

**University of Debrecen  
Faculty of Economics and Business  
Council of Student Research Societies**

**THE SUBSTANTIVE AND FORMAL  
REQUIREMENTS OF TDK PAPERS**

## 1. General requirements

The paper is to be submitted by the posted deadline in 2 printed and spiral-bound copies, together with an original signed copy of the “Declaration by the student and the consultant” (Appendix 8 to the TDK Regulations). In a parallel way, it is to be uploaded to the Faculty’s TDK system in electronic form, in accordance with the document titled “Information for students on the process of registration and application for the Faculty’s Student Research Society Conference and the process of submitting the papers” (<http://gvktdk.agr.unideb.hu/>). We emphasize that the paper must be – and can only be – uploaded in the form of a PDF document, which should be names as follows: XDXCBQ\_TDK.pdf, where the example XDXCBQ is the student’s NEPTUN code, followed by an underscore character and the letters “TDK”.

The paper is evaluated by two reviewers from among the members of the evaluation committee of the given category, taking into account the evaluation criteria provided. These criteria can be found in the document titled “Evaluation form of TDK papers”. Spelling, style, and the formal requirements discussed below are also among the evaluation criteria. In terms of (Hungarian) spelling, the latest edition of the publication titled *A magyar helyesírás szabályai* (The Rules of Hungarian Orthography) are guiding.

## 2. The length requirements applicable to TDK papers

As regards the length of TDK papers, the following requirements should be observed:

- In the **Section of Economics**, the requirement is that the length of the paper can be **up to 80 pages** (with no lower limit), which is understood as ranging from the first page of the Introduction to the last page of the Summary, i.e. without any appendices.
- According to the requirements of the **Section of Agricultural Sciences**, the length of the paper, including appendices, must be **at least 30 and not more than 50 pages**.
- In the **Section of Physical Education and Sport Sciences**, the length of the papers (including any appendices) **is maximum 20 pages**, with no minimum requirement.

It is recommended that the criteria in terms of length (and content) of the OTDK section into which the paper may be delegated in case of qualifying into the national round (OTDK) should be taken into consideration already at the time when preparing the paper for the Faculty conference. Students are encouraged to discuss with their consultants concerning the above. If necessary, the advisors of the Student Research Society at the Faculty level can also provide advice on this. The current calls for papers and requirements of the three relevant OTDK sections can be downloaded under the OTDK menu item of the Faculty’s TDT website.

## 3. The formal requirements applicable to TDK papers

The TDK paper should be printed on white sheets of A4 size, with 2.5 cm margins on all sides, using 12-point size Times New Roman font and 1.5 line spacing. The pages should be numbered at the centre bottom of the page, with the exception of the cover page, the abstract and the appendices.

Please use single 0 (zero) spacing before and after the paragraphs (text, title, name of chapters, etc.). (This is the default setting of the Microsoft Word.) The paragraphs should be

separated without a line break (no empty line), starting with 1 cm indentation (as used in the present document).

Please start every main chapter (see the structure discussed in Chapter 3) on a new page. The individual chapters should be given decimal chapter numbers, with the exception of the “Table of Contents”, the “Introduction”, the “Abstract”, the “References” and the “Appendices”. Main chapters should have chapter numbers with one digit (1, 2, 3, etc.), while subchapter numbers should consist of two or a maximum three digits (1.1, 1.2 or 1.1.1, 1.1.2, etc.). The title of the main chapters should be written using 14-point size, bold, Times New Roman font, with capital letters. Unnumbered main chapters should be centre aligned, while numbered ones should be aligned left. The format of first-level subchapters (with two-digit subchapter numbers) should be set in 12-point size Times New Roman bold, while second-level subchapters (with three-digit subchapter numbers) in 12-point size Times New Roman italics. For additional subheading titles, use a unique formatting without numbering.

The width of tables and figures is recommended to be of A4 size or multiples. The content and aesthetic values of the TDK paper are enhanced by clearly designed tables, figures, diagrams, and photographs. Each table, figure or photograph should have a title and a serial number, in such a way that the title and number of tables are inserted above the table, while the title and number of figures/photographs below the figure/photograph. There should be references to all tables, figures and photographs from the text. The symbols of the SI (Système International d’ Unités) should be used for units of measurement.

