data for each item is the following: name, year, title, city: publisher. Please use the format presented in the examples below.

Books

Cabré, M. T. 1998. *Terminology. Theory, Methods and Applications*. (Terminology and Lexicography Research and Practice 1) Amsterdam–Philadelphia: John Benjamins.

Nida, E. A., Taber, Ch. R. 1969. *The Theory and Practice of Translation*. Leiden: Brill.

Journal articles

Snell Hornby, M. 2007. What's in a name: On metalinguistic confusion in Translation Studies. *Target* Vol. 19. No. 2. 313–327.

If the paper has a DOI identifier, please indicate it.



Papers published in proceedings:

Braasch, A. 2006. Exploitation of Syntactic Patterns for Sense Group Identification. In: Corino, E., Marelli, C., Onesti, C. (eds.) *Atti del XII Congresso Internazionale di Lessicografia, Torino, 6–9 settembre 2006. Proceedings. XII EURALEX International Congress*. Alessandria: Edizioni dell'Orso. 133–140.

Reference to digital content/website

As there are a multitude of sources (e.g. journals, literary works, dictionaries, standards, laws, databases, internet links) without titles, please adhere to the following guidelines:

- in the case of scientific literature and literary works, dictionaries use the same referencing method as in the References section; titles of standards must be italicized as well. After the data, please provide the URL (not in brackets; do not use period after the URL) followed by date of retrieval: (Retrieved: 10/06/2019)

ISO 704:2022 *Terminology work – Principles and methods*.

<https://www.iso.org/standard/79077.html> (Retrieved: 15/06/2023)

- other cases
 - a) if you are unable to decide what the title is (sometimes it is difficult to tell if the name of a database can be considered as a title) do not italicize anything
 - b) after the title/name use a period followed by the URL (not in brackets, no period after) then (Retrieved: 15/06/2023), e.g.

TED Translators Wiki. How to Tackle a Review.

https://translations.ted.com/How_to_Tackle_a_Review (Retrieved: 15/06/2023)

- if there is only an URL, use the following format: abbreviation, period, equal sign, URL, date of retrieval
web1. = <https://150.offi.hu/hirek/150-eves-az-allami-forditoszolgalat-cimu-jubileumi-forditastudomanyi-konferencia-parlamentben> (Retrieved: 15/06/2023)
- if the paper uses abbreviations for references, please indicate the full title after the equal sign:
web2. = GALA Globalization & Localization Association. <https://www.gala-global.org/language-industry/intro-language-industry/what-internationalization> (Retrieved: 15/06/2023)
web3. = Wikipedia. https://hu.wikipedia.org/wiki/Kultur%C3%A1llis_be%C3%A1gyaz%C3%A1s (Retrieved: 15/06/2023)

Notes

- As a general rule, please avoid footnotes and only use them if necessary (e.g. if you would like to comment on the title of your paper). The data of the referenced works must be included in the references, and your ideas should be expanded in the body of the text.



Figures (pictures, graphs, charts)

Figures must be numbered (*Figure 1*) and given titles. Make sure to mention each figure in the body of the text. The number and title must be centre aligned (TNR size 12 font) **below the figure**. Please submit the figures incorporated in the text in adequate resolution and format (preferably in 600 dpi resolution in .jpg, .tif or .pdf format).

Example for the numbering and title of figures:

Figure 1. Ratio of printed and electronic dictionary usage

Tables

Tables must be numbered (*Table 1*) and given titles. Make sure to mention each table in the body of the text. The number and title must be centre aligned (TNR size 12 font) **above the table**. Please submit the tables incorporated in the text in adequate resolution and format (preferably in 600 dpi resolution in .jpg, .tif or .pdf format).

Example for the numbering and title of tables:

Table 1. The orientation of the author's presence in scientific texts (based on Biber et al. 2007)

Thank you for preparing your paper in accordance with the content and format requirements of HAALLT's Guidelines for Authors.

The Editors

Budapest, 2 August, 2023

Gábor Prószéky

Chair of MANYE

Ágota Fóris

Chair of Programme Committee

Katalin Fogarasi

Chair of Organising Committee

