

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

Notes for Contributors

- (1) Authors are requested 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](mailto:johlste@brookes.ac.uk).
- (2) The preferred software for submission is Microsoft Word.
- (3) Alternatively, authors may submit 3 hard copies to the Chair of the Editorial Board at Hospitality, Leisure, Sport and Tourism Network, Oxford Brookes University, Gipsy Lane Campus, Headington, Oxford OX3 0BP.
- (4) Manuscripts should be double-spaced and use Times New Roman font size 12. Margins should be set at 3cms all round.
- (5) Authors submitting papers for publication should 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 refereeing by at least two referees who will normally be drawn from the Editorial Advisory Board. 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.
- (6) Academic Papers should normally be between 4000 to 6000 words and Practice Papers between 2000 and 3000 words in length. Perspective articles should be between 1000 and 1500 words. Manuscripts should be submitted in English, using UK spellings.
- (7) 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 (about 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.

- (8) 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.
- (9) 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.
- (10) Footnotes and endnotes should be avoided.
- (11) Where acronyms are used, their full expression should be given initially.
- (12) Authors are asked to ensure that there are no libellous implications in their work.
- (13) 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 with an indication in the text of where they should appear. All columns should have explanatory headings.
- (14) 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.
- (15) Academic Papers must be supported by references using the Harvard style in line with the following examples.

References in the text should be cited by the author's name and year of publication in brackets e.g. (Airey, 1999: 22). Where there are two or more references to one author for the same year, the following form should be used: (Airey, 1999a), (Airey, 1999b). Where references include three 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.

References should conform to the following convention:

Airey, D. and Tribe, J. (2000) Hospitality Education. In C. Lashley and A. Morrison (eds.) *In Search of Hospitality: Theoretical Perspectives and Debates*. Oxford: Butterworth Heinemann, 276-292.

Barron, P. and Prideaux, B. (1998) Hospitality Education in Tanzania: is there a

need to develop environmental awareness? *Journal of Sustainable Tourism* 6(3), 224-237.

Scarrott, M. (ed.) (1999) *Sport, Leisure and Tourism Information Sources*. Oxford: Butterworth Heinemann.

Schön, D. A. (1987) *Educating the Reflective Practitioner*. London: Jossey-Bass.

- (16) No contribution will be accepted 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.
- (17) It is the author's responsibility to obtain written permission to quote or reproduce material that has appeared in another publication. This includes both copyright and ownership rights, e.g. photographs, illustrations, trade literature and data. (Advice on obtaining copyright is available).
- (18) Contributions are accepted on the strict understanding that the author is responsible for the accuracy of all the contents of the published material. The Editorial Board does not accept any liability for the accuracy of articles. The Journal does not accept responsibility for mistakes, be they editorial or typographical, nor for consequences resulting from them.