The formal requirements applicable to tables are in accordance with the following sample (*Table 1*). Reference in the body of the paper should be in accordance with the previous sentence, i.e. in or without parentheses, using the word “Table” followed by the number, in italics. After the text, the word “Table” followed by the serial number of the table should be inserted after a line break, followed by the title of the table, in bold type. Units of measurement may be shown as indicated in *Table 1* (in parentheses, below the title of the table, set in normal, italicised font), or after a line break following the title of the table, justified right (e.g.: Unit of measurement: kg/ha). The designations in the first row of the table should be edited in bold, vertically and horizontally centred. The font size of the contents of the table may differ from the 12-point size, depending on the content, and the line spacing is usually 1. Regardless of the number of columns, tables should extend from margin to margin (if necessary, a wider column should be set) (Clicking on the table and use the “AutoFit Window” command). The lines around the tables should have a line thickness of 0.5 points.

The indication of the source is always required under the tables, without a line break. After the source of the table, the text may continue in the next line after the line break.

**Table 1: Economic indicators for the different systems of egg production**

<b>Production system</b>	<b>Production of eggs</b> ( <i>pcs/hen/year</i> )	<b>Use of feed</b> ( <i>g/hen/day</i> )	<b>Fixed cost</b> ( <i>EUR/place for hen/year</i> )	<b>Working time</b> ( <i>minutes/hen/year</i> )
Conventional cage	280	110	2.00	5
Furnished cage	275	115	3.60	n.a.
Multi-level cage with litter	270	120	3.60	10
Deep litter cage	270	120	3.90	16
Cage with run	260	125	>4.00	22

Source: Damme, 2011

Please use *Figure 1* as a sample for the formatting of figures. The serial numbers and descriptions of figures should be edited similarly to those of tables, except that they must be placed under the figures. After a continuous text, the figure may be inserted into the following line after the line break. Please always insert figures as enhanced metafiles. The title of the figure should be placed in the line following the figure (do not use spacing before and after), followed by the source. These require editing to a form as described in case of tables.

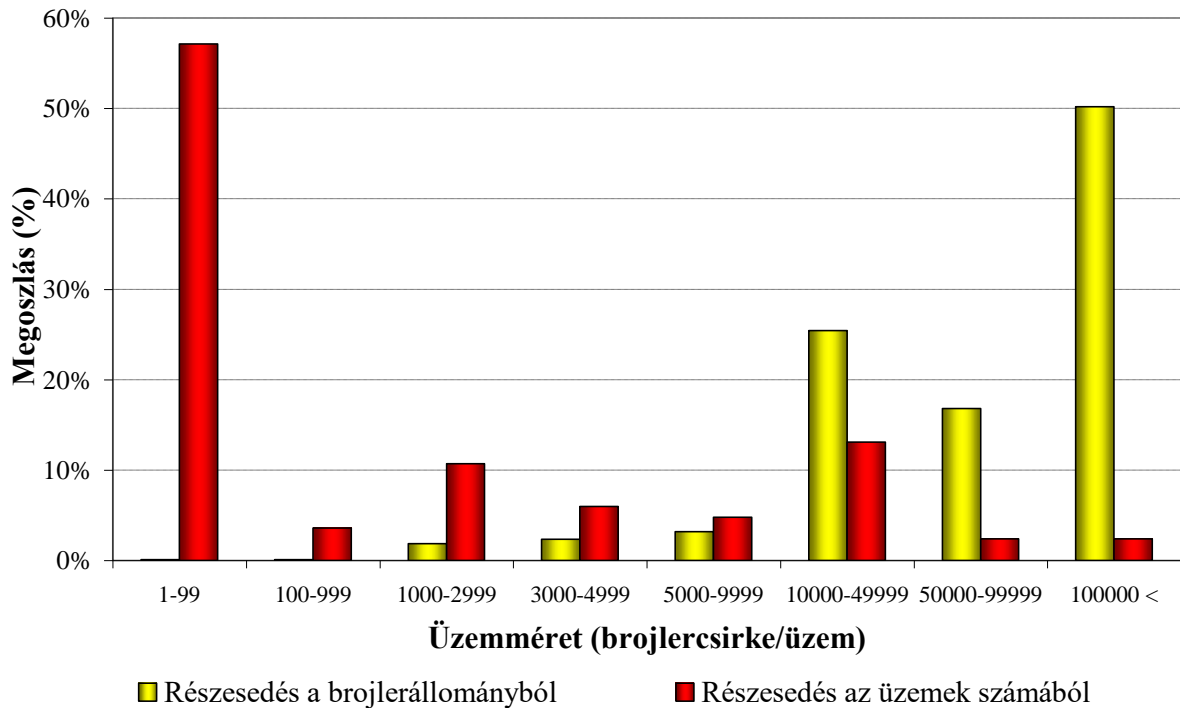


Figure 1: **The distribution of the broiler stock in Hungary according to plant size (2005)**

Source: Eurostat, 2007

#### 4. The expected structure of TDK papers

TDK papers should be prepared along the structure described in detail below.

