

The content and format requirements of preparing the dissertation and the thesis booklet

Outer cover of the doctoral dissertation

- (1) The cover material. The doctoral dissertation should be bound in a black cloth binding that is durable and capable of securing the pages together perfectly. As a doctoral dissertation is both a document to be preserved in the long term and a source work, the binding must guarantee the integrity and completeness of the pages of the doctoral dissertation.
- (2) The spine of the outer cover shall bear the following in gold letters of 5 mm:
 - a) the candidate's family name and given name in the order customary in the Hungarian language (in the case of foreign candidates, in the authentic order),
 - b) separated from this with a colon, the main title of the doctoral dissertation,
 - c) in the case of a doctoral dissertation comprising several volumes, the volume number in Roman numerals followed by the word "volume",
 - d) the year of submission of the doctoral dissertation.
- (3) The following information must appear on the front of the outer cover:
 - a) at the top of the cover, 30 mm below the top edge, in 5 mm capital letters, aligned in the centre, the name of the Corvinus University of Budapest,
 - b) the title (featured at least 7 mm from the top edge of the cover in large letters) and the subtitle (featured 5 mm from the top edge of the cover in large initials) must appear approximately 90 mm from the top edge of the cover, centred, in separate lines. (The subtitle should also be displayed as a separate heading, i.e. it does not need to be enclosed in brackets or in square brackets.),
 - c) leaving a space of about 20 mm, the words "Doctoral dissertation" must appear below the title, in capital letters of at least 5 mm in width,
 - d) below this, the name and academic degree of the supervisor(s) should be indicated in 7 mm (not all caps) letters, leaving a space of about 20 mm ,(Supervisor: XY DSc, CSc, PhD),
 - e) below this, the name of the author as it appears on his/her identity documents, in 7 mm (not all capital letters), at least 70 mm from the top, aligned to the right,
 - f) and 30 mm from the bottom of the cover, centred, the place of defence of the doctoral dissertation (Budapest) and the year of the dissertation must be featured in 5 mm letters,
 - g) all text on the front cover must be written in gilt type.
 - h)

Paper size, typography, page numbering

- (4) Figures and drawings in the text do not have to be in black and white.
- (5) Margins: a minimum margin of 40 mm should be left on the left edge of the binding and a minimum margin of 20 mm on the right edge. The text may be double-sided, in which case the margins should be set accordingly. (There should be a wider margin on the side facing the binding.)
- (6) The doctoral dissertation should be typed in Times or Times New Roman font. The font size is 12.
- (7) In tables, footnotes and bibliography, a font size of 10 is also acceptable.

- (8) The lines must be separated with 1.5 line-spacing. Single line spacing is acceptable in tables, footnotes and the bibliography.
- (9) Except for internal title pages, where there is no page numbering, page numbering should be continuous throughout the doctoral dissertation, including pages containing figures, tables, and appendices, chronology, other accessories.
- (10) Page numbers can be placed either in the header or footer, about 10 mm from the edge of the page.

Accessories

- (11) In addition to the pages of text that form the content of the dissertation, the following accessories are included in the dissertation (indicated separately if the accessory in question is conditional):
- (12) Internal front pages: a total of four internal pages precede the table of contents.
- (13) The first, odd page contains only the author's name and title, aligned approximately 90 mm from the top of the page, while the second (even) page, preceding the actual inner title page, should contain the following information:
 - a) the name of the doctoral school that is professionally competent with respect to the doctoral dissertation (at the top of the page, about 30 mm from the top edge of the page),
 - b) the name and academic title of the supervisor must be featured (at the top of the page, about 70 mm from the top edge) for candidates participating in organised instruction (and generally for those working under the direction of a supervisor,
 - c) the name of the members of the Board of Referees s affixed to the doctoral dissertation by the University Doctoral Office after the defence,
 - d) the copyright notice (starting 80 mm from the bottom edge of the page).
- (14) The following information must appear on the inner front page (page 3 - odd numbered page) in the following order:
 - a) name of the institution (Corvinus University of Budapest),
 - b) Name of the Doctoral School (and optionally, name of the Doctoral Programme) (avoiding abbreviations),
 - c) title of the doctoral dissertation and subtitle (if any),
 - d) in the case of a multi-volume work, the total number of volumes and the number of the volume in the series,
 - e) the type of paper: doctoral dissertation,
 - f) the author's full name as it appears in his/her personal documents, in the order customary in the Hungarian language (in the case of foreign candidates, with authentic spelling),
 - g) place and year of submission of the doctoral dissertation.
- (15) Table of contents: the table of contents should come right after the inner title pages, starting on an odd-numbered page (page 5)
- (16) List of tables, figures and illustrations: These lists (separate for figures, separate for tables and separate for illustrations such as photographs) should follow the table of contents.

