

**FULL PAPER PROPOSAL
GUIDELINES SUMMARY**

“Title: Subtitle” of paper

Authors' name and surname (e-mail),
Authors' institutional affiliation, city, country

Abstract: Please provide text of the abstract using between 110 and 120 words.

Keywords: Please provide a maximum of 5 keywords, separated by commas.

Biosketch: Please include a brief biosketch of every author using between 60-75 words for each.

Full Paper Text: Please develop the full paper with the structure underlined below. Use between 6000 and 8000 words including where necessary a limited number of tables and figures. Make certain that the purpose, methodology and conclusions of your paper are clearly stated.

Bibliographic references: Please make sure that your citations in the text correspond to the bibliographic references listed at the end of your paper (and vice versa).

For authors wishing to have their paper considered for publication, it is recommended that the full style guidelines below are followed:

Style Requirements
(Adapted from *Annals of Tourism Research*)

Length of paper: 6,000 to 8,000 words plus references, tables, graphs and charts

Font: Times New Roman, 12 pt, double spaced.

THE FIRST PAGE

PAPER TITLE

- The chapter title needs to be short. It can be two title lines (all in UPPER CASE), each containing a maximum of 26 characters (including blank spaces), with no word hyphenated from the first to the second line.
- It is also possible to opt for the "title: subtitle" format. That is, THE TITLE ALL IN UPPER CASE: The Subtitle in Lower Case. In this instance, the subtitle line can contain 30 characters (including blank spaces).

AUTHOR'S NAME

- Right under the paper title, the name of the author appears in one line, followed by the name of his/her institution and country on the next line.
- Same format for additional authors.

ABSTRACT

- The abstract should be between 110 and 120 words, including keywords.
- Please limit keywords to five, and avoid using obvious ones such as "tourism" or "wellness".

BIOSKETCH

- The biosketch should include the name(s), the postal/email address of the first author, and a very brief statement about the research interest(s) of the author(s). Its length should be between 60 and 75 words for each author.
- Note: To insure anonymity, name(s) and biosketch(es) of the author(s) will be deleted by the editors if the paper is selected to be sent to a panel of outside referees.

THE PAPER

The paper should be made up of three distinct parts: the introduction, the main body --including (i) state of the matter; (ii) methodology; and (iii) case studied-- and the conclusion, followed by references, tables, and figures, as outlined below.

THE INTRODUCTION SECTION

- The heading for this section is simply INTRODUCTION (IN UPPER CASE).
- The purpose of this section is to set the stage for the main discussion.

- *We prefer* that this section ends by stating the purpose of the paper, but without outlining what sequentially will follow.
- If the introduction is short, it appears as one undivided piece. A long introduction of more than 1,500 words can be subdivided. In such a case, the subtitles are in *Title Case Format* (in italics, but not bold). Example:

INTRODUCTION (this is a Level 1 heading)

Subheading in Italics (this is a Level 2 heading)

Next Subheading in Italics (another Level 2 heading)

Et cetera (but **no** Level 3 headings can be accommodated in INTRODUCTION)

THE MAIN SECTION

- This is the main body of the paper, headed with a section heading capturing the theme/scope/nature of the paper, ALL IN UPPER CASE. Often this heading is somewhat similar to the chapter title itself.
- Its opening discussion begins immediately after the section heading (without a Level 2 subheading intervening). This should include a literature review on the topic so that the paper contains a documentation of work-to-date in the topic area. NB As much as possible, please use present tense (not past tense) for the literature review.
- The study methodology, if applicable, is then introduced, titled with a Level 2 heading: *Study Methods* (in italics).
- Then the paper proceeds to discuss the study findings and their theoretical and practical applications. The discussion in this section is *Subtitled as Appropriate* (again in a Level 2 heading, in italics).
- In general, this is how this discussion section is headed/subheaded:

THEMATICALLY APPROPRIATE HEADING (this is the Level 1 heading, in all cap letters, not bold)

Subheading in Italics (this is a Level 2 heading, *in italics*, not bold)

Subheading in Italics. Et cetera (again a Level 2 heading, *in italics*, not bold)

- All subheadings (Level 2) appear in the same fashion, with no further distinction/variation allowed.
- If any of the above (Level 2) subheaded parts must in turn be subdivided, then this format should be used:

Subheading in Italics (Level 2)

This begins with one or more paragraphs of discussion . . . and then next levels' subheadings are introduced:

Sub-subheading in Italics. The concept of carrying capacity suggests that in the case of

NB This is a run-on subheading; that is, the text begins on the same line as its Level 3 heading. Short sections of one or two paragraphs should not have sub-headings or sub-subheadings.

