

AUTHOR'S GUIDE

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1) Objective and content

The journal SCIENTIA ET SECURITAS was founded in 2020 by the Academic Council of Home Affairs and the Association of Hungarian PhD and DLA candidates. Published by Akadémiai Kiadó, Budapest.

SCIENTIA ET SECURITAS is an interdisciplinary journal, accepting studies, theses, dissertations, and scientific articles from all disciplines, and offering sophisticated insight into the latest research and progress in the field of security.

The journal publishes original/primary research (manuscripts submitted in Hungarian include a two-page summary in English), as well as reviews and conference reports.

The following manuscripts may be submitted to SCIENTIA ET SECURITAS for publication:

- a) Describing *original research results*, resp. methodological articles examining the **security focus** of different disciplines.
- b) **Security-related** in the *Viewer* section
 - a. reports on international and domestic scientific achievements and anniversaries;
 - b. overview announcements on **current security topics**;
 - c. information about foreign scientific organizations, events and international relations in the field;
 - d. book reviews.

SCIENTIA ET SECURITAS publishes only Open Access articles, and the Founders undertake to pay an Article Processing Charge (APC) to cover the cost of publication.

The journal is available online at Akadémiai Kiadó akjournals.com (under development).

2) Editorial

SCIENTIA ET SECURITAS is edited by an independent committee of scientists. They decide on the guidelines of the paper, based on the results of the reviews, without the influence of any external influences, on the admission of each articles.

The names of the members of the Editorial Board can be found on the journal's website.

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3) Frequency of appearance

Each year, one volume is published in four issues, three of which are published in Hungarian and one in English.

4) *Submission of manuscripts*

4.1) *Manuscript requirements*

The aim of SCIENTIA ET SECURITAS is to publish manuscripts of scientific need, offering sophisticated insight into the latest research and progress in the field of security. Manuscripts that do not comply with the criteria listed hereinafter will be rejected, and will not be sent for Review.

The author(s) are responsible for the content of the manuscripts. Authors submitting a manuscript to the editorial board of SCIENTIA ET SECURITAS for publication, declare that their paper is not under review at another journal, nor has been previously published elsewhere.

4.2) *Structure of manuscripts*

4.2.1) *Title page*

The title page should contain the following information in the following order:

The title of the manuscript is in English

¹NAME of Author, ² NAME of Author, ³NAME of Author *

¹ Workplace of Author, City

² Workplace of Author, City

³ Workplace of Author, City

Summary of the manuscript in English

Concise – up to 800 characters (including spaces), in the relevant language of the manuscript, contains the studied problem, the applied research methods, the obtained research results and the conclusions.

After the Summary, please enter a maximum of 5 keywords.

Keywords: keyword 01, keyword 02 ... keyword 05

The title of the manuscript is in Hungarian

¹SZERZŐ neve, ² SZERZŐ neve, ³ SZERZŐ neve

¹ Munkahelye, helység

² Munkahelye, helység

³ Munkahelye, helység

*In the case of co-authors, please indicate which author is responsible for contacting the editor (correspondent author), in this case, for the sake of flexible contact, we also ask for a telephone number, which we will keep confidential.

Összefoglaló

If the manuscript has been written in English, a detailed summary in Hungarian of 2,500–3,000 characters (including spaces) is expected. In the case of a manuscript in Hungarian, the summary will be submitted in English. The content of the two summaries may not differ.

Kulcsszavak: kulcsszó1, kucsszó2 ... kulcsszó5

4.2.2) *Structure of manuscripts*

In order to make the manuscripts of the original research results as uniform as possible, the following structural structure should be followed, where, in line with the objectives of Scientia et Securitas, the security aspects of the topic under study are emphasized.

1. Introduction (raising the topic, justification, brief overview of the literature).
2. Test material and method.
3. Test results.
4. Evaluate, discuss, summarize, and draw conclusions from test results.

4.2.3) *Tables, figures, pictures*

The test results are reported either in a table or in a figure, there should be no overlap between their data. Please maximize the number of tables and figures to 3 to 4, insert them at the end of the manuscript. They can also be submitted in a separate file for large size. As for layout, they are placed in their appropriate place in the text.

The tables must be numbered and should have captions. Authors should pay special attention to indicate the dimensions and categories accurately and precisely. Authors should avoid tables with too many data, only the most important data should be included, numbers after the decimal point should be indicated only in professionally justified cases.

In tables, Arabic numerals are to be used. The source of the table and any other additional comments are listed below the table.

