



scientia et securitas

AUTHOR'S GUIDE

Contents

1) <i>Objective and content</i>	2
2) <i>Editorial</i>	2
3) <i>Frequency of publication</i>	2
4) <i>Submission of manuscripts</i>	3
4.1) <i>Manuscript requirements</i>	3
4.2) <i>Structure of the manuscripts</i>	3
4.3) <i>Tables, figures, pictures</i>	4
4.4) <i>References</i>	5
4.5) <i>Acknowledgement</i>	7
4.6) <i>Formal requirements for manuscripts</i>	7
4.7) <i>Reviews Section</i>	7
4.8) <i>Submit manuscript</i>	7
5.) <i>The review process</i>	8
5.1) <i>Article evaluation fee</i>	8
5.2) <i>Review</i>	8
5.3) <i>Author proof-reading</i>	8
6.) <i>Copyright and license issues</i>	9
6.1) <i>Open Access</i>	9
6.2) <i>Licence agreement</i>	9
6.3) <i>Open Access Fee</i>	10
7.) <i>Ethical creed</i>	10
8.) <i>Digital archive</i>	10

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 Author^{3,*}

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:

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 (e.g., Bögel, 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 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 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/\[DOI of article\]](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

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

Koltai G., Nagy, V., Milics, G., & Štekauerová, V. (2013) Evaluation of soil moisture according to climate change. *Növénytermelés*, Vol. 62. pp. 339–342.

Woessner, J., Danciu, L., Giardini, D., Crowley, H., Cotton, F., Grünthal, G., ... Stucchi, M., and the SHARE Consortium (2015) The 2013 European Seismic Hazard Model: key components and results. *Bulletin of Earthquake Engineering*, Vol. 13. pp. 3553–3596. <https://doi.org/10.1007/s10518-015-9795-1>

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.

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

Golnhofer 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: Owen, R., Bessant, J., & Heintz, M. (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_tudomanymetria_i_felmeres/ [Downloaded: 05 Apr 2019].

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.

6.) *Copyright and license issues*

6.1) *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.

In accordance with the agreement between the Electronic Information Service National Programme (EISZ) and Akadémiai Kiadó papers with a corresponding author affiliated to a member institution subscribing to the journal package of Akadémiai Kiadó can be published with Open Access, these articles are subject to the Creative Commons Attribution 4.0 International Licenses rule. (<https://creativecommons.org/licenses/by/4.0/>).

Open Access policy includes the free and unrestricted self-archiving of the final published version of papers on the Author's webpage or on the Author's institutional repository with open or restricted access. When self-archiving or communicating a paper via e-mail, the Author should quote the correct citation and enclose a link to the published article ([https://doi.org/\[DOI of the Article without brackets\]](https://doi.org/[DOI of the Article without brackets])).

6.2) *Licence agreement*

By default, the articles are published under the Creative Commons Attribution-NonCommercial 4.0 International Licenses Copyright Terms. With that, the authors grant to Akadémiai Kiadó Zrt. (hereafter the Publisher) an irrevocable nonexclusive license to publish the article in electronic and print format, and further sublicense the article in its original language throughout the world. The Publisher has the exclusive right to publish the article first.

The Author shall declare and warrant that

- he/she is the exclusive author of the article along with the above indicated co-authors and he/she has the approval of all the other co-authors to publish the article in its current form,
- the article is their own intellectual product,
- the article is original, has not been formally published in any other peer-reviewed journal, is not under consideration by any other journal and does not infringe any existing copyright or any other third-party rights,
- there is no plagiarism in the article, the content is punctual and true to the best of the Author's knowledge, it does not include any libel, or parts that are obscene or violate the copyrights, private life or any other rights of a third party, or that are illegal and shall warrant that the manuscript is not partly or entirely under review or being published at any other journals either in English or in any other languages,
- the Author shall accept that he/she shall provide the exact location of the first publication of the article when making the article available to any third party and shall enclose the link to the location of the first publication in the following format: (<https://doi.org/> [The DOI-number of the article without brackets]).

The Publisher shall be entitled to the following – not exclusive – rights of use after the first publication:

- To make the article available to the public for download on their own official publisher webpage without any time restriction.
- To utilize the article for commercial purposes individually or for the entire journal without any geographic or time limitation (for subscribers, one-off downloaders, one-off buyers of the article archive, etc.).
- To convert the article into the optional electronic format, to copy the article on a PC or electronic data medium.
- To publish the article in the electronic and printed journals indicated on the official publisher homepage, also including those journals that are partially or entirely available to a third party against a subscription fee.
- To share the publishing and rights of use with any other third party, respectively exercise these rights together with a third party.
- To translate the article into a different language.
- To represent the author in the case of conducts of infringement of rights, unauthorized usage or violation of copyrights.
- To exercise all those rights that any third party is entitled to according to the license terms “CC BY NC” indicated above.

The articles published in the framework of the EISZ Read and Publish Agreement are covered by the Creative Commons Attribution 4.0 International License. That is, their use is allowed also for commercial purposes.

6.3) Open Access Fee

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.