- Cover page
- Abstract
- Table of contents
- Introduction
- 1. Raising of topic
- 2. Review of relevant literature
- 3. Material and method
- 4. Findings and their analysis
- 5. Conclusions and recommendations
- Summary
- References
- Appendices

### ***Cover page***

Please use the specimen in *Appendix 1* when preparing the cover page of the paper. The cover page contains the name of the institution, the phrase “Student Research Society”, the title of the paper in Hungarian and in English, the word “Debrecen” and the date of the closing of the manuscript. Please provide the date of the closing of the paper by identifying the day, month and year completion of the test, with a precise indication of the year, month and day, thereby helping the appropriate evaluation. The title of the paper should be concise, easily comprehensible and expressive of the content.

### ***Abstract***

Please insert the Abstract drawn up on the basis of the guidance provided in the document titled “The substantive and formal requirements of TDK abstracts” after the “Cover page” and before the “Table of contents”, without page numbering. The abstract should start with the title of the paper and should not be marked as a chapter title. It should not be included in the table of contents either.

### ***Table of contents***

The table of contents should be generated automatically, which presupposes that the titles of the individual chapters are edited as headings – in accordance with the format discussed before. The abstract and its page number should not be included in the table of contents.

### ***Introduction***

The introduction of the paper should address the theoretical and practical significance of the topic (maximum 2 pages).

### ***Raising of topic***

In the raising of topic, it is necessary to justify the own research, and to precisely define the objectives, as well as the tasks attached to those objectives (1-2 pages).

### ***Review of relevant literature***

In the literature review, the literature related to the subject should be processed and presented, which should be closely linked to the subject. The results described in the literature should be critically analysed and evaluated. The length of this part should be 20-25% of the paper. The method of referencing is presented in *Chapter 4*.

### ***Material and method***

In this chapter, the conditions of experimentation, testing, and methods of analysis shall be described in the description of materials and methods related to tests, monographic analyses. This chapter should not be longer than 10-15% of the entire paper.

### ***Findings and their analysis***

This chapter contains the results of the author’s own studies and analyses. The results should be summarised in tables, illustrated by figures, and verified by way of mathematical-statistical methods, taking into account the specificities of the discipline. It is important that the student record, explain and compare the results with the results of other studies accurately and transparently. This chapter should comprise 40-50% of the total volume of the paper.

### ***Conclusions and recommendations***

This chapter should present the main conclusions drawn on the basis of the results, and make recommendations for their practical application and/or further development. The length of this chapter should be 2 to 3 pages.

### ***Summary***

The summary chapter is not necessarily identical with the abstract submitted at the time of application. The length of this chapter should not be more than 3 pages, which means summarising the substance of the TDK paper in 3 pages. The author should briefly summarise the circumstances under which investigations were carried out, as well as the scope of the issues covered (objectives). The main results, findings and the conclusions drawn should be presented here. An effort should be made for concise and clear wording.

### ***References***

For the detailed requirements concerning the bibliographical references, see *Chapter 5*. The proposed structure of the references is the following (in the case of a sufficient number of items, it is appropriate to split it into Hungarian and foreign parts):

- books, articles, studies;
- data collection on the Internet (in this case, particular attention should be paid to the citations, and references should be provided preferably by way of indicating the authors and titles);
- other sources, e.g.: provisions of law, statistical data sources, company materials.

### ***Appendices***

This is the place for such large-size tables and figures the insertion of which in the main body of the text would have been problematic. In addition, this is also where the documents serving as the basis of questionnaire-based surveys, as well as the underlying tables of statistical and mathematical calculations can be inserted. In some cases, shorter textual documents (e.g. contracts, details from provisions of law) can also be included here. The length of the appendices should not be more than 8-10 pages.

