

2010 NEW ZEALAND

TOURISM & HOSPITALITY RESEARCH CONFERENCE

INSTRUCTIONS FOR WORKING PAPERS

To expedite the production process, all manuscripts (working papers) considered for publication in the conference proceedings must be prepared according to the format outlined below.

All manuscripts must be submitted through the 2010 NZTHRC webpage:

<http://autserve.aut.ac.nz/nzthrc/index.php/upload>

Abstracts and extended abstracts for working papers, must be submitted as a WORD Document (*no* pdf files please)!

In the case of technical problems, please contact Sharon Race (sharon.race@aut.ac.nz) or Mark Orams (mark.orams@aut.ac.nz)

PURPOSE OF WORKING PAPERS

Working papers are expected to report on work in progress, preliminary findings, and pilot studies. They are also suitable for reviews of literature, methods and methodologies and for exploratory or theoretical critiques or advancements. Working papers are particularly useful for post-graduate students and early career researchers who are seeking opportunities to present material which is either not suited or not yet complete enough for publication in more traditional peer reviewed publications (such as journals). Working papers may be submitted as an abstract only (maximum 250 words) or as an extended abstract (around 1,000 – 1,500 words in length). Working papers will not have been previously published elsewhere but may form the basis or portion of a piece of work that is eventually intended for publication elsewhere. Working paper abstracts and extended abstracts will reviewed by a member of the conference scientific review committee but will not be subject to independent peer review.

FORMAT

Papers must be presented in Times New Roman 12 point font using standard 2.54cm margins top, bottom and sides (as used in this document). Papers should have a title presented all in capitals. Headings should be capitalized, left justified and bolded, sub-headings should be left justified and italics (see example which follows at the end of this document).

WRITING STYLE

The paper *must* be written in the third person and all submissions must be in English. Readers need to grasp information quickly; thus, authors should use straightforward declarative sentences, making every effort to help readers understand the concepts presented. All papers

should be comprehensible to all readers, regardless of their areas of specializations and academic backgrounds. Papers may include tables, drawings, charts, or photographs (black & white).

PAPER LENGTH

Abstracts – maximum 250 words.

Extended abstracts – between 1,000 and 1,500 words as a guideline (excluding references and any appendices).

ABSTRACT

The paper abstract should concisely summarise the contents of the working paper.

EXTENDED ABSTRACT

An extended abstract should provide an overview of the study, topic, literature or issue which is the focus of the paper. An extended abstract should include references where relevant and may include diagrams, figures and tables if authors wish to do so.

TEXT

The paper itself will be composed of three parts: introduction, the main body and conclusion. Headed with an appropriate title, the main body of the paper can in turn be divided into subtitled sections. The whole submission should be arranged in the following order: title page with paper title, author/s name/s, affiliation/s and contact details, abstract and key words. The following pages should contain the introduction, the main body of the paper, conclusion, acknowledgments, reference list. Do *not* use text footnotes. Extra explanatory material can be included as an appendix.

FOOTNOTES, ENDNOTES, HEADERS, PAGE NUMBERS, RUNNING HEADS

Please do *not* use any of the above!

ABBREVIATIONS AND TERMINOLOGIES

These should be fully spelled out and defined when first used in the text.

REFERENCES

In the text, references are cited using the author/date style following the *APA Publication Manual* (6th ed.). Examples: (Fennell, 1999) or (Duffus & Dearden, 1990; Hall, 2001). See <http://aut.ac.nz.libguides.com/APA6th> for details on APA 6th edition referencing.

The reference list, placed at the end of the text, must be typed in alphabetical order of authors. A referenced article should contain all authors' names, year of publication, title of the article, name of the publication, volume, and inclusive page numbers. A referenced book should list author

name(s), year of publication, title of the book, place & country (or state if USA) of publication, and publisher as per the following examples:

Journal article

Orams, M.B. (1995). Towards a more desirable form of ecotourism. *Tourism Management*, 16, 3-8.

Book

Orams, M.B. (1999). *Marine tourism: Development, impacts and management*. London, UK: Routledge.

Chapter in book

Orams, M.B. (2003). Marine ecotourism in New Zealand: An overview of the industry and its management. In B. Garrod & J.C. Wilson (Eds.), *Marine ecotourism: Issues and experiences* (pp. 233-248). London, U.K: Channel View Publications.

Please note that citations such as "personal communication" should not be included in the reference list, but may be added parenthetically in the text.

ILLUSTRATIONS AND DIAGRAMS

These should be kept to a minimum and must be suitable for direct reproduction. They should be embedded in the text body of the manuscript. Lettering should be large enough to be legible after reduction to printing size.

EVALUATION

All abstracts and extended abstracts submitted as working papers are evaluated by a member of the conference scientific review committee. Feedback may be given to the author/s and emendations to the paper may be required before it is accepted for publication in the conference proceedings.

DEADLINES

Abstract submission: 31 August 2010

Extended abstract submission: 22 October 2010

PRESENTING AT THE CONFERENCE

Authors (or in the case of multiple authors, at least one author) who have working papers (abstracts or extended abstracts) accepted for inclusion in the conference proceedings are required to register to attend the conference and to present their paper at the conference. Presentations are scheduled to be 20 minutes in duration with up to 10 minutes available for

questions at the conclusion of the presentation. Presenters are encouraged not to read their papers but to prepare a summary of the important aspects in the software package Powerpoint for presenting to the audience. Powerpoint files are required to be e-mailed to the conference coordinator sharon.race@aut.ac.nz before 20 November. This allows time to set up the Powerpoint files for each session prior to the conference. Because Powerpoint files are to be e-mailed, please ensure that graphics included in Powerpoint slides are reduced in resolution so that total file size does not exceeds 8mb. Access to the internet, digital projectors and sound will be available via the computers in presentation rooms.

Example Working Paper (abstract only):

TITLE OF PAPER: 14 POINT TIMES NEW ROMAN, ALL CAPITALIZED LETTERS, CENTERED, BOLD

Author Name(s): 12 point Times New Roman, italics, centered

Affiliation(s): 12point Times New Roman, italics, centered

Address(es): 12 point Times New Roman, italics, centered

e-mail(s): 12 point Times New Roman, italics, centered

ABSTRACT

250 words, 12 point Times New Roman, left aligned

Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract
Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract
Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract

Example Working Paper (extended abstract):

TITLE OF PAPER: 14 POINT TIMES NEW ROMAN, ALL CAPITALIZED LETTERS, CENTERED, BOLD

Author Name(s): 12 point Times New Roman, italics, centered

Affiliation(s): 12point Times New Roman, italics, centered

Address(es): 12 point Times New Roman, italics, centered

e-mail(s): 12 point Times New Roman, italics, centered

MAIN HEADINGS: 12 POINT TIMES NEW ROMAN, ALL CAPS, LEFT ALIGNED, BOLD

Subheadings: 12 point Times New Roman, italics, left aligned

Main Text: 12 point Times New Roman, left aligned

References as described above