

# Format and Content Requirements



Köz-gazdaság  
Review of Economic Theory and Policy



## 1. General information

- Submissions to the journal may be rendered in either English or Hungarian.
- For papers written in English, please follow the British English grammar rules.
- The maximum length for Hungarian-language manuscripts is 40,000 characters, inclusive of spaces, whereas English-language submissions should not exceed 8,000 words.
- Manuscripts must be submitted in .doc or .docx format to the editorial office. Authors are encouraged to utilize the provided Word template, accessible for download from the [journal's website](#).
- Submissions can be transmitted via email to either of the following addresses: [journal@retp.eu](mailto:journal@retp.eu) or [koz.gazdasag.bce@gmail.com](mailto:koz.gazdasag.bce@gmail.com).
- Simultaneously with the submission of the manuscript, authors are required to transmit the accompanying figures to the journal in a distinct .xls or .xlsx file format, designed to allow editing. It is advisable to utilize the provided Excel template file, available for download from the [journal's website](#).
- Anonymization of the manuscript prior to submission is deemed unnecessary, as this responsibility will be undertaken by the editorial office.

## 2. Title page

**For manuscripts submitted in Hungarian, the title page should contain the following particulars:**

- Hungarian title,
- English title,
- names of authors,
- authors' affiliations, including positions and institution,
- an abstract in Hungarian,
- 3-5 keywords in Hungarian,
- an abstract in English,
- 3-5 keywords in English,
- 3-5 JEL codes in EconLit format ([accessible here](#)).

**For manuscripts submitted in English, the title page should contain the following particulars:**

- English title,
- names of authors,
- authors' affiliations, including positions held and institutional affiliations,
- an abstract in English,
- 3-5 keywords in English,
- 3-5 JEL codes in EconLit format ([accessible here](#)).

## 3. Abstract

The primary text of the manuscript must invariably be prefaced by an abstract. In the case of Hungarian-language manuscripts, the abstract should be provided in both Hungarian and English; whereas for English-language submissions, the abstract is required only in English. The abstract is constrained to a maximum length of 250 words.

It is important to note that the abstract is distinct from the introduction and serves as a standalone unit. A well-written abstract should succinctly summarize the main claims and conclusions of the paper, enabling readers to determine the relevance of the information and the necessity of reading the full manuscript.

### The abstract should adhere to the following structural framework:

1. Contextualization: Provide background information regarding the research context and emphasize the significance of the study.
2. Purpose statement: Clearly articulate the objectives of the research.
3. Methodology overview: Describe the approach and methods employed in the study.
4. Results presentation: Present the main findings or outcomes of the research.
5. Result interpretation: Engage in a discussion of the results, including recommendations, implications, or applications arising from the findings.

### Common problems to avoid:

1. Abstracts predominantly focusing on the research inquiry or investigation rather than the outcomes.

#### Poor example:

*Economists have long been concerned with the factors that influence economic growth, and this study seeks to answer that question.*

#### Good example:

*Through an examination of the determinants of economic growth, this study reveals that both capital accumulation and productivity are key drivers of achieving higher growth.*

2. The abstract provides broad categories rather than offering specific details of the findings

#### Poor example:

*The paper describes which variables are most important for economic growth.*

#### Good example:

*The study identifies capital accumulation and productivity as the foremost variables associated with economic growth.*

## 4. Main text

### 4.1. General information

- Chapters and subchapters should be denoted using Arabic numerals. Subchapters must include the number of the main chapter as well, such as 1., 1.1., 1.1.1., 1.2., 1.2.1., etc.
- Introductory and concluding summary chapters are exempt from numbering when numbering the chapters, with the second chapter (literature review) being assigned the number 1.
- In English-language manuscripts, chapter titles should be formatted in accordance with sentence case rules.
- Authors are advised to utilize a Word template file that conforms to the journal's style guidelines, available for download from the [journal's website](#).

### 4.2. Proposed structure of the study

1. The manuscript should commence with an introduction delineating the significance and contextual background of the topic under investigation along with the research question.
2. Subsequently, a review of previous research pertinent to the study's topic should be provided. This review should inform the formulation of the study's hypothesis or hypotheses.
3. Following the literature review, an exposition of the methodology employed is warranted, elucidating why the chosen methodology is deemed suitable for addressing the research problem.

