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GUIDELINES FOR AUTHORS

IJOHAT - 'International Journal of Hospitality And Tourism' invites original, research based papers and cases in the areas of hospitality, tourism and it's management and operation. This journal publishes papers of interest to academicians and to practitioners of business. The papers range widely over different areas of hospitality and tourism management. It is a condition for publication that the material sent is original work which has not been previously published or submitted for publication elsewhere. The guidelines for contributors are listed below:

- 1. **Soft copies** of the Manuscripts should be sent by email on <u>ijohat@sswaar.com</u> or soniagupta@sswaar.com.
- 2. The author must make their submission in the form of a folder containing separate files prepared in MS Word. Please do not submit PDF or any other formats there should be different files with the file names being Your name Cover page, Your name Paper, Your name Undertaking and Your name Reviewers. Please ensure to submit separate files and all files together in a folder. In case of resubmitting papers please send the complete folder again.
- 3. The Manuscript should be sent in the file named Paper. The file named Cover page should have the author's name, designation, official address, contact address, phone, fax numbers and email address. Details of the author's name and other information **should not** appear elsewhere in the manuscript or other files.
- 4. Authors should fill up the undertaking in the given format and send a signed and scanned copy of the same to the editor along with their contribution. The undertaking should state that the paper has not been published or submitted for publication elsewhere and is their original work and no portion of the same is plagiarized. This file should be in pdf format.
- 5. The file 'your name reviewers' should contain names, Designation, postal and Email address, and contact numbers of any two or three perspective reviewers who would be willing to review your paper. Please ensure with the reviewers to accept the request for reviewing the paper. These may or may not be considered by the Editorial Advisory Board.
- 6. The paper should contain an **Abstract** of 300 words and about 4-5 keywords.
- 7. **Manuscripts** should normally be between 4,000 6,000 words (8-15 A-4 size pages). It should be typed on one side of the page in 12-point, Calibri (Body) Font on A-4 size paper in double-space, with the margins of 1.5 inches on all sides to facilitate editing and styling. Microsoft Word for windows is the preferred software for submission. All text including abstract, quotations, notes and references should be typed in double space.
- 8. The **Tables, Figures** should be embodied in the paper and not sent as separate files.

- 9. **References** should be arranged alphabetically and round bullets should be used preceding them. Do not number them.
- 10. Follow British spellings throughout For example, (programme, not program)
- 11. No stops after abbreviations (UK, MBA). Use stops after initials (A. M. Agrawal).
- 12. Use **double quotes** throughout. The use of single quotes is to be restricted for use within double quotes.
- 13. **Italicization** and use of diacriticals is left to the contributors, but must be consistent. When not using diacriticals, English spelling should be followed.
- 14. **Capitalization** should be kept to the minimum and should be consistent.
- 15. The **page number** must be on all pages of the paper, including the title page.
- 16. The **title of the paper** must be typed in upper case letters **only on the 1**st **page**. Do not put it in headers or footers.
- 17. **Quotes** should be cited accurately from the original source, should not be edited and should give the page numbers of the original publication.
- 18. **Notes** should be numbered serially and presented at the end of the article.
- 19. **Present charts, tables and other graphics** embodied in the paper. Use short and crisp titles and headings in tables and figures. All tables & figures should be serially numbered and placed below the table or figure.

- 20. The manuscript must include a reference list at the end, which list the articles, books etc cited in the paper. The reference list must be double-spaced and in alphabetical order. Use Harvard style of referencing. You may refer to the website for details regarding Harvard style of referencing.
- 21. Rules for **citing the books** on the reference list, as per harvard style:
 - a) Use the author's surname and initial(s) only. Do not use first names, degrees, and the like.
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- 23. Manuscripts which do not conform to the guidelines will **not be considered for publication**.

- 24. The **selection of papers** for publication will be based on their originality, relevance and clarity, the extent to which they advance knowledge, understanding and application and their likely contribution towards inspiring further research and development.
- 25. The articles will be **sent to the board of reviewers** for approval and only the selected articles will be published. Authors may be asked to revise and resubmit the manuscript based on the referees' comments. Copyright of all accepted papers will vest with the journal.
- 26. The book reviews that pertain to Hotel Management, tourism, events or allied disciplines will only be accepted. The book review must contain the title of the book, author's name, publisher's name, year of publication, price, ISBN etc. The review should not normally exceed 1000 words. Authors or publishers are requested to send a single copy of the book along with the book reviews. The editor can also get the review done for the books submitted to the journal office. The book review will be published in the name of the reviewer.
- 27. Contributions can be made for the News and Events section, Conference Reports, through the website online submission in the given format. They will be published under the submitter's name.
- 28. Articles may be submitted from the Industry professionals. They will be published under a separate section. These articles should provide interesting and informative reading to the readers. Relaxation for the strict adherence to the academic style of writing will be made only for this section of the journal.
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- 31. Authors are welcome to follow up for the information regarding the status of the paper.