JHTR Author Guidelines for New Submissions

June 2021

Author-Friendly Flexible Formatting

The *Journal of Hospitality and Tourism Research (JHTR)* differentiates between the requirements for new and revised submissions. You can submit your manuscript as **a single *anonymous* WORD file** to be used in the review process. If your paper reaches the final stage of revisions, you will be requested to submit your paper following our required format guidelines and provide the items required for the potential publication of your article.

Article Type and Length

Manuscripts should not exceed the word counts listed below by category. The word count limit includes all words, all pages, and all content, from title page to end of references and appendix, including tables and figures. If your paper is accepted and exceeds the word count limit, you can use the online supplement for some of your tables, figures, appendices, transcripts, scanned documents, or other lengthy materials. The online supplement is an online storage medium that is publicly accessible and stored on an open SAGE website. Items featured in the online supplement do not count toward your word count limit.

1. Full-length articles: Between 6,000-9,000 words in length (including tables, figures, and references)

2. Research Notes, Viewpoints and Commentary, Publications in Review, and Industry Viewpoints: Between 2,000-3,000 words in length (including tables, figures, and references)

3. The Rejoinders section of the journal is intended to publish short articles, commentaries, and rebuttals on the contents of *JHTR*. Rejoinders should generally not exceed 1,000 words in total length. Authors should submit such contributions immediately after an issue of *JHTR* is published so that their response appears in the subsequent issue if possible.

Submission Preparation

Manuscripts should be submitted via SAGE's Manuscript Central at http://mc.manuscriptcentral.com/jhtr. To facilitate the double-blind peer-review process, **each new submission should be broken into two separate files**: (1) Title Page and (2) Anonymous Main Document. Identifying information should not appear anywhere within the Main Document file.

<u>File 1</u>: Title Page
1. Title
2. Author(s) name, title, institution, address, telephone number, and e-mail address
3. Author(s) note
4. Acknowledgment
5. Financial disclosure, if applicable
6. Total word count

<u>File 2</u>: Anonymous Main Document

Essential elements of the manuscript
At this point, there are no strict formatting requirements, but the manuscript must contain the essential elements including: Article Title (without author information), Abstract, Keywords, Introduction, the Main Body of the research, References, Tables, and Figures in **a single *anonymous* WORD file**. Divide the article into clearly defined sections and subsections. Author identifying information should not appear anywhere in the main document to preserve anonymity during the review process. Please do not include any acknowledgments or disclose any funding sources in the version(s) of the manuscript intended for peer review.

Figures and tables embedded in the text
Please ensure that figures and tables are included in the main document, and they should be placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. The corresponding caption should be placed directly above the figure or table.

Submissions must be written in English.

Proofreading and Copy Editing

It is essential that you proofread your manuscript carefully before submission and consider hiring a copy editor—especially if you are new to the field or if English is not your first language. See **Note to Authors** below.

General Information

1. The *Journal of Hospitality & Tourism Research* (*JHTR*), peer-reviewed via a blind process and published eight (8) times per year, publishes original research, both conceptual and empirical, that clearly enhances the theoretical development of and relevance to the hospitality and tourism field.

2. Manuscripts submitted to *JHTR* should be original contributions not under consideration with any other publication at the same time.

3. Articles submitted are subject to a blind review process. The identity of the authors and reviewers remains confidential during the review process. If accepted for review, typically three reviewers, an Associate Editor, and the Executive Editors will be involved in the review process.

4. *JHTR* adheres to the principles and guidelines of the Committee on Publication Ethics (COPE)*. For more information, please visit the COPE website:
 www.publicationethics.org

Additional Information

1. The compilation of the journal issue is copyrighted by International Council on Hotel, Restaurant, and Institutional Education (ICHRIE), but authors retain the copyright for their article. Every corresponding author must sign a contract before an article can be published.

2. Frequency: 8 times per year • ISSN: 1096-3480

3. **Note to Authors:** Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the Journal's specifications should consider using SAGE Language Services. Visit SAGE Language Services on our Journal Author Gateway for further information.