Manuscript requirements

Please prepare your manuscript before submission, using the following guidelines:

|  |  |
| --- | --- |
| **Format** | Article files should be provided in Microsoft Word format. LaTex files can be used if an accompanying PDF document is provided. PDF as a sole file type is not accepted, a PDF must be accompanied by the source file. Acceptable figure file types are listed further below. |
| **Article Length** | **Full-length papers.** Articles should be between 5000 and 6500 words in length. This includes all text including references and appendices. Please allow 350 words for each figure or table.  **Research notes.** Articles should be between 2000 and 3000 words in length. This includes all text including references and appendices. Please allow 350 words for each figure or table.  **Cutting edge short commentaries.** These contributions should be 1500 words in length and must include no more than 15 references. Commentaries must address contemporary and emerging topics. |
| **Article Title** | A title of not more than eight words should be provided. |
| **Author details** | All contributing authors’ names should be added to the ScholarOne submission, and their names arranged in the correct order for publication.   * Correct email addresses should be supplied for each author in their separate author accounts * The full name of each author must be present in their author account in the exact format they should appear for publication, including or excluding any middle names or initials as required * The affiliation of each contributing author should be correct in their individual author account. The affiliation listed should be where they were based at the time that the research for the paper was conducted |
| **Biographies and acknowledgements** | Authors who wish to include these items should save them together in an MS Word file to be uploaded with the submission. If they are to be included, a brief professional biography of not more than 100 words should be supplied for each named author. |
| **Research funding** | Authors must declare all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission. |
| **Structured Abstract** | Authors must supply a structured abstract in their submission, set out under 4-7 sub-headings (see our "[How to... write an abstract](https://www.emeraldgrouppublishing.com/authors/guides/write/abstracts.htm?part=1#2)" guide for practical help and guidance):   * Purpose (mandatory) * Design/methodology/approach (mandatory) * Findings (mandatory) * Research limitations/implications (if applicable) * Practical implications (if applicable) * Social implications (if applicable) * Originality/value (mandatory)   Maximum is 250 words in total (including keywords and article classification, see below).  Authors should avoid the use of personal pronouns within the structured abstract and body of the paper (e.g. "this paper investigates..." is correct, "I investigate..." is incorrect). |
| **Keywords** | Authors should provide appropriate and short keywords in the ScholarOne submission that encapsulate the principal topics of the paper (see the [How to... ensure your article is highly downloaded](https://www.emeraldgrouppublishing.com/authors/guides/promote/optimize1.htm) guide for practical help and guidance on choosing search-engine friendly keywords). The maximum number of keywords is 12.  Whilst Emerald will endeavour to use submitted keywords in the published version, all keywords are subject to approval by Emerald’s in house editorial team and may be replaced by a matching term to ensure consistency. |
| **Article Classification** | Authors must categorize their paper as part of the ScholarOne submission process. The category which most closely describes their paper should be selected from the list below.  **Full-length research paper.** This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research. A structured abstract is compulsory for this type of submission.  **Research note.** A Research note can be a theoretical piece, a mini-paper or a viewpoint. The aim of research notes is to quickly disseminate novel and relevant research issues in the field of culture, tourism and hospitality research. The review process for research notes will consists of two reviewers and will be managed in a way to ensure fast publication of accepted papers. Please use the structured abstract on the online submission platform, but also add an abstract of 80-words at the beginning of your research notes word file.  **Literature review.** It is expected that all types of paper cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views. A structured abstract is compulsory for this type of submission.  **Conceptual paper.** These papers will not be based on empirical research but will develop hypotheses. The papers are likely to be discursive and will cover philosophical discussions and comparative studies of others' work and thinking. A structured abstract is compulsory for this type of submission. |
| **Headings** | Headings must be concise, with a clear indication of the distinction between the hierarchy of headings.  The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics. |
| **Notes/Endnotes** | Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article. |
| **Figures** | All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.  All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.   * Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software. * Figures which cannot be supplied as above are acceptable in the standard image formats which are: .pdf, .ai, and .eps. If you are unable to supply graphics in these formats then please ensure they are .tif, .jpeg, or .bmp at a resolution of at least 300dpi and at least 10cm wide. * To prepare web pages/screenshots simultaneously press the "Alt" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "Ctrl" and "V" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "Ctrl" and "Print screen".) * Photographic images should be submitted electronically and of high quality. They should be saved as .tif or .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible. |
| **Tables** | Tables should be typed and included in a separate file to the main body of the article. The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the separate file.  Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate. |
| **References** | References to other publications must be in **Harvard** style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.  You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied: |
| *For books* | Surname, Initials (year), *Title of Book*, Publisher, Place of publication.  e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY. |
| *For book chapters* | Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.  e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20. |
| *For journals* | Surname, Initials (year), "Title of article", *Journal Name*, volume issue, pages.  e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80. |
| *For published conference proceedings* | Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.  e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32. |
| *For unpublished conference proceedings* | Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).  e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007). |
| *For working papers* | Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.  e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March. |
| *For encyclopedia entries (with no author or editor)* | *Title of Encyclopedia* (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.  e.g. *Encyclopaedia Britannica* (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.  (For authored entries please refer to book chapter guidelines above) |
| *For newspaper articles (authored)* | Surname, Initials (year), "Article title", *Newspaper*, date, pages.  e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4. |
| *For newspaper articles (non-authored)* | *Newspaper* (year), "Article title", date, pages.  e.g. *Daily News* (2008), "Small change", 2 February, p. 7. |
| *For archival or other unpublished sources* | Surname, Initials, (year), "Title of document", Unpublished Manuscript, collection name, inventory record, name of archive, location of archive.  e.g. Litman, S. (1902), "Mechanism & Technique of Commerce", Unpublished Manuscript, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL. |
| *For electronic sources* | If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.  e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).  Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper). |
| *For data* | Surname, Initials (year), *Title of Data Set*, Name of data repository, available at: Persistent URL  e.g. Campbell, A. and Kahn, R.L. (1999), *American National Election Study, 1948*, ICPSR07218-v3, Inter-university Consortium for Political and Social Research (distributor), Ann Arbor, MI, available at: <http://doi.org/10.3886/ICPSR07218.v3> |