## **5. The methods of using references**

Providing references to the literature and sources used in the course of writing the paper are mandatory. In particular, we would like to point out that plagiarism is not allowed in any form, and even the author's own works cannot be quoted without providing references (prohibition of self-plagiarism). In the TDK paper, references to literature and other sources should be provided as follows:

- In case of a single author, by reference to the author's name: author's name, comma, year of publication (Dohy, 1984). A hyphen is used for single authors with a double (hyphenated) family name (Ráthonyi-Odor, 2014).
- If there are two authors, the family names of both must be included in the reference in the following way: name, space, dash (not hyphen!), space, name, comma, year (Molnár – Szöllősi, 2015).
- In case of three or more authors: first author's name followed by "et al.", comma, year of publication (Arrow et al., 2002).
- In case of several publications establishing the same fact: the description of the fact followed, in brackets, by the list of the authors with years of publications listed chronologically and separated by semicolons. E.g.: "The link between economic

growth and environmental degradation was discussed by a significant number of theoretical and empirical works in recent years (World Bank, 1992; Selden – Song, 1994; Shafik, 1994; Grossman – Krueger, 1995; Cole et al., 1997; Rothman, 1998; Suri – Chapman, 1998; Agras – Chapman, 1999; Munasinghe, 1999; Dinda et al., 2000; Gawande et al., 2000; Tisdell, 2001; Bimonte, 2002; Pasche, 2002; Dinda, 2004a,c).”

- Reference to several works published by an author in the same year: author’s name, year of publication followed by “a”, “b”, “c” etc. in the order of references appearing in the paper, such as Popp, 2010a, then Popp, 2010b, etc.
- In case of Internet sources, the name of the author and the year of publication should be used in brackets, in accordance with the above, and the internet address is only provided in the list of references. If the author cannot be identified, we refer to the name of the website and in brackets, to the year of the visit, e.g. WTO (2012). In this case, the exact URL is only listed in the bibliography.
- The reference may also be continuous in the text, for example, “Horn (2000) found that...” or “according to Tóth – Béres (1996)...” or “in the opinion of Tikász et al. (2007) ...” or “both Barton (1997) and Sziklai (1999) agree that...”.
- If, in one of the identified sources, you find another work reference that you find useful to quote, but you are unable to find the original document (e.g. it is a foreign work published a long time ago), the following example gives guidance: (Yaari, 1965, quoted by Marchiori, 2011).
- Literal (verbatim) quotations must be put in quotation marks. Frequent literal quotations should be avoided – a large number of quotations can only be justified in the case of certain genres and topics – as the author must primarily give an account of his or her own thoughts and research findings, rather than write a “reader’s diary”. In the case of quotations, the reference must also include the exact page number after the year, for example: (Szűcs, 2012, p.28.).
- Where reference is made to a given sentence or paragraph, the end-of-sentence period should be placed after the reference in parentheses, not at the end of the quotation (before the parentheses). For example: Instead of “...fish production was 1,000 tonnes. (Szűcs, 2012)”, you should use “...fish production was 1,000 tonnes (Szűcs, 2012).”

## **6. Requirements pertaining to the bibliographical references**

The “References” section should be compiled precisely and carefully, and should conform to the national and internationally accepted forms. The items must be placed in the list of references in alphabetical order according to the names of the authors. Only such items may be included in the references that the author actually used and to which there is a reference from the manuscript. When compiling the list of references used, it is essential that the bibliographical items should include the data in an accurate and verifiable way, on the basis of which these sources can be retrieved. The titles of publications must be provided in the language in which they were published.

In case of publications in journals: the family name(s) of the author(s), the first letter of the first name, period, in case of several authors, separated by a dash (not a hyphen!), the year of publication in parentheses, colon, space, the title of the article, period, the title of the journal, period, volume number, period, issue number, period, page number, period.

- Popp J. – Székely Cs. (2011): Az Agrárgazdasági Tanács állásfoglalása az agrárgazdaság 2010. évi helyzetéről. Gazdálkodás. Vol. 55. issue 7. pp. 604-614.

In case of foreign authors (or publications that appeared in a foreign language), the family name is followed by a comma, then the first letter of the given name, followed by a period. For example:

- Coase, R.H. (1990): Accounting and the theory of the firm. *Journal of Accounting and Economics*. Volume 12. Issues 1-3. January, pp. 3-13.

