

THE CITATION SYSTEM USED IN **METSZET** JOURNAL

1. General rules

The Metszet uses intertextual number references, which should be expressed as endnotes according to their function and as bibliographical references according to their form.

The items in the bibliography should be numbered alphabetically. Intertextual references should be placed in the running text, in square brackets after the word, phrase, comma-separated half-sentence or sentence (in the latter two cases, after the comma or full stop) to which the reference refers. The same numbers in brackets are used to list the items in the bibliography. In all cases, the latter appear in ascending order, but in the text the numbers appear in the place indicated by the author:

[1]

A reference place may contain several reference items. These are separated by semicolons within square brackets in the text:

[1,2,3]

If only a specific part of a cited document is referenced, the page number should be given within square brackets if the bibliographic document indicates a different page number. The page number is separated from the reference number by a comma and prefixed with 'p' for one page and 'pp' for two or more pages. Prefixes are not followed by a full stop and are enclosed in a capital dash to indicate the length:

[1, p 16] or [1, pp 16-29]

References and bibliography items should not contain notes or appended sentences. Comments must be incorporated into the text.

The clear centring of bibliography items is an important principle for the operation of the Scopus recognition system. The information listed in each item is separated by commas and a full stop is used only once, at the end of the item. In all cases, the use of full stops for abbreviations should also be avoided. 'Vol', 'No', 'pp' and other abbreviations of names should also be without a full stop (e.g. Kovács A, Zsigmond or Smith, T L).

Bibliography entries should always begin with the author's surname, followed by the name given at birth, separated by a comma (except for book chapters and conference proceedings, see later). If there is more than one surname, they should be written consecutively before the comma. The comma is used consistently for both Hungarian and foreign names:

Balogh-Tátrai, Norbert

In the case of multiple authors, the names of the authors are separated by a dash:

McEwen, Ivy – Grath, Marianne – Palmer, Ingrid

For works with multiple authors (usually more than 3 authors), the abbreviation "et al" (and others) may be used, of course without the abbreviation dot:

[Kinley, Thomas, et al](#)

In all cases, the authors' names are followed by a colon:

[Kinley, Thomas, et al:](#)

In the bibliography, the use of any name suffix (Mrs., Mr., id., jr.), honorific or title designation (Prof., Ing., dr.) or doctoral degree (Ph.D., DLA, Dr. habil.), especially their cumulation, should be strictly avoided. The use of these in the bibliography, even at the specific request of the author, is not permitted under international conventions, because it reduces the chances of identifying the source:

[Nagyvárad, Zalán, Jr., Prof., Dr. habil., Ph.D., DLA](#)

It is possible that the names of the authors in the source work do not follow the Hungarian spelling rules or are not given in Latin characters. In this case, the author's name may be followed by the Hungarian phonetic transcription of the name in square brackets:

[Sejima, Kazuyo \[Sejima, Kazujo\]](#)

If the title of the work is not Hungarian, the Hungarian translation of the work may be given in square brackets after the title. Mandatory if the title of the work is not written in Latin characters.

As a general rule, all announcements should be placed between square brackets, but the number of square brackets should be kept to a minimum.

The titles and subtitles of source works are separated by colons, regardless of whether the text is in Hungarian or a foreign language:

[Vehlken, Sebastian: "Computational Swarming: A Cultural Technique for Generative Architecture"](#)

In the case of bilingual writings, the title should be given in both languages, but neither should be enclosed in square brackets, since the source work is also listed under two titles at the same time. In this case, the titles should follow the name(s) of the author(s), but separated by a / sign. Both titles should be complete, avoiding separate translations of titles and subtitles. If it is essential for the translation and interpretation of the full text to include the name of the translator, this should be given in brackets after the title of the work (unfortunately, the abbreviation of the translation cannot be followed by a full stop):

[Ledoux, Thomas: *Játékelmélet és design* \(Karácsony Lajos ford\)](#)

In the case of an unknown author, the abbreviation of the author without the author may be used without giving any points (except for website and post-type references - see later):

[SzN](#)

Web links will be enclosed in <> brackets and introduced with "accessible". Make sure that the full web address is included in the <> brackets, which should be the most direct path to the linked document. After the link, the date of the last entry must be given in square brackets, using the MS

Word hyphenated date format without periods. Only in the case of Internet addresses is it permissible to use a full stop within <> brackets:

available: <<https://sze.academia.edu/VilmosKatona>> [last accessed: 2018-01-11]

If the entire link does not fit on a single line when editing, care must be taken to avoid hyphens when breaking the line, otherwise the link will become invalid.