Frequently asked questions

|  |  |
| --- | --- |
| *Do you publish open access articles?* | For questions about open access, please visit the [Open Access](https://www.emeraldgrouppublishing.com/openaccess.htm) section of the website. |
| *Is there a submission fee for the journal?* | There are no submission fees for any of Emerald's journals. |
| *What should be included in my paper's word count?* | The word count for your paper should include the structured abstract, references, and all text in tables and figures. Each journal has a set word count parameter for papers – this information will be on the journal's homepage. |
| *How can I become a reviewer for a journal?* | Please contact the Editor for the journal, with a copy of your CV, to be considered as a reviewer. |
| *Who do I contact if I want to find out which volume and issue my accepted paper will publish in?* | Firstly, log in to your author centre on the journal's ScholarOne site, click on 'Manuscripts with Decisions' and check the 'status' column of the table that will appear at the bottom of the page. If the Editor has assigned your paper to an issue, the volume and issue number will be displayed here. If this information is not present, then the Editor has not yet assigned your paper to a volume and issue. In this case you may email the Editor of the journal to ask which volume and issue your paper is most likely to feature in. |
| *Who do I contact if I have a query about ScholarOne?* | If you are having a problem on ScholarOne please email the journal's Editor or the Emerald Content Editor for help and advice. |
| *Is my paper suitable for the journal?* | If, after reading the journal's aims and scope (available in the 'about the journal' section of the website), you are still unsure whether your paper is suitable for the journal, please email the journal's Editor and include your paper's title and structured abstract. The journal Editor will be able to advise on the suitability of your paper. |
| *How do I ensure anonymity of my manuscript for peer review?* | * If you need to refer to your own work, please make sure that this is worded in such a way that you as author(s) cannot be identified e.g. "previous research has demonstrated" not "our previous research has demonstrated". Should the paper be accepted, you will need to contact the Editor to revise this ahead of publication * If you need to refer to your own work which is currently unpublished, then please do not include this work in the reference list. Should the paper be accepted, you will need to contact the Editor to revise this ahead of publication * Any Acknowledgments or Author biographies should be uploaded as separate files and where asked to 'Choose File Designation' choose the File Type, 'Acknowledgment' or 'Author Biographies', as appropriate * Please check the manuscript to ensure that the author names do not appear anywhere. This includes on Figures. |