When referring to several articles published by the same author or authors in the same year, the corresponding letters of the alphabets (“a”, “b”, “c”, etc.) should be written after the year of publication.

In case of books: the family name(s) of the authors, the first letter of the given name, period, in case of several authors, separated by a dash (not a hyphen), year of publication in parentheses, colon, the title of the volume, period, the name of the publisher, comma, the place of publication, comma, the length of the book. For example:

- Popp J. – Potori N. – Udovecz G. (2005): Főbb mezőgazdasági ágazatok várható kilátásai az EU csatlakozás után. Szaktudás Kiadó Ház, Budapest, 174 p.
- Schultz, T.W. (1971): *Investment in Human Capital: The Role of Education and of Research*. Free Press, New York, 365 p.

If the individual chapters of the given book were written by different authors, the name of the author, the year of publication, the title of the chapter, the name of the volume editor, the name of the publisher, as well as the starting and ending page numbers of the chapter should be indicated. For example:

- Popp J. (2011): Növekvő feszültség az élelmiszer- és bioüzemanyag-ipar között? In: *Változó prioritások az európai mezőgazdaságban*. (Eds.: Fertő I. – Forgács Cs. – Jámbor A.). Agroinform Kiadó és Nyomda Kft., Budapest, pp. 137-156.
- Pupos T. (2013): A brojlerhizlalás főbb ökonómiai kérdései, a versenyképesség faktorai és tényezői. In: *Versenyképes brojlerhizlalás* (Eds.: Bárány L. – Pupos T. – Szöllősi L.). Szaktudás Kiadóház Zrt., Budapest, pp. 35-47.

In case of a paper published in other types of periodicals, such as conference proceedings, the reference should only be included if the conference proceedings volume includes the full text or an informative condensed version of the paper presented. Name of the author (presenter of paper), year in parentheses, colon, title of the paper presented, starting and ending page numbers of the author’s paper, followed by “In:” title/topic/section of the conference (if any and included in the publication), the name, serial number (in Arabic numbers) of the conference, the name of the editor of the publication, the title of the publication (conference proceedings), volume number, publisher, place of publication, length (number of pages or CD publication) and ISBN number (if any), name of the organizer(s) of the conference, place place, full date of the conference. For example:

- Szabó G. (2007): Változások az EU-csatlakozás után a magyar mezőgazdaságban. pp. 453-466. In: *Agrárgazdaság, Vidékfejlesztés, Agrárinformatika Nemzetközi Konferencia (AVA III.)* (Eds.: Nábrádi A. – Lazányi J. – Herdon M.). DE ATC AVK, Debrecen, 650 p. Debrecen, 20-21 March 2007.
- Kálmán Á. – Szöllősi L. – Nagy L. (2016): A magyar baromfiágazat külkereskedelmi kapcsolatai és lehetőségei. pp. 131-140. In: *LVIII. Georgikon Napok* (Ed.: Nagy Z.B.). Pannon Egyetem Georgikon Kar, Keszthely, 29-30 September 2016.

If it is clear from an electronic document on the internet that it has an author, title, place of publication (journal or book), the bibliographic data (name of author(s), date, etc.) should



be indicated in the references in the manner discussed above, providing the internet link and the date of access at the end of the citation. For example:

- Tobin, J. (1998): Supply constraints on employment and output: NAIRU versus natural rate. International Conference in memory of Fausto Vicarelli. Rome, November 21-23, 1998. “Theory, reality, and social commitment: the economist’s stance”. Cowles Foundation Paper 1150. <http://cowles.econ.yale.edu/P/cd/d11b/d1150.pdf> (accessed: 11 November 2007).
- OECD-FAO (2018): OECD-FAO Agricultural Outlook 2018-2027. OECD Publishing, Paris/Food and Agriculture Organization of the United Nations, Rome. [https://doi.org/10.1787/agr\\_outlook-2018-en](https://doi.org/10.1787/agr_outlook-2018-en) (accessed: 3 September 2018).

## **Appendix 1: The cover page of the TDK paper**

**UNIVERSITY OF DEBRECEN  
FACULTY OF ECONOMICS AND BUSINESS**

*COUNCIL OF STUDENT RESEARCH SOCIETIES*

**THE TITLE OF THE PAPER IN HUNGARIAN**

**THE TITLE OF THE PAPER IN ENGLISH**

DEBRECEN  
FULL DATE (OF CLOSING OF MANUSCRIPT)