Guidelines for the submission of Full Papers to TOURMAN 2021

TOURMAN 2021 provides exciting publication opportunities for high quality Full Papers. Hence, if you decide to submit a Full Paper, you will have to choose ONE of the following options:

- Submit it for consideration for potential publication in one of the journal special issues (you can see details about the special issues at the conference website). In this case, if your Full Paper is considered appropriate by the Conference Editorial Team for potential inclusion in one of the journal special issues, then you will be notified accordingly, and your Full Paper may undergo a second double-blind reviewing according to the journal's policies.
- Submit it for inclusion in the conference proceedings that will have the form of an edited Book. Hence, after double-blind reviewing, your Full Paper may be included as a Chapter contribution in the edited Book: Christou, E. & Fotiadis, A. (Eds.) Restarting Tourism, Travel and Hospitality. Thessaloniki, Greece, 2021: IHU-SEB Press.

Please note that, Full Papers submitted for potential inclusion in one of the journal special issues that eventually are not accepted for publication in the special issue, they will be published in the conference proceedings edited Book.

Full paper manuscripts should be written as understandably and concisely as possible with clarity and meaningfulness. Submission of a manuscript to TOURMAN represents a certification on the part of the author(s) that it is an original work and has not been copyrighted elsewhere. Submissions are accepted only in electronic form as Word files; authors are requested to submit manuscripts (full papers) as Word file attachment by e-mail to:

Length of a Full Paper should be **minimum 4000 words** and **maximum 5500** words (including Tables and Figures but excluding references), focusing on any tourism, travel, hospitality or leisure topic; Full Papers may be either empirical or conceptual (though, papers reporting rigorous empirical research have significantly higher chances of being accepted for publication) and will be subject to strict double blind peer review (by at least two anonymous referees). The decision for the final acceptance of each Full Paper will be taken unanimously by the two Co-Chairs of the Scientific Committee of TOURMAN 2021 and the Guest Editor(s) of each journal special issue. The manuscripts submitted should provide original and/or innovative ideas or approaches or findings that eventually push the frontiers of knowledge. Purely descriptive accounts without a

critical approach are usually not considered suitable for publication. Each paper should have the following structure: a) abstract, b) introduction (including an overall presentation of the issue to be examined and the aims and objectives of the paper), c) main body (including, where appropriate, the review of literature, the development of hypotheses and/or models, research methodology, presentation of findings, and analysis and discussion), d) conclusions (including also, where appropriate, recommendations, practical implications, limitations, and suggestions for further research), e) bibliography, f) acknowledgements, and g) appendices.

All submissions should include author's and all co-authors' – if any – e-mail, ORCID, affiliation, and country.

Each Full Paper should NOT be submitted through EasyChair; instead, each Full Paper should be be submitted as a Word file attachment by e-mail to: full-papers@tourman.gr

When submitting your Full Paper by e-mail, please **state clearly** if you submit it for consideration for potential publication in one of the journal special issues or if you submit it for inclusion in the conference proceedings in the form of a Chapter contribution in an edited Book.

The deadline for submissions of Full Papers is: 30th of May 2021. However, please note that we highly appreciate submissions at any time <u>before</u> the 30th of May 2021; in addition, consider that author(s) will receive the initial review of their manuscript within two weeks of the date of manuscript submission!

Feedback regarding the submission of a manuscript (including the anonymous reviewers' comments) will be provided to the author(s) in two stages:
- Within two weeks of manuscript receipt by the Conference Editorial Team, author(s) will receive by e-mail an initial review indicating if the Full Paper has potential for publication in a specific Journal Special Issue or alternatively as a book chapter in the conference proceedings Edited Book. Submission of a manuscript will be held to imply that it contains original unpublished work not being considered for publication elsewhere at the same time.
- Within three weeks from previous e-mail communication, author(s) will receive detailed reviews and comments according either to the specific Journal Special Issue or to the conference proceedings Edited Book (as appropriate, based on initial selection of the manuscript for publication in a specific Journal Special Issue or as a book chapter in the conference proceedings Edited Book).

