**ÓBUDA UNIVERSITY**

**KELETI KÁROLY FACULTY OF BUSINESS AND MANAGEMENT**



**PROJECT WORK**

**PROJECT PLAN**

**PROJECT TITLE**

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# FORMAL REQUIREMENTS (NON-OFFICIAL CHAPTER)

This template document contains the expectations for preparing the Project Work documentation.

## Document-level formatting and requirements

The document must be prepared in A4 size, portrait orientation. Page margins: top 40 mm, bottom and right outer edges 25 mm, binding side (for binding purposes) 35 mm.

Page numbers must be placed at the top, centered, 20 mm from the edge of the page. Page numbers should only appear starting from the Table of Contents chapter (in Microsoft Word this can be achieved using section breaks).

The required length of the documents:

* Project Charter Document: 2 pages.
* Project Plan Document: minimum 8 pages, maximum 16 pages.
* Project Outcome Document: minimum 20 pages, maximum 40 pages.
* Project Closing Document: minimum 4 pages, maximum 8 pages.

## Text-level formatting and requirements.

When writing the document, careful attention must be paid to the correct use of Hungarian technical and/or economic terminology. Unnecessary abbreviations and professional jargon should be avoided. The writing style should strive to be professional, yet readable and fluent. Spelling mistakes significantly reduce the quality of the documents.

* Main chapter titles must be numbered with Arabic numerals, written in 14-point uppercase characters, centered at the top of the page.
* Subchapter titles should be numbered up to three levels deep (e.g., 1.1.1), written in 12-point bold characters, left-aligned.
* The body text must be in Times New Roman font, 12-point size.

## Formal requirements for other elements

### Common placement of figures and tables.

* within the text, alongside a figure not spanning the full page width with typed text,
* within the text, alongside a figure not spanning the full page width, with empty space left on both sides,
* inserted between text pages, occupying the full page,
* collected at the end of the document and bound together.

Above each figure/table, the numbered type must be indicated in normal text style but centered (e.g., Figure 1, Figure 2, Table 1, etc.), along with a description or title of what it represents. Below the figure, centered, a note must include the source or other relevant data according to referencing rules. For formulas, the numbered title must be placed below the formula, centered, and if the formula is not original, the source must also be indicated. Generally known and widely recognized formulas (e.g., Pythagoras’ theorem, E = mc², or Newton’s laws) do not require a source according to APA standards.

1. Figure: This is an inserted image from Word.



Source: Microsoft Word 365, Stock photos

1. Table: This is a table about something

|  |  |  |
| --- | --- | --- |
| Example | Sample | Other |
| 1 | 2 | 3 |

Note. Edited by the author. Based on own research (2025Q1, N=10).

$$x=\frac{-b\pm \sqrt{b^{2}-4ac}}{2a}$$

1. Equation: Quadratic equation

## Requirements regarding references

The document is an independent work, which may require knowledge and use of the relevant literature. All literary references must be indicated precisely, making it clear that they are not the author’s own results. The accepted referencing style is APA, which stands for American Psychological Association and refers to the citation system they use. Details and examples: [https://apastyle.apa.org/style-grammar-guidelines/references/examples](https://apastyle.apa.org/style-grammar-guidelines/references/examples?utm_source=chatgpt.com)
In the case of Project Work: there is no required minimum number of references.

### Formatting of the reference list

The reference list contains all cited sources. The formatting requirements of the reference list are defined by the APA citation style. Its basis is the normal text style (Times New Roman, size 12), as well as the following:

The listing is not in order of appearance but in alphabetical order. There are no separate categories; everything is included in a single list. Entries are not numbered.
*(“Arrange entries in alphabetical order by the surname of the first author or by title for entries with no author. Do not number entries.” APA Manual, 7th ed., §9.43)*

The reference list must be left-aligned with hanging indent (1.27 cm) formatting.
*(“Align the text of the reference list flush left (the left margin). Apply a hanging indent of 0.5 in. (1.27 cm) to each reference list entry. The first line of the reference is flush left, and subsequent lines are indented.” APA Manual, 7th ed., §9.43)*

# REFERENCES

Minta, G. (2024). Új cikket is írtam, ez a címe. *Másik folyóiratban*, 2(4), pp 12-15. http://doi.org/...

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Minta, G., Példa P., Teszt, T. (2025). *Többen is írtunk könyvet*. Egy másik kiadó.

Példa, P. (2025). Fejezetem címe. In Teszt, T. (Szerk.) *Könyv címe, amiben fejezetem volt* (pp. 15-65). Előző kiadó.

Teszt, T. (2025). *Elektronikus könyvem címe* [E-könyv]. Szuper kiadó.

# APPENDICES