THE CONCLUSION SECTION

- This section, headed simply CONCLUSION (a Level 1 heading), can begin with a restatement of the research problem, followed by a summary of the research conducted and the findings.
- It then proceeds to make concluding remarks, offering insightful comments on the research theme, commenting on the contributions that the study makes to the formation of knowledge in this field, even also suggesting research gaps and themes/challenges in years ahead.
- To do justice to the paper, this section should not be limited to one or two paragraphs. Its significance/contribution deserves to be insightfully featured here, including remarks which had they been added to the earlier sections would have been premature.
- If the CONCLUSION section is longer than 1,000 words (an average length), one may choose to subdivide it into appropriate *Subheadings in Italics*, similar to the INTRODUCTION format, above.

ACKNOWLEDGMENTS

To protect the anonymity of the review process, acknowledgments will be deleted from the paper when it is sent to referees. If eventually accepted for publication, appropriate format will be suggested at that point.

TABLES AND FIGURES

- Each table (single space) or figure appears on a separate sheet at the end of the paper, with all illustrations considered as Figures (not charts, diagrams, or exhibitions).
- Both tables and figures are identified with Arabic numerals, followed with a very brief one-line descriptive title (about 10 words). Example:

Table 1. Tourist Arrivals and Wellness Expenditures (1995-2005)

NB The title appears above the table.

Figure 1. The Study Area in the Caribbean

NB The title appears under the figure, with any footnotes of explanation placed above the title, but in smaller font point size. Examine a recent issue of *Annals of Tourism Research* for Table and Figure formats.

- The data in tables should be presented in columns with non-significant decimal places omitted. All table columns must have extremely brief headings.
- Clean and uncrowded tables and figures are sought. Notes and comments, including references, are incorporated in the paper text, where the table or figure is first mentioned. If any remain, they are "telegraphically" footnoted, using alphabetic superscripts (not asterisks). References, if not already in the text, take this format: ^a(Smith 2006:207). All such references are also included fully in the Reference list. Tables and figures generated by the author need not be sourced. Proof of permission to reproduce previously published material must be supplied with the paper.
- Tables should not be boxed and girded. No vertical bars can be added and the use of horizontal bars should be limited to 3 or 4, to mark the table heading and its end. See recent issues of *Annals* for examples.
- Figures should be in "camera ready" or "ready-to-go" format suitable for reproduction without retouching. No figures (or tables) can be larger than one page, preferably ½ pages or less in size. All lettering, graph lines, and points on graphs should be sufficiently large to permit reproduction.
- When essential, we can consider to publish photographs (preferably black and white), to be submitted electronically at the end of the paper.

- NB Only very few tables and figures (preferably, less than five in total) central to the discussion can be accommodated. The rest, including those with limited value/data, should be deleted and instead their essence incorporated into the body of the text. All tables and figures (including photos) must appear in "portrait", not "landscape", format.

TEXTUAL CITATIONS

The format for making references in the text is as follows:

- Single reference: . . . Smith (2005) suggests that Or it is argued that (Smith 2006).
- Multiple references: (Cohen 2006; Harrison 1999, 2005; Wilkinson 2006). Please note that authors in this situation appear in alphabetical order (also note the use of punctuation and spacing).
- Using specific points from a paper, including direct quotations or referring to a given part of it: (Dann 2004:45-46). This reference appears at the end of the quotation. Please note that there is no space between the colon and the page numbers.
- Longer quotations (50 words or longer) appear indented on both margins, ending with the reference: . . . (2004:37).
- Multi-author sources, when cited first in the paper, should name all co-authors, for example (Smith, Brown, Johnson and Clark 2005); thereafter, the last name of the first author, followed with et al (Smith et al 2005). Please note that et al is not followed with a period.
- References to personal communication appear parenthetically: . . . (interview with the minister of tourism in 2006) and are not included in the reference list.

