

- The SI (Système International d'Unités) notation must be used for units of physical quantity.

5 Rules for referencing

Reference: When writing the thesis, it is compulsory to provide accurate and verifiable information on the sources used. Referencing means that during the preparation of professional materials, when the content of another publication is used (whether in paper or online format), a clear and precise reference must be made to the bibliographic data of the document used.

5.1 References to textual content

Data from the literature must be clearly referenced both in the text and at the end of the text. All training programs must apply the reference used by the IEEE database. In justified cases, the Head of Department may decide to use the Harvard referencing style. The formatting requirements for this are set out in Appendix 4.

5.1.1 Verbatim citation

Verbatim citation: When a passage of an author's cited work is used word for word. In this case, the quoted text must be provided in quotation marks, and the sentence must not be altered (no omissions/additions), nor can the word order of the text be changed.

In the case of a verbatim citation, the exact page number must also be given, using the following format: [4, pp. 10-12], where 4 is the source, pp. is an abbreviation for page numbers, and 10-12 is the exact page number. If a single page is specified, only one "p" is written: [4, p. 9]

Example of verbatim citation:

"During test operation, certain fans exhibited strong vibration and noise. In order to avoid fan damage, and to guarantee safe operation, a diagnostic investigation was carried out on the air supply system, by means of concerted application of CFD technique and experimentation." [3, p. 17]

In the bibliography:

[3] J. Vad and E. Lukács, Fluid Mechanics Measurements, [Digital edition.]

Budapest: Akadémiai Kiadó, 2020. In: mersz.hu
https://mersz.hu/hivatkozas/m635fmm_73_p17#m635fmm_73_p17 (Date of
download: 2021.02.22. 10:15)

5.1.2 Summarizing, paraphrasing

Summarizing, paraphrasing: When that the student writing the thesis summarizes or paraphrases the text of the literature used in his or her own words or phrases, while retaining the original meaning. It is always necessary to cite the source to make it clear that the information taken is not the author's own.

Example of summary, paraphrase:

Decisions in a sustainable city are made with the goal of determining if the outcomes will be of any help concerning the city's long-term growth. It is key to consider in what ways a certain measure might improve the city's growth from economic, social, and environmental standpoints at the same time. [1]

In the bibliography:

[1] J. Tóth and D. Esztergár-Kiss, Smart City, [Digital edition.] Budapest: Akadémiai Kiadó, 2019. In: mersz.hu.
https://mersz.hu/hivatkozas/m440sc_1_p1#m440sc_1_p1 (Date of download: 2021.02.22. 10:07)

5.1.3 Requirements for in-text references

- Regardless of the form of the in-text citation (verbatim or paraphrase), a numbered reference in brackets immediately following the quoted text must be used to indicate the source of the reference. For example: [4, p. 9] or [4]. Each source is denoted by a different/unique number, so a given source is denoted by a given number, regardless of how many times it is cited. The first time it is cited (immediately after the cited text), it is given a serial number, for example "[5]", and from then on, each citation from that document is given the same serial number. The reference numbers in the text must correspond to the number given in the bibliography at the end of the thesis. The bibliographic reference number must be indicated by Arabic numerals.
- Immediately after the referenced text (whether verbatim or paraphrase), the corresponding reference must be added.

- Any paragraph that does not contain/ is not followed by a reference is considered to be the student's own thoughts.
- In heavily fragmented texts, it is advisable to cite after each paragraph (if not the student's own), even if it is from the same source.
- If the thesis also includes literature in a foreign language, interpreted/translated by the author of the thesis, the original source must still be cited.

5.2 Referencing figures/tables

The same rules apply to referencing the sources of figures and tables as to textual content. The exact source must be given in the text in square brackets with Arabic numerals.

