Guidelines for Authors[1]

For written papers for the Congress of Hungarian Applied Linguistics for publication in the "HAALLT Congress Publications"

1. Guidelines on content

The *A MANYE Kongresszusok Előadásai* [HAALLT Congress Publications] is a peer-reviewed, Hungarian and English-language periodical on applied linguistics. We welcome manuscripts that contain original research and have been presented at the Hungarian Applied Linguistics Congress. Manuscripts must not have been previously published by their author or submitted elsewhere at the same time. They are required to be based on independent research, and the author's own results must be clearly distinguished from those of the cited authors.

The minimum criterion for the evaluation of submitted manuscripts is that the paper meets the formal requirements. These requirements are set out in the 'Guidelines for Authors'.

Submitted manuscripts will be peer-reviewed anonymously. The decision regarding the publication of manuscripts will be made by the editors based on the peer-reviewers' opinions, either a) published as written, b) sent back to the author(s) for rewriting (additions, restructuring, shortening etc.) or c) rejected. Authors must revise their papers according to peer-reviews and editorial recommendations. To improve transparency, please use tracked changes. The editors make the final decision on whether to publish a paper.

Information on how to submit manuscripts, including the email address and deadlines, will be provided in the latest Congress Circular.

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?

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[1] Prepared in 2019. Modified: 29 May 2025.

2. Responsible use of artificial intelligence tools

The paper should clearly be the result of independent work. Concealing the use of artificial intelligence (AI) tools and applications to create the content constitutes unacceptable misconduct and will be treated as plagiarism.

In some cases (e.g. title and idea generation; literature search and summarisation; abbreviation of texts or source material; structuring of written material; graphics and slides), AI can be of assistance to authors. In these cases, authors should disclose the use of artificial intelligence tools (e.g., name, version, date). If the AI is involved in the study as a subject of the research, i.e., if the author does something specific with the AI (e.g., talks to it or asks it questions), please provide the exact details of the AI used. We specifically ask authors to attest to the use of AI at initial submission and revision and describe its use upon submission.

Since some AI-based applications use other publications by human authors without acknowledging the source, there is a possibility that AI-generated text could be classified as plagiarism. In this context, we reiterate that it is the sole responsibility of the authors of the submitted works to ensure the soundness, veracity and legal compliance of the content.

For research ethics guidance, we recommend the following documents:
- A Magyar Tudományos Akadémia Tudományetikai Kódexe. 2010. https://mta.hu/data/dokumentumok/bolyai_osztondij/tudomanyetikai_kodex_kgy_2010050 4.pdf
- Living guidelines on the responsible use of generative AI in research. European Commission, April 2025. https://research-and-innovation.ec.europa.eu/document/download/2b6cf7e5-36ac-41cb-aab5-0d32050143dc_en?filename=ec_rtd_ai-guidelines.pdf
- The European Code of Conduct for Research Integrity 2023. Berlin: ALLEA. https://doi.org/10.26356/ECOC

3. Layout guidelines

Manuscript submissions can be between **20,000-30,000 characters**[2] (with spaces, references, figures, tables; figures and tables are considered proportionately in the character count). Please do not use tabs, spacing, styles or end-of-line hyphenation in the manuscript and follow the guideline below.

Manuscript language: Hungarian or (British) English.

Manuscripts should be submitted as Microsoft Word (.docx) files.

Structure of the paper
- Title of the paper.
- Author name.
- Author's place of work (from institution to department).
- Author's email address (official email address).
- Author's ORCID.
- Title of the paper in Hungarian, abstract in Hungarian and five keywords in Hungarian *(Kulcsszavak)*.
- Abstract in English and five keywords in English *(Keywords)*.

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[2] Except for plenary session lecture (keynote lecture) papers which can be up to 40,000 characters.

- Text of the paper divided into chapters (e.g. 1. Introduction…, 4. Summary) with references.
- References.
- Sources.

Fonts and layout
- Font and font size: Times New Roman (TNR), size 12.
- Line spacing: 1.
- Title: bold, TNR, size 14; left aligned.
- Author's name: bold, TNR, size 12 (in the case of multiple authors, please list the authors' names with an en dash); left aligned.
- Author's place of work: TNR, size 12 (in the case of multiple workplaces, please list them with a comma); left aligned.
- Author's email address: TNR, size 12 (in the case of multiple authors, please list the email addresses with a comma); left aligned.
- Author's ORCID (https://orcid.org/...): TNR 12 (if there are multiple authors, the ORCIDs should be separated by commas) and left aligned. If you do not have an ORCID, please register at https://orcid.org/register before submitting your manuscript.
- Abstract: below the title part 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 **Hungarian** and in **English** (with British English spelling). The Hungarian summary should begin with the Hungarian title. Your English summary should be written in an impersonal style and checked by a native speaker. The required format of the abstracts: TNR, size 10, line spacing: 1.
- For English-language titles, only the first word of titles and proper nouns should be capitalised. Use lower case for the rest.
- Segmenting sections with subheadings: subheadings must be left 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; the paragraph that follows the subheadings should begin left aligned and not be indented; indentation of References and Sources: hanging, 0.5.
- Emphasizing words: **bold.**
- In-text language examples: *italic.*
- Example sentences in the text: If the text contains many example sentences in a block, there should be one blank line before and after them. Do not use a paragraph and indent the example sentences by 1 cm from the left. Number the examples.
- In-text book or journal titles: *italic* (no need to translate).
- Do not use abbreviations in the text (except for e.g., etc., i.e., ibid.).

In-text citation
– Bibliographic references in the text are given in abbreviated form using the name and date system. An alphabetical list of references should be placed at the end of the paper under the heading **References** and **Sources.**
– 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).
– In the case of quotations in a foreign language, the Hungarian translation should be included in the body of the text and indicate who translated it (e.g. 'translated by the author'). The quotation should be given in the original language in the footnote, along with the exact reference.

