

## General Text Requirements for Refereed Paper Abstracts for the 2011 Annual ICHRIE Conference

- A. All manuscripts must be prepared in English and free of grammatical, spelling and/or punctuation errors. Please make sure your paper is thoroughly edited and proof read before submission. The editors are **not** responsible for correcting grammatical/spelling and general English language. Final papers that do not conform to these specifications will be **automatically rejected** and returned to their authors.
- B. The Conference Proceedings will be produced as online proceedings and made available to the public upon completion. Final copies of all manuscripts produced for the online proceedings should conform to the following specifications and must be submitted through the ICHRIE Online Submission System at <http://scholarworks.umass.edu/refereed> on or before **26 April 2011**. Papers not uploaded to the ICHRIE Online Submission System at <http://scholarworks.umass.edu/refereed> by this date will **not** be included in the conference proceedings, and will be automatically dropped from the conference program. **Submission of papers after the 26 April 2011 will not be even acknowledged. No deadline extensions will be offered for any reason!**
- C. The lead paper author (or at least one of the co-authors in case of multiple authors) is required to register for the 2011 ICHRIE Conference with full payment of fees on or before **25 May 2011** in order for papers to be included in the Conference Proceedings as well as in the Conference Program. Papers submitted by authors not registered for the conference by the **25 May 2011** will be deleted from both the Conference Proceedings and the Conference Presentation schedule.
- D. Type of letters for text should be **Times New Roman, font size 10**, including tables, figures and references. Make sure your paper size is set at the *8 ½ inch X 11 inch (letter-size)*.
- E. **Specifications:**
- Prepare your paper using **Microsoft Word for Windows 6.0 or higher only**.
  - Set the top and bottom page margins to **1.5 inch (or 3.81 cm)** and the left and right margins to **1 inch (or 2.54 cm)**.
  - Indent the first sentence of each paragraph with **1/2 inch** and **align text left**.
  - Single spaced within each paragraph but double spaced between paragraphs. Do not number the pages but make sure the pages are in the correct order.
  - If the paper does not follow these specifications, it will be **automatically rejected** and returned to its author(s)
- F. All manuscripts must be accompanied by a **short abstract of not more than 100 words** and a list of no more than six key words, which define the subject matter. (See sample for the locations of the abstract and key words on the next pages.)

G. The file must be created by Microsoft Word for Windows 6.0 or higher and the format of the paper has to follow the guidelines provided above. Please use your *paper number* as the *file name*, e.g. if the paper is #1260, save the file as 1260.doc.

H. For other details, please see the sample format in next section:

TITLE OF YOUR PAPER FLUSHED TO THE RIGHT

John A. Doe  
Your University/College/Company's Name  
City, State, Country

Richard B. Smith  
Your University/College/Company's Name  
City, State, Country

and

James A. Wang  
Your University/College/Company's Name  
City, State, Country

#### Abstract

You can use this template for your final paper – the current template is already formatted according to guidelines. Hence, you may begin your copy-pasting here. Remember that the Abstract will be up to 100 words.

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

#### Introduction

Please observe all guidelines that follow: Indent the first sentence of each paragraph with *1/2 inch* and *align text left*. *Single space* within each paragraph but *double space* between paragraphs. Number the pages (place page number in bottom, right) starting with #1. Authors must use "*Times New Roman*", *font size 10*. Set the top and bottom page margins to *1.5 inch (or 3.81 cm)* and the left and right margins to *1 inch (or 2.54 cm)*.

The paper title, author names (full names *only*; titles, e.g. Assistant Professor and degrees, e.g. Ph.D. should *not* be included), and authors' names and affiliations must be *flushed to the right as shown above*. The paper must be written in the third person and all submissions must be in English and authors should seek to use straightforward declarative sentences, making every effort to help the reader understand the concepts presented.

When the article is completed, upload the paper through the ICHRIE Online Submission System at <http://scholarworks.umass.edu/refereed> on or before *26 April 2011*. Make sure your paper size is set at *8 1/2" x 11" letter-size*.

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 bear a title (with appropriate upper and lower case letters) which explain their contents. For example:

Table 1  
Profile of Typical Travel and Tourism Students

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

Appendices should appear at the end of the article after the list of references.

#### References

In the text, references are cited using the author/date style following the APA Publication Manual, 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 single-spaced in alphabetical order of authors and 10 point font size. 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 CONCLUSION or SUMMARY of the paper. List the authors’ names exactly as written in the source cited. See examples below:

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

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.

Johanes, T.F. (2004). The adoption of hospitality innovations. Retrieved 12 January 2005 from [Http://www.tourismabstracts.org/marketing/papers-authors/id3456](http://www.tourismabstracts.org/marketing/papers-authors/id3456).

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*, pp195-210. Amsterdam: North-Holland.

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