In the case of electronic scientific publications, a DOI number is given in place of the web link (see later).

2. Special rules

References can be divided into three main groups according to their carrier and at least eight according to their form. A distinction can be made between print/written references (e.g. newspaper articles, manuscripts), object references (e.g. archival photographs) and internet references. In terms of their form, we can talk about journal, newspaper, book, book chapter, conference proceedings, manuscript, entry and image references. The table below shows how many different types of documents can be combined by medium and form.

	journal	news- paper	book	chapter	volume of book	manuscr ipt	website	image
printed / written	x	x	x	x	x	x		
objective			x			x		x
internet	x	x	x	x	x	x	x	x

The form of the reference should clearly indicate the type of source document it refers to. For manuscript and website type documents, and for documents of a classification not indicated in the table, the type of source should always be indicated in the reference in square brackets after the title:

Vroczek, R Ladislas: "Architecture is a performance of political space..." [internet comment]

The following is a breakdown of each form. We distinguish by medium only where it may affect the form.

2.1. Journals

Among the references, journal citations are of particular importance, as they are more likely to score higher in Scopus and on average more points than other types of citations. This is particularly the case for articles published in journals accredited in the Scopus database no more than 3 years ago.

For journal citations, in contrast to known international systems, the title of the work is clearly distinguished by being enclosed in quotation marks:

Wöhler, Gabriel: "Urban Scenography in the Post-Industrial Era"

The title of the work should be followed by the title, volume (Vol) and issue number (No) of the journal in italics. The title of the journal is separated from the volume and issue number by a comma, with the year of publication of the journal in parentheses at the end of the latter. The year in

parentheses is followed by the page number separated by a comma, as described in the general rules:

Wöhler, Gabriel: "Urban Scenography in the Post-Industrial Era", *Detail*, Vol 30, No 5 (2010), pp 223-234.

In some cases, the journal is not given a volume number (Vol), only a booklet number (No), because page numbers are recorded according to the latter. These are characterised by a relatively high numerical value. In such cases, of course, this is sufficient:

Körmendy, Zsolt: „A szigligeti várkapolna műemléki felújítása”, *Örökségünk*, No 56 (2008), pp 32–37.

For foreign journals, especially those published online, it is common to give an issue number (Issue) instead of a booklet number (No), which is the same numerical value as the booklet number. For the sake of clarity, we follow the same procedure:

Smith Johnson, Carlo: "Evergreen Land", *Oxygen*, Vol 7, Issue 21 (2017), p 8.

The journal may not have an issue number, only a volume number, but the month of publication may be known. In this case, the month of publication should be given in English before the year in the case of an English-language document, and in Hungarian after the year in the case of a Hungarian-language document. In the case of four issues a year, the publisher may indicate the season instead of the month. The same procedure is followed:

Rowland, Adam: "Highrise with a Bird's Eye", *Technology Review*, No 107 (June, 1999), pp 11-17.

or (depending on the paper's preference)

Rowland, Adam: "Highrise with a Bird's Eye", *Technology Review*, No 107 (Summer, 1999), pp 11-17.

If neither the volume number nor the booklet number is known, the missing data should be traced. The year and month do not make up for the omission.

The rules for citing **electronic journals** are the same as for print journals, but you can also provide an access link. It is important to note that the access link does not replace other mandatory information in the journal article, but may replace an unknown or difficult to retrieve page number:

Vehlken, Sebastian, 'Computational Swarming: A Cultural Technique for Generative Architecture', *Footprint*, Issue 15 (Autumn, 2014), available at <<http://www.footprintjournal.org/issues/show/dynamics-of-data-driven-design>> [last accessed 11-01-2018].