Manuscript Style & Preparation
All submissions must have a title of no more than 10 words. For manuscript formatting, please follow carefully the ready-made template available to download at:

https://www.tourman.gr/full_paper_template_TOURMAN2021.docx

The use of footnotes within the text is discouraged – use endnotes instead. Endnotes should be kept to a minimum, be used to provide additional comments and discussion, and should be numbered consecutively in the text and typed on a separate page at the end of the article.
Quotations must be taken accurately from the original source. Alterations to the quotations must be noted. Quotation marks (" ") are to be used to denote direct quotes. Inverted commas (' ') should denote a quote within a quotation. If the quotation is less than 3 lines, then it should be included in the main text enclosed in quotation marks. If the quotation is more than 3 lines, then it should be separated from the main text and indented.
The name(s) of any sponsor(s) of the research contained in the manuscript, or any other acknowledgements, should appear at the very end of the manuscript.
Tables, figures and illustrations are to be included in the text and to be numbered consecutively (in Arabic numbers). Each table, figure or illustration must have a title.
The text should be organized under appropriate section headings, which, ideally, should not be more than 500-700 words apart.

Authors are urged to write as concisely as possible, but not at the expense of clarity.

Author(s) are responsible for preparing manuscripts which are clearly written in acceptable, scholarly English, and which contain no errors of spelling, grammar, or punctuation. Neither the Conference Editorial Team nor the Publisher(s) is responsible for correcting errors of spelling or grammar. If necessary, author(s) should use a proofreading service before submitting a manuscript. Where acronyms are used, their full expression should be given initially.

Authors are asked to ensure that there are no libelous implications in their work.

Guidance on Writing Abstracts

The following guidance is provided the to help authors write an abstract of maximum value to readers. Authors are encouraged to follow this guidance. An abstract is a concise summary of a larger work; its purpose is to help readers quickly discern the purpose and content of the work. Manuscripts submitted must include an abstract written in English, of not less than 200 and not more than 250 words. Accuracy, brevity, and clarity are the ABCs of writing a good abstract. Writing style: a) Use a who, what, when, where, why, how, and "so what" approach to addressing the main elements in your abstract; b) Use specific words, phrases, concepts, and keywords from your paper; c) Use precise, clear, descriptive language, and write from an objective rather than evaluative point of view; d) Write concisely, but in complete sentences; e) Use plain language, do not use jargon, and do not use acronyms except for commonly used terms (then define the acronym the first time used); f) Write in the third person; do not use "I" or "we"; g) Use verbs in the active voice. A well-written abstract generally addresses four key elements:

- *Purpose*: describes the objectives and hypotheses of the research.
- *Methods*: describes important features of your research design, data, and analysis. This may include the sample size, geographic location, demographics, variables, controls, conditions, tests, descriptions of research design, details of sampling techniques, and data gathering procedures.
- *Results*: describes the key findings of the study, including experimental, correlational, or theoretical results. It may also provide a brief explanation of the results.
- *Implications*: show how the results connect to policy and practice, and provide suggestions for follow-up, future studies, or further analysis.

Referencing Style

In the text, references should be cited with parentheses using the "author, date" style – for example for single citations (Ford, 2004), or for multiple citations (Isaac, 1998; Jackson, 2003). Page numbers for specific points or direct quotations must be given (i.e., Ford, 2004: 312-313). The Reference list, placed at the end of the manuscript, must be typed in alphabetical order of authors. The specific format is:

- *For single-author books:* Bernstein, T.M. (1986). The Careful Writer: A Modern Guide to English Usage. New York: Athennum.
- *For books with more than one author:* Werthner, H. and Klein, S. (1999). Information Technology and Tourism - A Challenging Relationship. New York: Springer-Verlag.
- *For single-author journal papers:* Christou, E. (2003). Guest loyalty likelihood in relation to hotels' corporate image and reputation: a study of three countries in Europe. Journal of Hospitality & Leisure Marketing, 10(4): 85-107.
- *For journal papers with more than one author:* Christou, E. and Kassianidis, P. (2003). Consumers' perception and adoption of online buying for travel products. Journal of Travel & Tourism Marketing, 12(4): 93-109.
- *For chapters in edited books:* Rozenblit, J. and 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 (pp. 195-210). Amsterdam: North-Holland.
- *For Internet (online) articles:* Johanes, T.F. (2004). The adoption of hospitality innovations. Http://www.tourismabstracts.org/marketing/papers-authors/id3456. [Accessed the 12th of January 2005, 14:55]