

# CAUTHE 2024 PAPER FORMATTING GUIDELINES

Please follow the guidelines below to format your paper. It is important that all papers are submitted in a standardised format. Papers not adhering to this format will be returned to the authors for formatting. All papers (full or working papers) must meet the following requirements:

- The paper must be saved in **Word** format (file extension .doc or .docx) for upload to the Submission Portal.
- Use Times New Roman, 11-point font, single line spacing, left justified text alignment unless otherwise stated.
- Include paper title, but with all authors, affiliations and contact details excluded (to ensure anonymity for the blind peer review process).
- Final version only to include authors, affiliations and contact details.
- Papers should follow the APA guidelines as used in the [Journal of Hospitality and Tourism Management](#).
- All authors must complete and upload a [Transfer of Copyright Agreement](#) with their paper submission.
- Please refer to formatting requirements below.

## Heading sections

As a minimum, all Full Research papers should include the following headings or sections. For Full Research papers that are 'empirical' papers include:

- Abstract and keywords
- Introduction
- Methods
- Results
- Discussion
- Conclusions and Implications
- References

For Full Research papers that are 'conceptual/theoretical' papers include:

- Abstract and keywords
- Introduction
- Conclusions and Implications
- References

## Formatting requirements

### **TITLE OF PAPER IN UPPERCASE, 14 POINT, BOLD, LEFT JUSTIFIED**

#### **ABSTRACT**

Place your abstract here. The abstract should begin with a line containing the word 'ABSTRACT', using UPPERCASE, 11-point, bold font. The short abstract should be composed of 150-300 words that briefly summarise your paper. It should provide details rather than present intentions. Indent the abstract paragraph 1.5cm single justified text alignment. The abstract should be followed by a list of no more than six (6) key words that define the subject matter.

**Keywords:** *List up to 6 key words*

#### **Introduction**

Begin your copy here using the section headings outlined above and heading level styles below. For the main body text, the style 'Body Text'. Single space between paragraphs and double space between end of section and new heading/section. Do not number the pages, but make sure the pages are in the correct order. The editor will number pages. Please use a 2.5 cm margin on all sides (left, top, bottom, and right).

#### **Tables and figures**

Tables and figures must appear within the text, not at the end of the text. Tables and figures should be numbered sequentially, e.g., Table 1, Table 2, Table 3, etc., and they should include a title (in sentence case) next to the table or figure number, which explains their contents. For example:

**Table 1: Profile of typical travel and tourism students**


If appropriate, appendices should appear at the end of the article after the list of references.

#### **HEADING LEVEL 1**

Level 1 heading is for the title of paper. Use UPPERCASE, Times New Roman, 14 point, bold, left justified.

#### **Heading level 2**

Level 2 headings are to be formatted in Times New Roman, 12 point font, sentence case, bold and left justified. Leave two line spaces before the level 2 heading and one line space after the heading.

*Heading level 3*

Select either **FULL RESEARCH PAPER OR WORKING PAPER**

Level 3 headings are to be formatted Times New Roman, 11 point font, sentence case, italics, and left justified. Leave two line spaces before the level 3 heading and one line space after the heading.

#### **Heading level 4**

Level 4 headings are to be formatted Times New Roman, 10 point font, sentence case, bold, and left justified. Leave one line space before the level 4 heading and no line spaces after the heading.

#### **Block quotes**

*For directly quoted material of more than 30 words in length, use a block quote indented 1.5 cm from the left and italics, 11 point font.*

### **Conclusion and implications**

Please list any conclusions and implications here, as appropriate. Do not include ‘recommendations’.

### **Appendix**

### **References**

References must be listed immediately following the conclusion and implications of the paper (no page break). Use APA style (see [http://assets.cambridge.org/JHT/JHT\\_ifc.pdf](http://assets.cambridge.org/JHT/JHT_ifc.pdf)). Alphabetise by author, and for each author, list in chronological order. List the authors' names exactly as written in the source cited. Use no abbreviations, use a hanging indent of 1.5 cm and single line spacing.

In-text: In text, list all authors in alpha order, with comma separating surname and year, and each subsequent reference separated with a semi-colon (Macdonald, 1997; Reisinger, 2003; Tribe, 2005). Ensure all direct quotes are captured with single ‘quotation marks’ and page numbers indicated as such: (Higgins-Desbiolles et al, 2012, p. 1). Longer quotes (more than 40 words) should be separated out by one line space and indented.

#### Reference list

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Higgins-Desbiolles, F., Powys Whyte, K., & Mian, A. (2012, February). *Abandon hope: The importance of remaining critical*. Paper presented at the 22nd Annual CAUTHE conference, Melbourne, Australia.

Macdonald, S. (1997). A people's story: heritage, identity and authenticity. In C. Rojek & J. Urry (Eds.), *Touring cultures: Transformations of travel and theory*. London: Routledge.

Reisinger, Y., & Turner, L. (2003). *Cross-cultural behaviour in tourism: Concepts and analysis*. Oxford: Butterworth-Heinemann.

Tribe, J. (2005). The truth about tourism. *Annals of Tourism Research*, 33(2), 360–381

#### Examples

##### **Journal paper**

Tribe, J. (2005). The truth about tourism. *Annals of Tourism Research*, 33(2), 360–381. List doi if appropriate here.

##### **Book**

Reisinger, Y., & Turner, L. (2003). *Cross-cultural behaviour in tourism: Concepts and analysis*. Oxford: Butterworth-Heinemann.

INSERT YOUR TRACK AND NAME HERE

Select either **FULL RESEARCH PAPER OR WORKING PAPER**

**Conference paper**

Higgins-Desbiolles, F., Powys Whyte, K., & Mian, A. (2012, February). *Abandon hope: The importance of remaining critical*. Paper presented at the 22nd Annual CAUTHE conference, Melbourne, Australia.

**Book Chapter**

Macdonald, S. (1997). A people's story: Heritage, identity and authenticity. In C. Rojek & J. Urry (Eds.), *Touring cultures: Transformations of travel and theory* (pp. 219-235). London: Routledge.

**Magazine article**

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

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**FINAL VERSION ONLY – INCLUDE AUTHOR AND AFFILIATION DETAILS**

**TITLE OF PAPER IN SENTENCE CASE, 14 POINT, BOLD, LEFT JUSTIFIED**

**Firstname Surname<sup>a</sup>, Firstname Surname<sup>a</sup> and Firstname Surname<sup>b</sup>**

The second line should be followed by a line in the style '**Authors**', Times New Roman, 11 point, bold, justified text alignment. It should specify the authors of the publication, separated by commas, except for the last author which is separated from the rest of the authors by an 'and'. Next to each author there may be a super-script number linking the author to an organisation (see above).

**<sup>a</sup>Organisation 1, <sup>b</sup>Organisation 2**