When citing scientific articles, link space is given with the DOI number. As the Digital Object Identifier repository is constantly updated, it is mandatory to include the date of last access. The DOI number may contain a period, so the title is enclosed in <> brackets. The importance of the DOI number is particularly increased if the exact location of the article cannot be determined in any other way (e.g. the page number is missing):

Menuhin, Yeduhi, "Mapping G Factors for Cubical Stellations in Numerically Coded Building Performance", *Science & Technology*, Vol 23, No 234 (2016), pp 45-68, DOI: <10.1000/xyz123> [last accessed 2018-01-22].

2.2. Daily newspapers

The citation of daily newspapers is essentially the same as for periodicals, but the exact date of publication is used to identify the source, instead of the volume (Vol) and issue (No) numbers, as the former are either untraceable or irrelevant. Since the three items of journal identification are replaced here by only one (date), it should be as precise as possible. This is particularly true for online journals, where even page numbers are not given. Regardless of the format of the journal itself, the date is given in MS Word in the usual hyphenated form to avoid spaces between items. A normal reference to a printed newspaper looks like this:

Alpári, Zoltán: "Csúcsélmény a mutyihegyen", *Népakarat*, 2017-11-09, p 12.

In the case where the online version of the printed daily is known, the web link can be given after the page number. However, for general space-saving reasons, this is only used in justified cases:

Alpári, Zoltán, "Csúcsélmény a mutyihegyen", *Népakarat*, 2017-11-09, p 12, available at <<http://www.nepakarat.hu/cikkek/hu/20171109.id.4576908>> [last accessed on 2018-01-15].

It's a completely different case when the author wants to cite an online abstract instead of an article published in a print journal. In this case, the website publishing the extracts (or full articles) should be considered as a separate electronic journal and the link should be structured accordingly. The usual problem is that online journals often include a full stop in the title, which can be avoided in two ways: by writing 'full stop' in <> brackets, or by omitting the full stop and the title (the latter is more elegant but is tolerably imprecise). If it is not clear, we can then use [] brackets to indicate that it is an online version of the known journal.

Alpári, Zoltán: "Csúcsélmény mutyihegyen", *Népakarat*<pont>hu, ...

or

Alpári, Zoltán: "Csúcsélmény mutyihegyen", *Népakarat*, ...

or

Alpári, Zoltán: "Csúcsélmény mutyihegyen", *Népakarat* [online], ...

As is usually the case with electronic publications, care should be taken to give the date of publication as accurately as possible, preferably with the time zone and the hour and minute. The time zone should be indicated according to its international abbreviation (e.g. CEST for Central European Time), and the hours and minutes should be separated by a colon. The calendar date and the exact time are written consecutively, with separations and only spaces:

Alpári, Zoltán: "Csúcsélmény mutyihegyen", *Népakarat* [online], 2017-11-09 CEST 12:03, available at <<http://www.nepakarat.hu/cikkek/hu/20171109.id.4576908>> [last accessed: 2018-01-15].

Any thematic or news media that publishes daily or more frequent entries (e.g. Tervlap, Archdaily) are also considered electronic newspapers - explained accordingly in the bibliography:

Művel, Etel: 'Those wonderful walkways: a Müpa building tour with Gábor Zoboki', *Chello+*, 2016-08-17 EST 10:32, available at <<http://www.chelloplus.com/hu/cikk/1799756>> [last accessed 15-01-2018].

2.3 Books, book chapters

The system of referencing books is clear and widely known. The author's name is written in the usual way, followed by the title and subtitle in italics, then the publisher, the place and year of publication, separated by a comma, and finally the page number.

[Wéber, Lóránd: *Az acél százada: Industrial Revolution in Hungary*, Szeleukida Kiadó, Budapest 1997, p 9.](#)

If more than one place of publication belongs to the same publisher, they are separated by the "/" sign:

[Cambridge Scholars, London/New York/New Jersey 2001](#)

For books published worldwide, it is sufficient to indicate the publisher:

[Springer, 2009](#)

For series books, the series title and the place of the work in the series (Vol) are optional. The series title is written in normal font after the italic letter of the book title and after a comma:

[Kelecsényi, Lajos: *Habsburg Chronicle, Ages and Centuries, Vol 4*, Corvina, Budapest 1996.](#)

For books, the ISBN number is not required, only if the work is published by an author or privately. It should also be given if the publisher is not widely known, has a limited duration and has published few works. The ISBN number is given in brackets after the year of publication.