4. Subsequent to the methodological exposition, the paper should present the obtained results. This section should predominantly offer a descriptive account, reserving the interpretation of results for later discussion.
5. When formulating conclusions, meticulous attention should be paid to delineating correlations, disparities, and insights derived from the results. Additionally, interpretations, recommendations, and potential applications should be provided.
6. The manuscript should culminate with a conclusion, wherein any parallels or distinctions between the present research and prior studies are highlighted. This serves to underscore the unique contribution of the current research to the scholarly community.

### 4.3. Figures

**Please adhere to the following guidelines regarding figures:**

- Whenever possible, provide figures in an editable (Excel) format.
- It is recommended to use the Excel template file, which aligns with the journal's style and is accessible for download from the [journal's website](#).
- Always include axis labels when the content of the axes is not self-evident, and indicate units of measurement where applicable.
- Place figure titles within the main text rather than incorporating them within the figures.
- Assign a number to each figure: Figure 1, Figure 2, etc.
- Clearly indicate the source of each figure and the data used to produce it. If you have edited a figure, please note this as "Source: Edited by the author based on ...". (For Hungarian-language studies: "Forrás: Saját szerkesztés ... alapján")
- Refer to all figures in the main text, specifying the figure number.
- Where possible, arrange figures vertically rather than side by side.
- Ensure that the figures can be understood independently of the main text.

### 4.4. Tables

**Please adhere to the following guidelines regarding tables:**

- In all instances, utilise headings that clearly specify the contents of the columns or rows. Additionally, indicate units of measurement where applicable.
- Place table titles within the main text rather than incorporating them within the tables.
- Assign a number to each table: Table 1, Table 2, etc.
- Clearly indicate the source of each table and the data used to produce it. If you have edited a table, please note this as "Source: Edited by the author based on ...". (For Hungarian-language studies: "Forrás: Saját szerkesztés ... alapján")
- Refer to all tables in the main text, specifying the table number.
- Where possible, arrange tables vertically rather than side by side.
- Ensure that the tables can be understood independently of the main text.

### 4.5. Listings

Please use a bulleted list in all cases, except where a numbered list is explicitly required and conveys specific meaning, such as when listing sequences of interdependent processes or steps.

**As a rule, lists should be formatted as follows:**

The smallest positive integers:

- one,
- two,
- three.

**alternatively:**

- The numbers can be positive.
- The numbers can be negative.

## 4.6. Number format

### Use a decimal comma in Hungarian texts:

5,6    6,7    9,3    etc.

### Use a decimal point in English texts:

5.6    6.7    9.3    etc.

### Always include the leading zero in Hungarian texts:

Correct:        0,237

Incorrect:     ,237

### Always include the leading zero in English texts:

Correct:        0.237

Incorrect:     .237

## 4.7. Equations

Equations and formulas should be denoted by Arabic numerals enclosed in brackets and aligned to the right: (1), (2), etc.

## 4.8. Quotation

When quoting, always use double quotation marks (“...”) rather than single quotation marks (‘...’). Ensure that the opening quotation mark is positioned at the bottom (,) and the closing quotation mark is positioned at the top (”) in Hungarian texts.

## 4.9. Acknowledgements

The acknowledgements should be placed in a separate paragraph following the main text but preceding the list of references.

# 5. Citations and references

Citations and references in the journal adhere to the 7th edition of the American Psychological Association (APA) guidelines. Below are examples of the correct citation format for the most common types of documents. For further information, please visit [this page](#).

## 5.1. Citations

### Citations should be enclosed in parentheses:

(Author’s surname, Year of publication)

#### Example:

(Szentés, 1999)

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### When quoting verbatim, please indicate the exact page number:

(Author’s surname, Year of publication, p. page number)

#### Example:

(Szentés, 1999, p. 11)    **or**    (Szentés, 1999, pp. 11-12)

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### For works with two authors, the authors’ surnames should be linked with an “&”:

(First author’s surname & Second author’s surname, Year of publication)

#### Example:

(Thanavaro & Moore, 2017)

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### If you use narrative citation, the following format is correct:

First author’s surname and Second author’s surname (Year of publication)

#### Example:

Thanavaro and Moore (2017)

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### For works with three or more authors, only the surname of the first author should be provided, followed by the abbreviation “et al.”:

(Surname of first author et al., Year of publication)

#### Example:

(Dyer et al., 2018)

