#

# CAUTHE CONFERENCE

# PAPER FORMATTING GUIDELINES

# AND

# SUBMISSION TEMPLATES

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

* The paper must be saved in Word format (file extension .doc or .docx) for upload to the Submission Portal.
* Use Times New Roman, 11-point font, single line spacing, left justified text alignment unless otherwise stated.
* Your initial submission should be without author name and affiliation, as the review will be conducted ‘blind’. When you are requested to upload your final version, it is then you must add the author/s name and affiliation/s.
* Citations in text should follow the American Psychological Association (APA) referencing style.
* All authors must complete and upload a **Transfer of Copyright Agreement** with their paper submission.

### **Full Research Papers**

Papers submitted in this category are research work, or work presenting conceptual and theoretical development, that are complete.

The paper should be between 4,000 and 5,000 words (including references, tables and figures).

All papers must be original submissions that have not already been published.

Full research papers are eligible for the ‘CAUTHE Award for Best Full Paper’.

Full research papers submitted by a PhD student on work derived from their study are eligible for nomination for the ‘Bill Faulkner Memorial Award for Best PhD Paper’.

Selected full papers from the conference will be invited to submit to a special issue of the Journal of Hospitality and Tourism Management.

As a minimum, all Full Research papers should include the following headings or sections.

For Full Research papers that are ‘empirical’ papers include:

* Abstract and keywords
* Introduction
* Methods
* Results
* Discussion
* Conclusions and Implications
* References

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

* Abstract and keywords
* Introduction
* Conclusions and Implications
* References

Please see page 3 for the Full Research Paper submission template

### **Extended Abstracts**

An extended abstract should be a maximum of 1000 words (including references, tables and figures). All abstracts must be original submissions that have never been published.

Please see page 5 for the extended abstract submission template

# FULL RESEARCH PAPER SUBMISSION TEMPLATE

# CAUTHE CONFERENCE PAPER TITLE IN HEADING LEVEL 1 UPPERCASE, 14 POINT, BOLD, LEFT JUSTIFIED

**DO NOT INCLUDE YOUR NAME AFFILIATION DETAILS IN THE FIRST SUBMISSION**

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

## 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.

## 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

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

### 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.

#### 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 along with actionable recommendations here, as appropriate.

## References

References must be listed immediately following the conclusion and implications of the paper (no

page break). Use APA referencing style. 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**

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.

**Reference list**

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time, 135*, 28-31.

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.

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

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

**See more at APA Style** [Reference examples](https://apastyle.apa.org/style-grammar-guidelines/references/examples) for different categories of common works.

## Appendix

**FINAL VERSION ONLY – INCLUDE AUTHOR AND AFFILIATION DETAILS**

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

**Firstname Surnamea, Firstname Surnamea, Firstname Surnameb**

**aOrganisation A, bOrganisation B**

The second line should be followed by the list of ‘**Author/s’**, in the correct order for publication. The Authors should be in Times New Roman, 11 point, bold, justified text alignment and separated by commas. Next to each author use a superscript letter to link the author and their affiliation (university or organisation).

The third line should include the list of affiliations with corresponding superscript letter from the author list above before each.

# EXTENDED ABSTRACT SUBMISSION TEMPLATE

# CAUTHE CONFERENCE PAPER TITLE IN HEADING LEVEL 1 UPPERCASE, 14 POINT, BOLD, LEFT JUSTIFIED

**DO NOT INCLUDE YOUR NAME AFFILIATION DETAILS IN THE FIRST SUBMISSION**

ABSTRACT

Place your extended abstract here. The extended abstract should begin with a line containing the word ‘ABSTRACT’, using UPPERCASE, 11-point, bold font. The Extended Abstract should be composed of a maximum of 1000 words (inclusive of tables, figures and references). Indent the extended abstract paragraph 1.5cm single justified text alignment. The extended 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

## Tables and figures

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**In-text**

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