

CAUTHE 2022 Hybrid Conference

“Shaping the Next Normal in Tourism, Hospitality & Events”

February 7th – 9th 2022

Brisbane Australia

PAPER FORMATTING GUIDELINES

Please follow the guidelines below to format your paper. It is important that all papers are submitted in a standardised format. Papers not adhering to this format will be returned to the authors for formatting. All papers (full or working papers) must meet the following requirements:

- The paper must be saved in **Word** format (file extension .doc or .docx).
- Use Times New Roman, 11-point font, single line spacing, left justified text alignment, unless otherwise stated – a template example is provided on the following pages of this document.
- Include paper title, but with all authors, affiliations and contact details excluded (to ensure anonymity for the blind peer review process).
- Only the final accepted version of the paper should include authors, affiliations and contact details.
- Papers should follow the APA guidelines as used in the [Journal of Hospitality and Tourism Management](#).
- All authors must complete and upload a “Transfer of Copyright Agreement” with their paper submission.
- Please refer to formatting requirements below.

Length of paper and guidelines for headings

Full Research papers should be between 4,000 and 5,000 words (maximum), including references, tables and figures) and should include the following headings or sections. For Full Research papers that are ‘empirical’ papers, include:

- Abstract and keywords
- Introduction & Background
- Methods
- Results
- Discussion
- Implications & Conclusion
- References

For Full Research papers that are ‘conceptual/theoretical’ papers, include:

- Abstract and keywords
- Introduction & Background
- Implications & Conclusion
- References

Working Papers should be between 1,200 and 1,500 words (maximum) including references, tables and figures. Prepare your paper using the most appropriate headings relative to the developmental stage of your study.

FINAL VERSION – INCLUDE AUTHOR AND AFFILIATION DETAILS

TITLE OF PAPER IN SENTENCE CASE, 14 POINT, BOLD, LEFT JUSTIFIED

Firstname Surname^a, Firstname Surname^a and Firstname Surname^b

The second line should be followed by a line in the style ‘**Authors**’, Times New Roman, 11 point, bold, justified text alignment. It should specify the authors of the publication, separated by commas, except for the last author which is separated from the rest of the authors by an ‘and’. Next to each author there may be a super-script number linking the author to an organisation (see above).

^aOrganisation 1, ^bOrganisation 2

PLEASE NOTE THAT THIS PAGE SHOULD ONLY BE INCLUDED WHEN YOU SUBMIT YOUR FINAL VERSION AFTER A SUCCESSFUL REVIEW PROCESS.

DO NOT INCLUDE AUTHOR DETAILS IN THE FIRST SUBMISSION FOR DOUBLE-BLIND REVIEW.

FOR FIRST SUBMISSIONS –PAGE #1 SHOULD FOLLOW THE FORMAT SHOWN ON THE NEXT PAGE OF THIS FORMATTING GUIDE.

Select either **FULL RESEARCH PAPER OR WORKING PAPER****TITLE OF PAPER IN UPPERCASE, 14 POINT, BOLD, LEFT JUSTIFIED****ABSTRACT**

Place your abstract here. The abstract should begin with a line containing the word 'ABSTRACT', using UPPERCASE, 11-point, bold font. The short abstract should be composed of 150-300 words that briefly summarise your paper. It should provide details rather than present intentions. Indent the abstract paragraph 1.5cm single justified text alignment. The abstract should be followed by a list of no more than six (6) key words that define the subject matter.

Keywords: *List up to 6 key words*

Introduction

Begin your copy here using the section headings outlined above and heading level styles below. For the main body text, the style 'Body Text'. Single space between paragraphs and double space between end of section and new heading/section. Do not number the pages, but make sure the pages are in the correct order. The editor will number pages. Please use a 2.5 cm margin on all sides (left, top, bottom, and right).

Tables and figures

Tables and figures must appear within the text, not at the end of the text. Tables and figures should be numbered sequentially, e.g., Table 1, Table 2, Table 3, etc., and they should include a title (in sentence case) next to the table or figure number, which explains their contents. For example:

Table 1: Profile of typical travel and tourism students

If appropriate, appendices should appear at the end of the article after the list of references.

HEADING LEVEL 1

Level 1 heading is for the title of paper. Use UPPERCASE, Times New Roman, 14 point, bold, left justified.

Heading level 2

Level 2 headings are to be formatted in Times New Roman, 12 point font, sentence case, bold and left justified. Leave two line spaces before the level 2 heading and one line space after the heading.

Heading level 3

Level 3 headings are to be formatted Times New Roman, 11 point font, sentence case, italics, and left justified. Leave two line spaces before the level 3 heading and one line space after the heading.

Select either **FULL RESEARCH PAPER OR WORKING PAPER**

Heading level 4

Level 4 headings are to be formatted Times New Roman, 10 point font, sentence case, bold, and left justified. Leave one line space before the level 4 heading and no line spaces after the heading.

Block quotes

For directly quoted material of more than 30 words in length, use a block quote indented 1.5 cm from the left and italics, 11 point font.

Conclusion and implications

Please list any conclusions and implications here, as appropriate. Do not include ‘recommendations’.

Appendix

References

References must be listed immediately following the conclusion and implications of the paper (no page break). Papers should follow the APA guidelines as used in the [Journal of Hospitality and Tourism Management](#). Alphabetise by author, and for each author, list in chronological order. List the authors' names exactly as written in the source cited. Use no abbreviations, use a hanging indent of 1.5 cm and single line spacing.

In-text: In text, list all authors in alpha order, with comma separating surname and year, and each subsequent reference separated with a semi-colon (Macdonald, 1997; Reisinger, 2003; Tribe, 2005). Ensure all direct quotes are captured with single ‘quotation marks’ and page numbers indicated as such: (Higgins-Desbiolles et al, 2012, p. 1). Longer quotes (more than 40 words) should be separated out by one line space and indented.

Examples

Journal paper

Tribe, J. (2005). The truth about tourism. *Annals of Tourism Research*, 33(2), 360–381. List doi if appropriate here.

Book

Reisinger, Y., & Turner, L. (2003). *Cross-cultural behaviour in tourism: Concepts and analysis*. Butterworth-Heinemann.

Conference paper

Higgins-Desbiolles, F., Powys Whyte, K., & Mian, A. (2012, February). *Abandon hope: The importance of remaining critical*. Paper presented at the 22nd Annual CAUTHE conference, Melbourne, Australia.

Book Chapter

Macdonald, S. (1997). A people’s story: Heritage, identity and authenticity. In C. Rojek & J. Urry (Eds.), *Touring cultures: Transformations of travel and theory* (pp. 219-235). Routledge.