## 5.2. References

### JOURNAL ARTICLES

Author's surname, First initial. Second initial. (Year of publication). Title of journal article: Subtitle of journal article. *Title of Journal, Volume(Issue)*, page range. DOI in link form

#### Example:

Meier, N. F., & Welch, A. S. (2016). Walking versus biofeedback: A comparison of acute interventions for stressed students. *Anxiety, Stress & Coping: An International Journal*, 29(5), 463-478. <https://doi.org/10.1080/10615806.2015.1085514>

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### BOOKS

Author's surname, First initial. Second initial. (Year of publication). *Title of book: Subtitle of book*. Publisher. DOI in link form

#### Note:

The place of publication does not need to be indicated.

#### Example:

Stegenga, J. (2018). *Care & cure: An introduction to philosophy of medicine*. The University of Chicago Press. <https://doi.org/10.7208/chicago/9780226595177.001.0001>

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### BOOK CHAPTERS

Author's surname, First initial. Second initial. (Year of publication). Title of book chapter: Subtitle of book chapter. In Editor's first initial. Second initial. Surname (Ed(s)), *Title of book: Subtitle of book* (pp. page range). Publisher. DOI in link form

#### Note:

The place of publication does not need to be indicated.

#### Example:

Zelege, W. A., Hughes, T. L., & Drozda, N. (2020). Home-school collaboration to promote mind-body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind-body health in schools: Interventions for mental*

*health professionals* (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

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### REPORTS AND STUDIES PUBLISHED BY ORGANISATIONS

Name of Organisation. (Year of publication). *Title of report or study: Subtitle of report or study*. Link

#### Note:

A full stop should be placed after the name of the organisation.

#### Example:

World Health Organization. (2014). *Comprehensive implementation plan on maternal, infant and young child nutrition*. [https://iris.who.int/bitstream/handle/10665/113048/WHO\\_NMH\\_NHD\\_14.1\\_eng.pdf?ua=1](https://iris.who.int/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1)

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### REPORTS AND STUDIES PUBLISHED BY INDIVIDUAL AUTHORS

Author's surname, First initial. Second initial. (Year of publication). *Title of report or study: Subtitle of report or study*. Name of publishing organisation. Link

#### Example:

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). *How playful learning can help leapfrog progress in education*. Center for Universal Education at Brookings. [https://www.brookings.edu/wp-content/uploads/2019/04/how\\_playful\\_learning\\_can\\_help\\_leapfrog\\_progress\\_in\\_education.pdf](https://www.brookings.edu/wp-content/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf)

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### ONLINE ARTICLES

Author's surname, First initial. Second initial. (Year, Month Day of last update). Title of online article: Subtitle of online article. *Title of News Portal*. Link

#### Example:

Roberts, S. (2020, April 9). Early String Ties Us to Neanderthals. *The New York Times*. <https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html>

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## ONLINE ARTICLES (WITHOUT AUTHORS)

Title of online article: Subtitle of online article. (Year, Month Day of last update). *Title of News Portal*. Link

### Note:

When using in-text citations, enclose the title of the article in quotation marks. It is not necessary to print the full title, a snippet that clearly identifies the content being cited is sufficient. However, the full title must be included in the list of references.

### Example (In-text citation):

“Czech Republic and Slovakia” (2020)

### Example (Reference list):

Czech Republic and Slovakia set new car production records in 2019. (2020, January 15). *Kafkadesk*. <https://kafkadesk.org/2020/01/15/czech-republic-and-slovakia-set-new-car-production-records-in-2019/>

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## DATA SETS PUBLISHED BY ORGANISATIONS

Name of Organisation. (Year of publication). *Title of data set: Subtitle of data set* (Version) [Data set]. Link

### Note:

A full stop should be placed after the name of the organisation.

### Example:

Ministry for the Environment. (2016). *Vulnerable catchments* (Version 17) [Data set]. <https://data.mfe.govt.nz/layer/53523-vulnerable-catchments/>

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## DATA SETS PUBLISHED BY INDIVIDUAL AUTHORS

Author's surname, First initial. Second initial. (Year of publication). *Title of data set: Subtitle of data set* (Version) [Data set]. Name of the organisation responsible for the publication of the data set. Link

### Example:

O'Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (Version V1) [Data set]. Inter-university Consortium for Political and Social Research. <https://www.icpsr.umich.edu/web/ICPSR/studies/36966/versions/V1>