5.2.1 Example of referencing figures

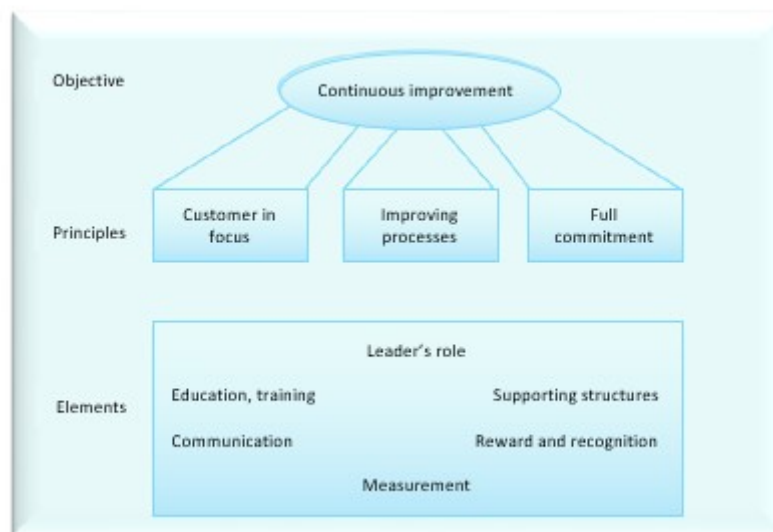


Figure 1: Model for implementing TQM [6, p. 42]

In the bibliography:

[6] A. R. Tenner, I. J. Detoro, TQM : teljes körű minőségmenedzsment. Budapest: Műszaki Kvk.,1999. ISBN: 978-0201563054 p. 42.

5.2.2 Example of referencing tables

Table 1: Manager-leader roles [8, p. 103.]

Manager-leader roles	
Management	Leadership
Planning	Vision
Organizing	Adaptation
Controlling	Delegation of greater scope of authority
Coordinating	Training
Checking	Care
Achieving results	Improving the systems

In the bibliography:

[8] J. Kövesi, J. Topár (eds.), A minőségmenedzsment alapjai, Budapest: BMGE GTK : Typotex, 2006. ISBN 963-9664-11-1 p.103.

5.2.3 Example of referencing the student’s own figures/tables

If the figure or table is self-edited based on a source, the reference must be indicated after the title of the figure/table as follows:

Figure X: Figure title self-edited based on [12]

If the figure or table is entirely the student’s own, the following reference must be provided after the title of the figure/table:

Figure Y: Figure title – self-edited

5.3 References in the bibliography

The thesis must include at least 10 peer-reviewed books, book excerpts, or journal articles as sources. Deviations from this may be made with the supervisor’s agreement.

Bibliography:

- All works referred to in the main text must be indicated.
- Only literature used by the student and referred to in the thesis may be included in the bibliography.
 - It is considered unethical to present documents in the bibliography that were not used at all.

- It is considered unethical to cross-reference someone else's ideas, i.e. the student uses document A, which used sources B, C, D and E, but the student does not cite document A as the source, but its literature instead.
- The bibliography must also include the exact reference of the figures and tables. See the example in chapter 5.2.
- Each source cited is listed only once in the bibliography, in the order of appearance in the text, numbered in ascending order from 1 to n in square brackets. Passages cited from the same source must be indicated with the same number along with the relevant page number. For example, [4, p. 9], referring to the same source elsewhere [4, p. 12.]

In the case of literature with multiple authors, the names of all authors must be given.

- In addition to national literature, it is also necessary to draw on foreign-language sources. This may be waived with the approval of the internal supervisor.

Below are examples for each type of document.

Book:

- [1] J. Kovács, G. Takács and M. Takács, *Analízis*, Budapest: Nemzeti Tankvk., 2007, ISBN 963 999 111 78

Book chapter:

- [2] Barótfi, "Harnessing solar energy", I. Barótfi ed., *Környezettechnika*. Budapest: Mezőgazda, 2000, pp. 32–70. ISBN 963 286 009 8

Conference proceeding:

- [3] E. E. Gieva, K. I. Nedelchev, I. M. Kralov and I. N. Ruskova, "Analyses of Energy Harvesting Methods and Devices for Use in Transport Noise Harvesting," 2019 X National Conference with International Participation (ELECTRONICA), Sofia, Bulgaria, 2019, pp. 1-4, doi: 10.1109/ELECTRONICA.2019.8825649.

Journal article:

- [4] M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure, " *IEEE Trans. Biomed. Eng.*, vol. 58., no. 10, pp. 2787–2793, 2011, doi:

10.1109/TBME.2011.2158315.

Dissertation:

[5] X. Zhao, "Thermal and Optical Management of Windows with Nanoengineered Transparent Insulation Materials," Ph.D. dissertation, University of Colorado at Boulder, USA, 2020.

[6] Hoseini, "Thermal performance of aerogel blanket insulation," Ph.D. dissertation, Simon Fraser University, Canada, 2017.

Regulation:

[7] MSZ EN 12261:2002/A1 Gas meters. Turbine gas meters. Effective date: 1 November 2006. *Date of withdrawal: (if relevant)* Budapest: Hungarian Standards Institution, 2006.