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.

References to printed publications

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.
Sólyom R. 2020. *Szaknyelvi szemantika: Funkcionális kognitív elemzések.* Budapest: L'Harmattan – KRE.

Journal articles

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

Articles published in books

Braasch, A. 2006. Exploitation of Syntactic Patterns for Sense Group Identification. In: Corino, E., Marello, 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.

References to digital content/websites

- If the book or article has a DOI identifier, please provide it. If so, please do not include the date of access.
- If you are providing details of an article or webpage available electronically, please include the access date after the URL: (Accessed: 10 May 2025).
- If you have both a DOI identifier and a webpage for the referenced paper, please provide only the DOI identifier.

Books

Fóris Á., Bölcskei A. (főszerk.), Dér Cs. I., Csontos N. (szerk.) 2020. *Nyelv, kultúra, identitás. Alkalmazott nyelvészeti kutatások a 21. századi információs térben II. Pragmatika, diskurzuselemzés, interkulturális kommunikáció.* (A MANYE Kongresszusok Előadásai 12/2.) Budapest: Akadémiai Kiadó. https://doi.org/10.1556/9789634545361

Klaudy K., Robin E., Seidl-Péch O. (szerk.) *Bevezetés a fordítás és a tolmácsolás kutatásmódszertanába I. Általános rész.* Budapest: ELTE FTT – MANYE Fordítástudományi Szakosztály. https://doi.org/10.21862/kutmodszertan1

Vančo, I., Muhr, R., Kozmács, I., Huber, M. (eds.) 2020. *Hungarian as a pluricentric language in language and literature.* (Österreichisches Deutsch – Sprache der Gegenwart Vol. 22.) Frankfurt am Main: Peter Lang. https://doi.org/10.3726/b16977

Journal articles with DOI identifier

Bátyi, Sz., Khelifa, A. 2022. Dynamic motivation of international students in a Hungarian as a foreign language class: longitudinal case studies. *Alkalmazott Nyelvtudomány* Vol. 22. No. 2. 105–125. http://dx.doi.org/10.18460/ANY.2022.2.007

Ferenc V. 2018. A magyar tudományos nyelv nyelvökológiai megközelítésből. *Magyar Tudomány* 179. évf. 3. szám. https://doi.org/10.1556/2065.179.2018.3.6

Vágási T., Lengyel I., Fogarasi K., Patonai Z., Varga É. K. 2024. A kórházi ellátás dokumentumai. Ápolási dokumentáció. *Alkalmazott Nyelvtudomány* 24. évf. 1. szám. 77–93. http://dx.doi.org/10.18460/ANY.2024.1.005

Articles published in books

Fóris Á., Bölcskei A. 2019. Ajánlások a magyar terminológiastratégiához. In: Fóris Á., Bölcskei A. (szerk.) *Terminológiastratégiai kihívások a magyar nyelvterületen.* Budapest: L'Harmattan – OFFI Zrt. Budapest. 140−164. https://www.offi.hu/offi-akademia/kiadvanyok/terminologiastrategiai-kihivasok-a-magyar-nyelvteruleten (Accessed: 10 May 2025).

Paulsrud, B. A., Cunningham, U. 2024. Parallelingualism, translanguaging, and English-medium instruction in Nordic higher education. In: Peterson, E., Beers Fägersten, K. (eds.) *English in the Nordic countries. Connections, tensions, and everyday realities.* New York: Routledge. 127–147. https://doi.org/10.4324/9781003272687-9

Reference to sources

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 accession: (Accessed: 10 May 2025)

Ittzés N. (főszerk.) 2016–2025. *A magyar nyelv nagyszótára.* Budapest: MTA Nyelvtudományi Intézet. https://nagyszotar.nytud.hu (Accessed: 10 May 2025)

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

Lanstyák I. 2017. *Nyelvi ideológiák (általános tudnivalók és fogalomtár).* http://web.unideb.hu/~tkis/li_nyelvideologiai_fogalomtar2.pdf (Accessed: 10 May 2025)

Magyar Tudományos Akadémia 2021. *A magyar helyesírás szabályai.* (12. kiadás) Budapest: Akadémiai Kiadó.

Molnár Cecília Sarolta 2012. Hogyan hivatkozzunk? *Nyelv és Tudomány* 2012. április 10. http://www.nyest.hu/hirek/hogyan-hivatkozzunk (Accessed: 10 May 2025)

Paperback Oxford English Dictionary. 2013. (7th ed.) Oxford: Oxford University Press.

– If there is no author, or if the only information provided is a URL, the abbreviation is followed by a full stop, then an equals sign, and then the URL, e. g.:

web1. = A Magyar Tudományos Akadémia Tudományetikai Kódexe 2010. https://mta.hu/data/dokumentumok/bolyai_osztondij/tudomanyetikai_kodex_kgy_20100504.pdf (Accessed: 6 May 2025)

web2. = Globalization and Localization Association (GALA). https://www.gala-global.org/language-industry/intro-language-industry/what-internationalization (Accessed: 10 May 2025)

web3. = Hogyan hivatkozzunk internetes forrásokra? *Nyelv és Tudomány* 2013. április 20. http://www.nyest.hu/hirek/hogyan-hivatkozzunk-internetes-forrasokra (Accessed: 10 May 2025)

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, or to give a full quotation from a book in a foreign language). The data of the referenced works must be included in the references, and your ideas should be expanded in the body of the text.

– Acknowledgements, such as the grant or institution that supported the research, should be included in a footnote to the title.

– Do not use endnotes.

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):

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):

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.