[Kiss-Rigó, Lőrinc: *Somogy megyei építészeti kalauz*, Tarr Imre Farkas Baráti Kör, Kaposvár 2000 \(ISBN 978-3-16-148410-0\), pp 34–49.](#)

Some authors annotate their book as editor only, but keep the general format of the book. In such cases, the author(s)' name(s) is followed by the familiar indication (note that in the case of multiple editors, the plural form of "ed" is used):

[Tessedik, Artúr – Frankegyi, Olga \(eds\): *Időutazók a Kárpát-medencében: Kistérségi településminták Magyarországon 1686–1989*, Arcturus, Tápiószecső 2011.](#)

In the latter case in particular, it is common to cite only one chapter by a particular author within a book. This is possible even if the book is not an editorial edition or if the author of the chapter cited is the same as the author of the book. In the first two cases, the chapter title between the quotation marks is followed by a comma and an "in", and then the names of the authors of the book. Although both errors are common, the 'in' is always written in lower case and should be followed by a colon. It is important that after the 'in', the author is no longer indicated in the usual way, but in natural writing:

[Körvélyi, Vilmos: „Al-dunai falukép a kései Hódoltságban”, in Tessedik Artúr – Frankegyi Olga \(ed\): *Időutazók a Kárpát-medencében: Kistérségi településminták Magyarországon 1686–1989*, Arcturus, Tápiószecső 2011, pp 34–56.](#)

If the author of the book and the cited chapter are the same, the author's name need not be printed twice. It is sufficient to start the reference once, followed by the title of the work in which the reference is included.

Litérné Galambos, Zsuzsanna: „A legenda újjáéled”, in *Apáink öröke*, Millatex, Debrecen 2016, pp 124–167.

2.4. Conference proceedings

The citation of a conference proceedings is basically the same as that of an edited book chapter, but it contains much more data than an edited book chapter, since the publisher of the proceedings is usually not well known and the publication documents a specific event. The names of the authors are always followed by "ed"/"eds", the ISBN number is obligatory, and the location and date of the conference in the language used by the organisers, but with the period avoided, is given in brackets. Care should be taken that the date and place of the conference and the date and place of publication do not necessarily coincide. When citing a volume:

Takács, Antal – Fabényi, Gábor (eds): *15th Building Industry Days 2016* (Debrecen, Hungary, May 23–25, 2016), Debreceni Egyetem, Debrecen 2017 (ISBN 978-3-16-148410-0).

Study citation:

Vázsonyi, Péter: „A tátrafüredi ÖKO-Telep szemetgazdálkodási programjának ütemezése”, in Takács Antal – Fabényi Gábor (eds): *15th Building Industry Days 2016* (Debrecen, Hungary, May 23–25, 2016), Debreceni Egyetem, Debrecen 2017 (ISBN 978-3-16-148410-0), pp 276–298.

All volumes are editorial publications, but depending on editorial requirements, this is sometimes replaced by the name of the organising institution. Volume citation:

International Ecological Society (ed): *VIIIth STREAM Conference of Global Culture* (Washington DC, July 12–15, 1999), Cambridge Scholars, London, UK 2011 (ISBN 978-3-16-148410-0).

Study citation:

Alsop, Bruce: „Cloud Atlas: A New Design Approach”, in International Ecological Society (ed): *VIIIth STREAM Conference of Global Culture* (Washington DC, July 12–15, 1999), Cambridge Scholars, London, UK 2011 (ISBN 978-3-16-148410-0), pp 789–799.

Where several publications belong to the same publisher, they are separated by "/":

Cambridge Scholars, London/New York/New Jersey 2001

For books published worldwide, it is sufficient to indicate the publisher:

Springer, 2009

For electronic conference proceedings, each paper may have a DOI number. DOI numbers can only refer to the study (and not the volume), so they are given after the page number as final information. As it replaces a link, it is mandatory to include the date of last access.

Fialovszky, Lőrinc: „The Urban Grid of Early 19th-Century Athens”, in Craig Maxwell (ed): *The 3rd International Utopian Sympose*, Oxford University Press, London 2007 (ISBN 978-3-16-148410-0), pp 45–79, DOI: <10.1000/xyz123> [last accessed: 2018-01-22].

Link references are only included if neither this nor the ISBN number of the volume is known, or the location of the paper within the volume (due to lack of page number and/or publisher) cannot be identified.