Figures have similar requirements as tables, but captions are placed below the figures.

Please provide the data (tables) on which the diagrams are based in a separate Excel file.

Photographs and drawings must be named as „figures”, and numbered continuously. Pay attention to the quality of the photos you want to communicate, min. 600x800 pixel resolution is expected, as well as for the clarity, accuracy, and careful execution of the drawing. It is advisable to make as little text as possible in the drawings, so that parts of multi-part figures are marked in capital letters, and lowercase letters are used within a figure (e.g. to distinguish several curves). An explanation of the symbols used is given in the caption. The size of the figures to be published must not exceed 12.5x18.5 cm.

Figures containing images (photographs) must be attached in a separate graphic file(s) (not embedded in the Word document). Allowed file formats: JPEG (.jpg, .jpeg, .jpe, .jif, .jfif, .jfi), PNG. Resolution: minimum 300–600 dpi. The text of the study includes the numbers location and title of the images.

4.2.4) References

Within the text, a work should be referenced with the surname of the author(s) and the year of publication of the referenced work (both in *italics*) – edited in the sentence or at the end of the sentence – in parentheses (intertext link).

For an author:

(Ball 2002)

In the case of two or three authors, the surnames of the authors are separated by a space and a long dash:

(Graham–Robinson 2004)
(Owen, Bessant–Heintz 2013)

In the case of more than three authors, only the first name will be indicated:

(Ball et al. 2002)

When referring to multiple authors, the different authors are separated by a semicolon in parentheses and placed in alphabetical order:

Previous research (*Bourdieu 1990a, 1990b; Graham–Robinson 2004; Kontler 2002, 2003*).

In the case of a quotation, the page number of the quoted text must also be given:

(Kontler 2002: 479)
(Graham–Robinson 2004: 33)
(Ball et al. 2002: 19–20)

If the author's name is part of the text, the year of publication of the study is indicated in parentheses immediately after the author's name:

Among the analyses, the works of Bíró (*2009*) and Csapó (*2015a, 2015b*) could be highlighted.

In rare cases, both the name of the author and the year referred to may form an integral part of the text. In this case, a separate reference in parentheses is not required:

OECD *Measuring Innovation in Education: A New Perspective: Educational Research and Innovation*, published in 2014.

All references in the text should be included in the bibliography.

Do not include a study in the bibliography that is not referenced in the text.

The bibliography should be edited in alphabetical order. Different works by the same author(s) should follow each other in the order of appearance.

The next general rules should be followed when compiling the bibliography:

When naming the author(s), the first letter of the first name is indicated next to the surname.

In the case of a foreign author, the surname and first name are separated by commas. In the case of multiple authors, each author's name is also enclosed in a comma, the last is preceded by a '&'. The name of the author(s) is followed in parentheses by the year of publication. In the case of edited volumes or journals the page numbers must also be given at the end of the references. The page numbers are preceded by an abbreviation 'pp.'. An edited volume is indicated by the abbreviation 'ed.' or 'eds.' in parentheses after the name of the editor(s). The same parentheses indicate the year the volume was published.

Journal article

Bögel Gy. (2008) A schumpeteri „teremtő rombolás” módjai az infokommunikációs iparban. *Közgazdasági Szemle*, Vol. 55. No. 4. pp. 344–360.

Book

Schumpeter, J. A. (1980) *A gazdasági fejlődés elmélete*. Budapest, Közgazdasági és Jogi Könyvkiadó.

Archibugi, D. & Lundvall, B.-Å. (eds 2002) *The Globalizing Learning Economy*. Oxford, Oxford University Press.

Writing appearing in a study volume

Golnhofér E. (2003) A tanuló. In: Falus I. (ed.) *Didaktika – Elméleti alapok a tanítás tanulásához*. pp. 38–56.

Bessant, J. (2013) Innovation in the Twenty-first Century. In: R. Owen, J. Bessant & M. Heintz (eds) *Responsible Innovation. Managing the Responsible Emergence of Science and Innovation in Society*. Chichester, John Wiley & Sons. pp. 1–25.

Web addresses

Kampis Gy. (2013) *A hazai felsőoktatás kutatási szerkezetelemzése*. Petabyte Kft. & Oktatási Hivatal.

https://www.oktatas.hu/felsooktatas/projektek/tamop721_eszafejl/projekthirek/hazai_tudomanyometriai_felmeres/ [Downloaded: 2019. 04. 05].

4.2.5) *Formal requirements for manuscripts*

The recommended **length** of the manuscripts, including summaries in Hungarian and longer English, with spaces of 20 000–40 000 characters.