Product brochure:

[8] MUREXIN Limited Liability Company, Tile adhesion system Betonol, Budapest: MUREXIN Ltd.

Website:

Most of the websites used include the author and the title, so in these cases they must be indicated, otherwise it is sufficient to include only the website title, the exact web address (link) and the date of download.

[9] Vörösne Leitner and L. Kajtár. "Újra a gáztűzhelyekről... : Gyakorlati következtetések" e-gepsz.hu. <https://www.e-gepsz.hu/cikkek/18078-ujra-a-gasztuzhelyekrol> (Date of download: 2021.01.16. 10:11)

Company document:

The most important details of the document (author, year of publication, title) should be provided if possible.

[10] Kerektudomány Zrt. (2019) Annual report

If it is not possible to provide any identifying information other than the name of the company, it must be indicated the following way:

[11] Kerektudomány Zrt. Internal company document

5.4 Sample bibliography

- [1] J. Kovács, G. Takács and M. Takács, *Analízis*, Budapest: Nemzeti Tankvk., 2007, ISBN 963 999 111 78
- [2] I. Barótfi, "Harnessing solar energy", I. Barótfi ed., *Környezettechnika*. Budapest: Mezőgazda, 2000, pp. 32–70. ISBN 963 286 009 8
- [3] E. E. Gieva, K. I. Nedelchev, I. M. Kralov and I. N. Ruskova, "Analyses of Energy Harvesting Methods and Devices for Use in Transport Noise Harvesting," 2019 X National Conference with International Participation (ELECTRONICA), Sofia, Bulgaria, 2019, pp. 1-4, doi: 10.1109/ELECTRONICA.2019.8825649.
- [4] M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure, " *IEEE Trans. Biomed. Eng.*, vol. 58., no. 10, pp. 2787–2793, 2011, doi: 10.1109/TBME.2011.2158315.
- [5] X. Zhao, "Thermal and Optical Management of Windows with Nanoengineered Transparent Insulation Materials," Ph.D. dissertation, University of Colorado at Boulder, USA, 2020.
- [6] A. Hoseini, "Thermal performance of aerogel blanket insulation," Ph.D. dissertation, Simon Fraser University, Canada, 2017.
- [7] MSZ EN 12261:2002/A1 Gas meters. Turbine gas meters. Effective date: 1 November 2006. *Date of withdrawal: (if relevant)* Budapest: Hungarian Standards Institution, 2006.
- [8] MUREXIN Limited Liability Company, Tile adhesion system Betonol, Budapest: MUREXIN Ltd.
- [9] Vörösne Leitner and L. Kajtár. "Újra a gáztűzhelyekről... : Gyakorlati következtetések" *e-gepesz.hu*. <https://www.e-gepesz.hu/cikkek/18078-ujra-a-gasztuzhelyekrol> (Accessed: 2021.01.16. 10:11)
- [10] Kerektudomány Zrt. (2019) Annual report
- [11] Kerektudomány Zrt. internal company document

5.5 Evaluation and credibility of sources

The literature review of the thesis must be based on professional literature and professional documents. This means that students must not use or refer to sources that are not made by professionals and have no professional credibility (e.g. Wikipedia). Thus, only those works that were written by professionals are considered credible and professionally reliable, checked, and peer-reviewed.

Theses that contain non-existent literature will not be accepted.

The credibility, accuracy, and reliability of sources available on the Internet vary widely. A significant amount of online content is not subject to professional control. Therefore, it is advisable to consider the following when assessing materials or information found on the Internet:

- It is often not stated who the author is, but it is usually possible to deduce from the website which organization, institution, or publisher is responsible for the publication. Based on these data, the acceptability of online content may be better determined. Studies, articles, data, and information found on the websites of professional organizations with a credible, reliable, and recognized professional background are considered to be valid (e.g. International Monetary Fund (IMF), Organization for Economic Co-operation and Development (OECD), Hungarian Central Statistical Office). However, the content of websites that are not maintained by a professional organization is often questionable and less professional. Thus, such sites merely function as portals.
- It increases the credibility and verifiability of the material if the sources used are clearly indicated in the online document.
- The electronic databases and online content available through the websites of research institutions, higher education institutions, and their libraries are useful and even advisable for scientific research and for writing a thesis.

6 Appendices

- Appendix 1/A: BSc/postgraduate Thesis outer cover
- Appendix 1/B: MSc Thesis outer cover
- Appendix 2/A: BSc/postgraduate Thesis cover page