

2010 NEW ZEALAND

TOURISM & HOSPITALITY RESEARCH CONFERENCE

INSTRUCTIONS FOR FULL PAPERS

To expedite the review and production process, all manuscripts (full papers) considered for publication in the conference proceedings must be prepared according to the following format.

All manuscripts must be submitted through the 2010 NZTHRC webpage:

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

Abstracts and full 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 FULL PAPERS

Full papers are expected to report on empirical research and its findings or on substantive research related issues (such as the proposal of a new model, theory or advancement in the field). They are expected to be a discrete and complete piece of work worthy of publication and making a contribution to the fields of tourism and/or hospitality (or related areas). Full papers will not have been previously published elsewhere. Full papers will be peer reviewed and subject to emendation by their author/s before being accepted for publication in the conference proceedings. High quality papers may be selected for publication in special issues of appropriate journals but authors' consent will always be sought and obtained before doing so. Author/s of full papers will be expected to formally register for the conference and to present an appropriate summary of their paper at the conference.

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.

Full papers – maximum 5,000 words (excluding abstract, references and any appendices).

ABSTRACT AND KEYWORDS

The paper abstract should state concisely what was done and why, what was found, and what was concluded, and end with a list of up to five keywords pertinent to the central theme.

TEXT

The paper itself will be composed of three parts: introduction, the study (or the main body of the paper), and conclusion. Headed with an appropriate title, the study (or 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 (on the cover page only please), the next page should include the paper title, abstract and key words but should exclude author/s names and related information. The following pages should contain the introduction, the study (or 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 manuscripts submitted as full papers are evaluated by a member of the conference scientific review committee and at least one independent referee. The paper evaluation is double blind and anonymous with regard to the independent referee/s and the author/s. However, the member of the scientific review committee who will also review the paper will be aware of the author/s and will manage the review from the independent referee/s.

DEADLINES

Abstract submission: 01 July 2010

Full Paper submission: 01 August 2010

PRESENTING AT THE CONFERENCE

Authors (or in the case of multiple authors, at least one author) who have papers 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 Full Paper:

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

Page break

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

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

Keywords: Up to five keywords, 12 point Times New Roman, left aligned

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

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

Main Text: 5,000 words, 12 point Times New Roman, left aligned

References as described above