Fialovszky, Lőrinc: „The Urban Grid of Early 19th-Century Athens”, in Craig Maxwell (ed): *The 3rd International Utopian Sympose* (ISBN 978-3-16-148410-0), hozzáférhető: <<http://www.ius.com/2017-11-09.id.4576908>> [last accessed: 2018-01-22].

2.5. Manuscripts

A manuscript is not necessarily a handwritten work, but in any case an unpublished work of authorship, published in an online format at most. The format of a manuscript is closest to that of a privately published book, but it should be made clear in the bibliography that it is not a book, and the designation "manuscript" should be given in brackets []. As it is not a separate publication, the title of the work should be in quotation marks. The publisher is not given, but the place of origin and the year of publication are identifying information. In all cases, the author's name should be avoided as the publisher:

Halasi, Áron: „Szénaboglya-építészeti a kiskunsági rónán” [manuscript], Szolnok 1997.

Page numbering is not always provided for manuscripts, in which case the pages of the work should be numbered up to the place of reference:

Halasi, Áron: „Szénaboglya-építészeti a kiskunsági rónán” [manuscript], Szolnok 1997, pp 14–19.

If the manuscript is available online, be sure to give the location as already known:

Halasi, Áron: „Szénaboglya-építészeti a kiskunsági rónán” [manuscript], Szolnok 1997, pp 14–19, hozzáférhető: <<http://www.halasiarchivum.hu/szovegek-texts/hu/szenaboglya-epiteszet-a-kiskunsagi-ronan>> [last accessed: 2018-01-26].

2.6. Websites, internet postings, entries, comments

Website links need to be distinguished from other Internet publications because they are usually not authored and their format is different from that inherited from the printed press. In website citations, it is important to make the structure of the website clear and avoid repetition, and therefore not to stick to the usual author-address-place triple split. You can read the structure of the website directly from the web address, but the right way to do this is to give the visitor's perspective on how to access the quoted text - from the main page to the directory of the document being cited, as appropriate. A website link without an author is not a cause for concern:

Graphisoft Park/Enterprises [website], available at: <<http://www.graphisoftpark.hu/epuletek-lista>> [last accessed 25-01-2018].

Of course, the text on the website may be a quotation. In such cases, we should endeavour to cite the original source, but if this is not possible, the structure of the website should be separated from the author and title of the quoted text. Use the "in" sign between the two:

Bojár, Gábor - Kocsány, János: "Küldetés" in Graphisoft Park/Miért a Graphisoft Park [website], available at <<http://www.graphisoftpark.hu/kuldetes>> [last accessed 2018-01-25].

"[website]" is not an exclusive statement when identifying website-type links. The [] brackets may be used to enclose "blog", "reblog", etc.

A different category is made up of online posts, entries and comments. While the author is usually unknown for the website-type links, here the address is often not given. Instead of a title, it is permissible to paste the first half-sentence of the text to be quoted. For the purposes of identifying the citation, it is irrelevant whether the reference is to the real name of the author or to an alias, but do not deviate from what is stated in the signature, header, text box, etc. of the entry. Be careful to include the date of publication, the accuracy of which will be determined by the capabilities of the communication interface. As website and blog interfaces are often interlinked, the structure of the link will be as described above, with the addition of the publication date:

OldBoy84: "Disputes around the building's restoration have shown how deep the Rabbit's hole is..." [comment] in Twitter/Szegő Tamás, 2017-10-17 EST 18:32, available: <<https://twitter.com/szego-tamas/comment/oldboy84/id.85746362362>> [last accessed: 2018-01-25].

For the record, apparently on a different medium:

Zoltán Kovács: "Tökbaró retrodizájn, de nem ide való..." [comment] in Index/Urbanista, 2017-10-17 EST 18:32, available: <<https://index.hu/urbanista/2018/01/10/kadar-kori-emlekmuvek-egykor-es-ma>> [last accessed: 2018-01-25].

The structure of the link is unchanged without the author:

"Today it was sunny and the Pantheon was shining..." [blog post] in JardinForUse, 2018-01-10, available: <<https://www.jardinforuse.blogspot.com/post/10012018-4579>> [last accessed: 2018-01-25].

Compiled by V. Katona