

General Text Requirement for Manuscript Submission

Please be informed that 1) the article is now essentially typeset "**as is**" (pre-submission crafting/editing of your manuscript is more important than ever since typesetters are less likely to make corrections), and, 2) scrutinizing galley pages, including: text, art, figures, headings, screenshots, and any special elements, is absolutely necessary to insure that content is correct and appearance is satisfactory. Please carefully follow the guidelines before submitting your final manuscript.

1) TEXT SPECIFICATIONS

- Prepare your paper using Microsoft Word for Windows 6.0 or higher only.
- Set the page margins to **1 inch** all the way around.
- **Double spaced** and indent the first sentence of each paragraph with **1/2 inch** and **align text left**.
- Use **"Times New Roman" font size 12**.

2) STRUCTURE OF THE MANUSCRIPT

- **1st page:** the **TITLE** and **every author's** Name, affiliation, mailing address, phone and fax numbers, and Email address (see the sample of format as follows).

TITLE OF YOUR PAPER FLUSHED TO THE CENTER

First Name, mid initial and Last Name, Academic title (e.g. Ph.D. etc.)

Academic Position (e.g. Lecturer/Assistant/Associate/Professor etc.)

Department/School

College/University

Mailing Address

City, State, Zip Code

Country

Phone:

Fax:

Email Address:

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- **2nd page:** the **TITLE** and **ABSTRACT** with maximum 6 **Keywords** (see the sample of format as follows).

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ABSTRACT

Begin your copy here. Indent the first sentence of each paragraph with **1/2 inch, double spaced, align text left**, and use **Times New Roman, font size 12**. The **TITLE** and **ABSTRACT** are **bolded** with **all caps letters**.

Key Words: identify and list key words (maximum of 6) which represent the content of your paper.

- **3rd page:** starts your body of text
 - 1st level of the heading: All cap, bold and centered, for example:

INTRODUCTION

- 2nd level of the heading: Title case, bold and left aligned, for example:

Objectives

- 3rd level of the heading: Title case, bold Italic and left aligned

Sampling

- At the end of the text, including **REFERENCE**.

In the text, references are cited using the author/date style following the APA Publication Manual 5th ed, e.g. for single authors (Leren, 1982) or multiple authors (Jeong and Lambert, 1999; Järvelä et al. 1999). Direct citations should always be placed in the text and followed by the exact reference and page number. For example “the French trade and industry ministers ... announced new financing to develop Web sites that will encourage exports and to help small and medium-sized companies participate online” (Johnson 1998:213).

The reference list, placed at the end of the text, must be double-spaced in alphabetical order of authors. A referenced article should contain all authors' names, title of article, name of publication, volume and number, inclusive page numbers and year of publication. Note the use of italics rather than underlining. A referenced book should list author name(s), title of the book, publisher, place of publication, year of publication. References must be listed immediately following the last chapter of the paper. List the authors' names exactly as written in the source cited. Use no abbreviations.

See some examples below:

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Bernstein, T. M. (1986). *The Careful Writer: A Modern Guide to English Usage*. New York: Athenum.

Werthner, H. & Klein, S. (1999). *Information Technology and Tourism - A Challenging Relationship*. New York: Springer-Verlag.

Gardner, H. (1981). Do travel agents listen to customer? *Journal of Today's Tourism*, 1(1): 10-15.

Jeong, M. & Lambert, C. (1999). Measuring the information quality of lodging web sites. *International Journal of Hospitality Information Technology* 1(1): 63-75.

Rozenblit, J. & Zeigler, B.P. (1986). Entity-based structures for modeling and experimental frame construction. In M. S. Elzas, T. I. Ören, and B. P. Zeigler (Eds.), *Modeling and Simulation Methodology in the Artificial Intelligence Era* (pp. 195-210). Amsterdam: North-Holland.

Johanes, T. F. (2004). The adoption of hospitality innovations.

[Http://www.tourismabstracts.org/marketing/papers-authors/id3456](http://www.tourismabstracts.org/marketing/papers-authors/id3456). [Accessed the 12th of January 2005, 14:55]

- Including all the **Tables and/or Figures** after the REFERENCE. One page for a table/figure.

See the sample of format as follows:

Table 1 Profile of Typical Travel and Tourism Students

Profile	Frequency	%
Sex		
Male	128	43%
Female	172	57%
Total	300	100%

Include “**INSERT TABLE/FIGURE HERE**” in the text where the table/figure should be.