Structuring and headings

- (17) Introduction: the text should begin with an introductory chapter in which the author locates his/her work within the coordinates of the research conducted on the topic, highlighting how it relates to and goes beyond the research history. The introduction should emphasise the methods used in the paper, the new findings of the doctoral dissertation, the new correlations discovered by the author, and methodological innovations. The introduction should also include, where available, practical suggestions drawn from the author's research.
- (18) Inner titles. Structuring: the doctoral dissertation should be structured into chapters, subchapters, etc. The units must be given numbered titles. The following levels of title may be used in a doctoral dissertation:
- a) chapter title,
 - b) subchapter title,
 - c) section title,
 - d) paragraph title.
- The depth of structuring should be in line with the length of the paper. The paragraph-level depth is only necessary for very long papers or special topics.
- (19) Chapter titles should be left- or centre-aligned and in all capital letters. Two or three blank lines should be left after the chapter title. Lower-levels of title should be left-aligned.
- (20) Notes. It is customary to include information and minor comments that would break the train of thought of the main text.
- (21) Positioning the notes. Notes should be placed as footnotes at the bottom of the text pages, but may also be placed at the end of the paper for certain considerations.
- (22) Numbering of notes. Notes should be numbered in Arabic numerals, preferably consecutively throughout the paper, rather than by chapter.
- (23) Longer digressions, case studies and examples should be placed in small print between the text, not as notes.
- (24) Inline citations. Brief references to works by other authors should be placed inline, immediately after the passage or sentence to which they refer. In the case of inline citations, the surname of the author cited, the year of publication of the work cited (in brackets) and, in the case of verbatim citations, the page number or numbers of pages, preceded by the p. or pp., should be provided in brackets. A detailed reference with all the necessary bibliographical information should be included at the end of the dissertation. (See Section 7.2)

Figures, maps and tables:

- (25) Figures and tables should have a margin of at least 40 mm on both sides and should be placed as close as possible to the text to which they refer. At this point, a clear reference to the accessory in question must be provided in brackets (with a number) within the text.. If there are so many accessories in the paper that they would interfere with the continuous reading of the text, they can be placed at the end of the paper.
- (26) Numbering of figures and tables: Figures and tables should be numbered consecutively in Arabic numerals (Figure 1, Figure 2, Table 1, Table 2, etc.) A blank line is required between the title and the inserted figure or table.

- (27) Additional material that cannot be included in the paper (data carriers, photographs, large maps, etc.) should be included as a separate package according to their nature. These should be clearly referred to in the table of contents of the paper or, if necessary, in a separate list after the table of contents. The cover of such separate packages should contain the same information as the outer cover of the paper itself. (See Section 2.3)
- (28) Illustrations and photographs should also be numbered in Arabic numerals, but, unlike tables and figures, these should be placed below the image before the caption

Appendix, List of references

- (29) Appendix. An appendix is used to provide additional information that supports or supplements the main text of the paper, but which has no logical place within the main text. Questionnaires, discussion papers, summary tables, references supporting the research and a chronology may be included in the appendix. Any mathematical appendix is included at the end of the paper.
- (30) List of References The list should follow the so-called Harvard system (see below for details), but - adapting to the Hungarian language - the reference items should be listed in the Hungarian alphabetical order of the authors' names. Each item must start in a new line. If several items by the same author are listed, their order is determined by the year of publication. (Works from earlier editions are given priority.) If there is more than one item by the same author in the same year, they are distinguished by the small letters a, b, c, etc. next to the year. Each reference should include the following bibliographic data in the order given:
- a) author(s);
 - b) year of publication (in brackets, followed by a colon);
 - c) title - subtitle (each followed by a period);
 - d) volume;
 - e) publication (serial number of the edition and kind of publication);
 - f) name of the publisher or journal or periodical¹;
 - g) place of publication (for books only);
 - h) page number (length);
 - i) DOI number of the cited work (for journal articles).
- (31) The underlined bibliographic data is mandatory for each reference, the communication of other data is left to the author or depends on whether it is needed for the reference in question (e.g. volume number).
- (32) Glossary of terms (Glossary). The terminology used by the candidate - with short 2-3 line definitions - can be included at the end of the paper. Although it greatly increases the practicability of the paper, it is not compulsory.
- (33) A separate list of the author's publications on the topic must be included at the end of the doctoral dissertation, and in the case of an article-based dissertation, bibliographic data of the published texts.

¹ If there is no publisher or periodical name, the paper should be referred to as a discussion paper or conference publication, or, if these designations are uncertain, as a manuscript.