The **expected format** of the manuscripts is Word (in .doc or .docx extension).

The **text** of the study can be **divided** by subheadings/subtitles without serial numbers.

Only *italics* can be used as **intertext highlighting**; bold, thinning and underlining are therefore not.

Footnote: used only to indicate notes when necessary.

Pay attention to the fact that they are formulated according to the rules of Hungarian spelling valid at all times, and strive to use the Hungarian language usage (passive voice used in English literature should be explicitly avoided).

4.3) *Reviews Section*

The structure of the manuscript intended for the Reviews Section is determined by the topic, for example, reports on Hungarian and international scientific events and results, overview publications on current security issues, descriptions of scientific organizations, events, book reviews. They must not exceed 6 000 characters, including spaces.

5.) *Submit manuscript*

In 2020, authors can send manuscripts to the editorial e-mail address. From 2021, authors can upload their manuscript to the OJS online manuscript submission and review system.

6.) *The review process*

6.1) *Article evaluation fee*

We do not charge an article evaluation fee.

6.2) *Review*

The Editor-in-Chief decides on the publication of the submitted manuscripts on the basis of the opinion of a reviewer and, if necessary, on the basis of the opinion of the member of the editorial board involved in the discipline.

The peer-review process consists of two rounds. First of all, after the receipt of the manuscript, on the proposal of the Managing Editor – if necessary on the basis of the expert opinion of the Editorial Board – the Editor-in-Chief decides on the acceptability based on the following criteria:

- complying with the concept and content of the journal;
- following content requirements;
- the coherence and linguistic formality of the text;
- compliance with formal requirements;
- novelty, topicality of the chosen topic;
- the quality of scientific research;
- the qualitative, quantitative, and formal adequacy of the references;
- general quality, subjective opinion.

If the manuscript is rejected in the first round, the Managing Editor will notify the author that his/her study will be rejected without review.

In the second round of the review process, the Managing Editor considers the manuscript suitable to submit to a reviewer with a scientific degree from a pre-compiled list of experts or on the proposal of a member of the editorial board involved in the discipline, whose task is to evaluate from an expert point of view. Review is anonymous, in which the reviewer's identity remains unknown to the author (single blind). The authors will receive their opinions on a standardized review form, with corrections indicated in the submitted article, if necessary. Indicate the correction of indicated errors, deficiencies, or other remarks in a traceable way (e.g. by following correction/changes). In the absence of these the manuscript will be automatically rejected. The results will be kept strictly confidential until they are published.

6.3) Author proof-reading

After acceptance, the publisher will send the manuscript for production. The authors will receive the proof of their papers, in pdf format via e-mail. They then have 72 hours to implement the requested corrections, and return them to the Editorial team. Otherwise, the Editorial Team will finalize the publication. We can no longer accept major changes in the author proof at this point.

Please, return the required corrections either in the pdf file itself, with comments, or in a separate word document, listed.

7.) Copyright and license issues

7.1) Open Access

SCIENTIA ET SECURITAS is an Open Access journal: readers may read, download, copy, distribute, print the full text of the articles, search and link to them to other Internet content, or use them freely for any non-commercial legitimate purpose. These articles are subject to the Creative Commons Attribution-Non-commercial 4.0 International Licenses rule.

The author has the right to preserve and make available a preprint version of their own manuscript. Preprint version means the original manuscript of the author, the version after the author's correction, or the author's manuscript corrected as a result of the review. The author's retention rights are independent of the file format (e.g. .doc, .txt, .pdf) and include free distribution via e-mail as well as publication on the author's own website or in the institution's repository, whether free or protected access. When publishing, you must clearly indicate that it is not the same as the final, published version of the article, provide the correct link, and link it to the published article (<http://dx.doi.org/>[DOI ID without parentheses]).

7.2) Copyright

Authors are exempt of Open Access fee, as the Founders cover the costs of Open Access publication (APC).

8.) Ethical creed

Scientia et Securitas accepts and applies the recommendations of the Committee of Publication Ethics (COPE) ([Core practices](#)), and an [ethical guide for contributors to journals published by the Akadémiai Kiadó](#).

All authors are expected to meet the highest ethical standards for the disclosure of accurate data, refer to the work of others appropriately, and reveal all possible conflicts of interest. In sensitive cases, we involve publication ethics experts.

9.) Digital archive

The full content of SCIENTIA ET SECURITAS are preserved in the Portico data storage archive.