

Journal of Hospitality, Leisure, Sport and Tourism Education (JoHLSTE)

Author Guidelines

Submissions which do not adhere to these requirements will not be considered for review and will be returned.

- (1) Authors are required to submit one copy of each manuscript by email attachment. Submissions should be emailed to the Chair of the Editorial Board at johlste@brookes.ac.uk
- (2) The preferred software for submission is Microsoft Word.
- (3) Manuscripts should be double-spaced and use Arial font size 12. Margins should be set at 3cms all round.
- (4) Authors submitting papers for publication must specify which section of the journal they wish their paper to be considered for: 'Academic Papers'; 'Practice Papers'; 'Perspectives'; 'Comments and Rejoinders' or 'Research Notes and Reports.' Papers submitted for publication in the 'Academic Papers' section will be subject to strict double-blind review by at least two referees. Papers submitted as a Practice Paper or Research Notes and Reports will normally be refereed by one member of the Editorial Board. Perspectives and Comments and Rejoinders will be reviewed by the Chair of the Editorial Board.
- (5) Academic Papers should normally be between 4000 to 8000 words and Practice Papers between 2000 and 4000 words in length. Perspective articles should be between 1000 and 2000 words. Manuscripts should be submitted in English, using UK spellings.
- (6) The first page of the manuscript should include a brief title and the author's name, affiliation, address, telephone and fax numbers and email address. A **short biography of the author (maximum 75 words)** should also be included. In the

case of co-authors, the same details should also be included. All correspondence will be sent to the first named author, unless otherwise indicated.

- (7) The second page should contain the title of the paper; an **abstract**, outlining the aims and subject matter, of **not more than 100 words in length**; and **up to six key words**.
- (8) The paper should begin on the third page and should not subsequently reveal the title or authors. The paper should be sub-divided into sections. Section headings should be in upper case and underlined, while subsection headings should be in lower case and underlined.
- (9) Footnotes and endnotes should be avoided.
- (10) Where acronyms are used, their full expression should be given initially.
- (11) Authors are asked to ensure that there are no libellous implications in their work.
- (12) Figures, tables and other line illustrations should be kept to a minimum. Each should be numbered and titled, with tables numbered consecutively and independently of any figures. Each of these should be provided on separate pages at the end of the document with an indication in the text of where they should appear. All columns should have explanatory headings. They must be in greyscale rather than colour.
- (13) Quotations - if the quotation is less than 2/3 lines, then it should be included in the main text enclosed in single quotation marks. If the quotation is more than 2/3 lines, then it should be separated from the main text and indented.
- (14) References to other publications must be carefully checked for completeness, accuracy and consistency. References must follow the style used by the American Psychological Association (APA). Details are available in the Publication Manual of the American Psychological Association, Fifth Edition, ISBN 1-55798-790-4 and can also be found at: <http://linguistics.byu.edu/faculty/henrichsen/apa/APA06.html>

References in the text should be cited by the author's name, year of publication, and if a direct quote, page numbers(s) in brackets e.g. (Airey, 1999, p. 22).

Where references include *two authors*, always cite both names every time the reference occurs in the text.

Where references include *three, four or five authors*, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al. and the year if it is the first citation of the reference within a paragraph.

Where references include *six or more authors* the form (Airey et al., 1999) should be used.

A full list of **references** including all authors in alphabetical order should be given **at the end of the paper**. Some basic examples are given here:

Book

Schon, D. (1991). *The reflective practitioner*. Aldershot: Arena.

Chapter

Nash, D. (1989). Tourism as a form of imperialism. In V. Smith (Ed.), *Hosts and guests: The anthropology of tourism* (pp. 37-52). Pennsylvania: University of Pennsylvania Press.

Journal article

Tribe, J. (2002). The philosophic practitioner. *Annals of Tourism Research*, 29, 338-357.

Article in an internet-only journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

But for further examples from a wider range of sources, see:

<http://linguistics.byu.edu/faculty/henrichsen/apa/APA06.html>

Alternatively, import references to EndNote, Reference Manager or similar reference management software, set the style to American Psychological Association as appropriate, and export to the Word file. Authors should check that the reference software has exported them accurately in line with APA requirements.

- (15) Authors are strongly encouraged to include the digital object identifier (DOI) for each reference (where appropriate). The simplest way to do this is to copy and paste the complete reference list into the CrossRef system at <http://www.crossref.org/SimpleTextQuery/>, adding a space/line between each reference; submitting the data; then copying and pasting the results back into the paper.
- (16) Authors must not submit a paper which is currently under consideration by any other publication or which has been published elsewhere, unless it is expressly invited or agreed by the Editorial Board. Papers and contributions published become the copyright of the Journal unless otherwise agreed. A signed copy of the copyright agreement must be provided for every manuscript accepted for publication.
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