OTHER STYLE GUIDELINES

- **Abbreviations/Acronyms:** These should be spelled on their first appearance. Example: . . . Travel and Tourism Research Association (TTRA). If this is going to be used a few times, then only the full name should be used (ie, avoid introducing acronyms which are used less than about five times in the whole text).
- **Terms:** Unfamiliar terms, especially those in foreign languages, should appear in *italics*, followed with their meaning in parenthesis. Example: *modiriyat* (management)
- **Third Person:** The entire paper must be written in the third person. The only exception is when the usage occurs in direct quotes.
- **Spelling:** For the sake of uniformity and consistency, English UK spelling should be used throughout the paper. Please utilize the Spell Check feature of the computer (click on that spelling option) to make sure that all deviations are corrected, even in direct quotations (unless the variation makes a difference in the discussion).
- **Itemization:** The use of bullets and numbers to list itemized points or statements should be avoided. If it is necessary to delineate certain highlights or points, then this can be worked out in a paragraph format: One, tourism.... implemented. Two, a search goal is understood. Three,
- **Euro:** All amounts, both in the text and in tables/figures, must be given in Euros; when important, their equivalents in other currencies may be added in parentheses.
- **Numerals:** Numbers under 10 are spelled out, but all dollar amounts appear in Arabic numerals.
- **Percentage:** Please use % after numbers (ie, 15%, not 15 percent).
- **Word Repeat:** Frequent use of keywords or pet words must be avoided. If the paper is dealing with "wellness tourism" it should be recognized that the reader knows that the paper is dealing with this subject. Such uses/repetitions must be carefully avoided.

- **Tourism Terms:** Please use “tourist” when referring to the person (and please avoid using “traveler” and “visitor”—unless the article is defining and distinguishing among them) and use “tourism” when discussing the industry/phenomenon. “Travel” and “tourism” are not used synonymously.
- **Paragraphing:** Very long or very short paragraphs should be avoided (average length: 15 lines or 150 words).
- **Footnotes/endnotes/appendices:** Not used in this case. They must be omitted and their main points briefly stated in the text.

REFERENCES

The heading for this bibliographic list is simply REFERENCES, and is centred. All entries under this heading appear in alphabetic order of authors. Only references cited in the text are listed AND all references listed must be cited in the text. Reference lists of all papers are eventually consolidated by the volume editor into one and placed at the end when papers are published.

Journal Articles

Tribe, J.

2006 The Truth about Tourism. *Annals of Tourism Research* 32:360-381.

NB If a journal begins each of its issues with page 1, then please include issue number as well. Format: ...*Journal of Travel Research* 36(3):35-38.

Book Chapters

Graburn, N.

2001 Secular Ritual: A General Theory of Tourism. *In* *Hosts and Guests Revisited*, V. Smith and M Brent, eds., pp. 42-50. New York: Cognizant.

NB “*In*” appearing before the title of the book is in *italics*.

Edited Books

Smith, V., and M. Brent, eds.

2001 *Hosts and Guests Revisited: Tourism Issues of the 21st Century*. New York: Cognizant.

More than one Contribution by the Same Author

Pearce, D.

1995 *Tourism Today: A Geographical Analysis* (2nd ed.). Harlow: Longman.

1998 *Tourism Development in Paris: Public Intervention*. *Annals of Tourism Research* 25:457- 476.

NB If an author has two or more publications in the same year, they are distinguished by placing a, b, etc. after the year. For example, 1998a or 1998b, and they are referred to accordingly in the text.

Theses

Sheldon, P.

1984 *Economics of Tour Packaging*. PhD dissertation in economics, University of Hawaii, United States.

Trade Publications/Newspapers

Same as journal articles (with article title, volume number, etc., as above).

Internet

Name of the Site

2006 Title of the Article/Publication Sourced <http://www.....>.

NB If the date the site was visited is important:

2004 Title of the Article/Publication Sourced < http://www.....> (18 November 2005).

Personal Communications/Interviews

These are not listed in the reference list (see above, under Textual Citation).

- NB In all above instances, the author's name lines up with the left margin, the publication date appears on the next line with a three-space indent, the next line (if any) has an additional three-space indent, but any subsequent lines will have the same left margin as the third line.
- On all occasions only the first initial of the author(s)/editors(s) is given (ie, one initial per author/per editor, unless more is a must). Format: Smith S., K. Brown, P. Johnson, and A. Clark (note that there is a comma before "and")