JHTR* Author Guide for *Revised Submissions
June 2021

When submitting the revised manuscript, make sure that you upload the final version of the paper. Please remove the old version(s) of the manuscript before submitting the revised version.

Formatting Basics

File Type: Word (PDF files are not acceptable)
Font: 12 point, Times New Roman
Text: Double-spaced, left-justified
Page Layout: Use 1-inch margins on all sides.
Numbering: Do not number the pages or lines of manuscripts upon submission because these are automatically added to the PDF that is created during the submission process.
Manuscript Length:
Manuscripts should not exceed the word counts listed below by category. The word count limit includes all words, all pages, all content, from title page to end of references and appendix, including tables and figures.

1. Full-length articles: Between 6,000-9,000 words in length (including tables, figures, and references). Whilst there is no fixed lower word limit, the absolute maximum number of words for published articles is 10,000 words (inclusive) to allow for additional material to be added during the revision process.

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 Organization

File 1: 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

File 2: Anonymous Main Document

Manuscript components
This should exclude any material that would reveal the identity of the author(s). No author details, affiliations, acknowledgements, or disclosure of funding sources should appear anywhere in the manuscript during the review process.

Title: No more than 15 words; exercise parsimony with a focus upon primary concepts, clarity, and attractiveness.

Highlights: Provide three or four short highlights in bullet-points (i.e., max. 85 characters, including spaces). These will serve as short statements of what makes your research special (e.g., novel findings, new conceptualization, new method, important practical implications). These highlights can be picked up by online search engines and may give your paper an advantage.

Abstract: The abstract should briefly state the purpose of the research, the principal results, and major conclusions. References should be avoided, but if essential, then cite the author(s) and year(s). The abstract should not exceed 150 words.

Keywords: Maximum 6

Body: The text should have major headings centered on the page and subheadings flush with the left margin. Major headings should use all uppercase letters and side subheadings should be typed in upper and lowercase letters. No heading should be in bold. Do not number the lines of text. Highlight revised content in this document so reviewers can easily find your revisions.

Tables and Figures: Typically, because of publishing limitations, up to **5** tables and/or figures in total will be published with the article in the print version (that is 2 tables and 3 figures or 4 tables and 1 figure; any configuration that does not exceed 5 items in total). Additional tables and/or figures can be included in the Supplementary File. Please ensure the figures and the tables included in the single file are 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.

   a. Tables: The data in tables should be arranged so that similar material reads downward in columns, not across in rows. Keep two decimal places in tabular data. The tables and figures should be numbered in Arabic numerals, followed by brief descriptive titles. Additional details should be footnoted under the table, not in the title.
   b. Figures: In the narrative, all illustrations and charts should be referred to as figures. Figures must be clean, crisp, black-and-white, camera-ready copies. Please avoid the use of gray-scale shading; use hatch marks, dots, or lines instead. Do not submit any work in color that is to be printed in the paper version of the journal.

References: All titles cited in the narrative should appear in the reference list and vice versa. Conform to APA standards for all general editorial formats, abbreviations, use of statistics in text, citations, and references, as can be found in the Publication Manual of the American Psychological Association (7th edition). References should be the most relevant and timely for your topic; be discerning in your choices. Lengthy literature reviews should be avoided. Use the assigned DOI where possible when referencing electronic sources. List references alphabetically with the principal author's surname first, followed by the publication date in parentheses. The reference list should be double-spaced, with a hanging indent, starting on the top of a separate page. Do not number references.

Please see the illustrative examples below.

Book
Weinstein, T. M. K. (1991). *The careful writer: A modern guide to the English usage*. New York: Atheneum.
Book chapter
Zachary, A. S., & Kniskern, D. P. (1988). Family therapy outcome research: Knowns and unknowns. In A. S. Gurman & D. P. Kniskern (Eds.), *Handbook of family therapy* (pp. 742-775). New York: Brunner/Mazel.
Conference proceedings
Van der Rest, J. I. (2012, August). A Theory of Room Rate Pricing. In *Proceedings of 2012 Annual International CHRIE Summer Conference, Providence, USA* (pp. 464-468).
Journal article (final version)
Kim, B. P., & George, R. T. (2005). The Relationship between Leader-Member Exchange (LMX) and Psychological Empowerment: A Quick Casual Restaurant Employee Correlation Study. Journal of Hospitality & Tourism Research, 29(4), 468–483. https://doi.org/10.1177/1096348005276498
Journal articles (online first)
Miao, L. (2021, March). The Interplay Between Context and Concept: Theorizing in Hospitality and Tourism Research. *Journal of Hospitality & Tourism Research*. https://doi.org/10.1177/10963480211002618

File 3: Supplementary File (optional)

Additional tables and/or figures (or even appendices) can be made available to readers via an online storage medium that is publicly accessible and stored on an open SAGE website (Online Supplement). Lengthy supporting information, such as transcripts, scanned documents, audio or video recordings, etc., also can be made available to readers via the Online Supplement. Items included in the Supplementary File are not counted toward your total word count. If you have material to include in the Online Supplement, group this information in a 4th separate file and upload it with the file type of Supplementary File. Begin this 4th file with a title on the top of the first page using this format: "Supplemental Information for XXX" – and REPLACE the XXX with the full title of your paper. The end result is a heading at the top of the first page of your supplemental material that identifies it as supplemental material and connects it to your primary paper.

File 4: Author Response to Reviewers

You need to prepare a document outlining a point-by-point response to each of the reviewers' comments. This note should describe how and where in the manuscript you have addressed each comment. If you disagree with a comment, or are unable to address it, provide a rationale for your disagreement or inability. In order to expedite the processing of the revised manuscript, please be as specific as possible in your response to the reviewer(s). This is another <u>anonymous</u> document. Do not include any authors' names, institutions, or funding details. Please be sure to highlight or use a different font color in the anonymous main document so reviewers can easily find your revised content.

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.