## 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 following manuscripts may be submitted to SCIENTIA ET SECURITAS for publication, which refer to the focus security of the various scientific fields:
   a) Scientific publications, about new scientific achievements of the authors or summaries of the results of a given research (research direction).
   b) Review including a book review concerning the security aspects of the given field of science.
   c) Security-related in the Review section
      a. reports on conferences and international and domestic scientific events.
      b. short notes reviewing current topics of security
      c. information about foreign scientific organizations, events and international relations in the field.

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.

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.

Access of the Editorial Office:
Ministry of Interior, Science Strategy and Coordination Department
H-2090 Remeteszőlős, Nagykovácsi út 3.
Phone: (+36 26) 795 906
E-mail: scietsec@bm.gov.hu

3) Frequency of publication

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 value, 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.

Every submission gets screened by the Turnitin plagiarism detecting software.

4.2) Structure of the manuscripts

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

The title of the manuscript in English
(not capitalized)

Running head in English (35 characters max.)

Name of Author¹, Name of Author², Name of Author³,*

¹Workplace of Author, City, Country
²Workplace of Author, City, Country
³Workplace of Author, City, Country

(Please ensure that the units within each affiliation are in hierarchical order from largest to smallest)

In the case of a single author, please provide their email address. In the case of co-authors, please indicate the corresponding author by an asterisk (*) and provide an e-mail address for correspondence, which will be published in the journal.

For an unambiguous identification of the authors and their publications, their Open Research and Contributor Identifier (ORCID) is displayed in the articles published on the platform akjournals.com. Please provide the ORCID in the Open Journal System of Scientia et Securitas, or alternatively include it in the affiliation section of the manuscript.

Summary of the manuscript in English

Concise – up to 800 characters (including spaces), in the relevant language of the manuscript, containing 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 in Hungarian

SZERZŐ neve¹, SZERZŐ neve², SZERZŐ neve³
¹Munkahelye, helység, ország
²Munkahelye, helység, ország
³Munkahelye, helység, ország

Összefoglalás

If the manuscript has been written in English, a detailed summary of 2,500–3,000 characters (including spaces) in Hungarian 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

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

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

Numbering of the sections is only allowed when it supports the clarity of the manuscript. Sections and subsections should be numbered consecutively and in Arabic numerals.

4.3) Tables, figures, pictures

– The test results are reported either in a table or in a figure, there should be no overlap between their data.
– Exact description of dimensions and categories should be provided.
– Please, avoid over complicated tables, therefore include only the most important data, the exact decimal numbers should be given only with reasonable precision.
– Tables and figures should carry Arabic numbers and a title understandable without the particular context. This information should appear above the tables and below the figures.
– Please, give the data in English.
– 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 source of the table and any other additional comments are listed below the table.
– 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 consecutively. Pay attention to the quality of the photos you want to communicate, min. 600×800 pixel resolution is expected, as well as to the clarity, accuracy, and careful execution of the drawing. It is advisable to incorporate 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 12.5×18.5 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.

Source of the table, figure and picture should be provided even if the item is the author’s own creation/compilation. The source should be listed in the References as well.

4.4) 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 one author:

(Ball 2002)

In the case of two or three authors, the surnames of the authors are separated by 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, followed by et al.:

(Ball et al. 2002)

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


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:

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 (e.g., Bőgel, Gy.).
- In the case of a foreign author, the surname and first name are separated by commas 
(e.g., Schumpeter, J.A.).
- In the case of multiple authors, each author’s name is also enclosed in a comma, the last 
is preceded by ‘&’ (e.g., Atzei, N., Bartoletti, M., & Cimoli, T.).
- If there are more than seven authors, the names of the first six authors are followed by 
an ellipsis and only the name of the last author should appear (e.g., Resnick, M. D., 
Bearman, P. S., Blum, R. W., Bauman, K. E., Harris, K. M., Jones, J., … Udry, J. R.).
- The name of the author(s) is followed in parentheses by the year of publication. In the 
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the references. The page numbers are preceded by the 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.
- In case of sources carrying a DOI, please, give the active DOI link at the end of the 
references. (DOI: https://doi.org/[DOI of article])
- For non-English or non-Hungarian references please provide English translation in 
brackets after the original title.

**Journal article**


Woessner, J., Danciu, L., Giardini, D., Crowley, H., Cotton, F., Grünthal, G., … Stucchi, M., 
https://doi.org/10.1007/s10518-015-9795-1

**Book**

Könyvkiadó.

Oxford University Press.

Paksa K., & Domonkos M. (2017) Vígsággal zeng Parnassusnak magas teteje. Budapest, 
Akadémiai Kiadó. https://doi.org/10.1556/9789634540458
Writing published in a study volume


Web addresses
Alternatively provide the DOI link of the reference.

4.5) Acknowledgement
If any acknowledgement is needed in some paper (e.g., if the reported research was financed from some grant), then please insert it at the end of the manuscript after the list of references. Missing acknowledgements can only be added by publishing a Corrigendum.

4.6) Formal requirements for manuscripts
The recommended length of the manuscripts, including summaries in Hungarian and longer English, is 20,000–40,000 characters, including spaces.

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 allowed.

Footnote: used only to indicate notes when necessary.

4.7) 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.

4.8) Submit manuscript
Submission of manuscripts is expected on the Open Journals System Scientia at Securitas platform serving for the online administration of scientific journals.
5.) The review process

5.1) Article evaluation fee

We do not charge an article evaluation fee.

5.2) 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:

- originality of the manuscript;
- 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 tasks 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.

5.3) 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. 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.
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Authors are exempt of Open Access fee, as the Founders cover the costs of Open Access publication (APC).

7.) 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.

8.) Digital archive

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