

PAPER REQUIREMENTS

Papers - are manuscripts that theoretically and methodologically advance the subject area. They comprise approximately 4,000-6,000 words.

Papers should be in *one of the following formats: Microsoft Word, or RTF.*

Formatting Requirements

- Approximately 3,000-5,000 words
- Begin the document with the title of the paper followed by the abstract, followed by 3-5 keywords, then the introduction and the remaining elements of the paper.
- Do not include page numbers, headers, or footers.
- Submit your manuscript, including tables, figures, appendices, etc., as a **single file** (Word or RTF files are accepted).
- Page size should be 21 x 29.7cm (A4).
- All margins (left, right, top and bottom) should be 2.5 cm), including your tables and figures.
- Do not indent paragraphs.
- 1.5 line space in your text.
- Do not insert extra space between paragraphs of text.
- Use a single column layout with margins left justified.
- Font: 12 pt. Times or the closest comparable font available.
- If figures are included, use high-resolution figures, (the editors may need to contact you directly at a later time if images are of insufficient quality).
- Please Copyedit your manuscript – ensuring that it is produced to a very high standard of English.
- Make sure that all citations are included in the bibliography, and all items in the bibliography are cited (this is the work of the author(s) NOT the editor(s)).

Use of Color

The font for the main body of text must be black. We encourage you to take advantage of the ability to use color in the production of figures, maps, etc., however, you need to appreciate that this will cause some of your readers' problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible (try printing in B&W yourself to test this). Please ensure that there are no colored mark-ups or comments in the final version, unless they are meant to be part of the final text. (You may need to "accept all changes" in track changes or set your document to "normal" in final mark-up.)

Emphasized text

Whenever possible use italics to indicate text you wish to emphasize rather than underlining it. The use of color to emphasize text is discouraged.

Copyright Policy

1. The Author retains copyright in the Work, where the term "Work" shall include all digital objects that may result in subsequent electronic publication or distribution.
2. Upon acceptance of the Work, the author shall grant to the Publisher the right of first publication of the Work.
3. The Author shall grant to the Publisher and its agents the nonexclusive perpetual right and license to publish, archive, and make accessible the Work in whole or in part in all forms of media now or

hereafter known under a Creative Commons Attribution 3.0 License or its equivalent, which, for the avoidance of doubt, allows others to copy, distribute, and transmit the Work under the following conditions.

4. The Author represents and warrants that:

- a) *the* Work is the Author's original work;
- b) the Author has not transferred, and will not transfer, exclusive rights in the Work to any third party;
- c) the Work is not pending review or under consideration by another publisher;
- d) the Work has not previously been published;
- e) the Work contains no misrepresentation or infringement of the Work or property of other authors or third parties; and
- f) the Work contains no libel, invasion of privacy, or other unlawful matter.

Language & Grammar

Paper should be written in good English. If you need guidance, you could use *Elements of Style* by William Strunk, Jr. and E. B. White, but other excellent guides (e.g., *The Chicago Manual of Style*) exist as well. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided. Whenever possible, foreign terms should be set in italics rather than underlined. In general, UK English is preferred; but US English is also acceptable. However authors cannot mix both. Please ensure your Paper has been 'spell-checked' and 'grammar-checked'.

Headings

Headings (e.g., start of sections) should be distinguished from the main body text by their fonts: use the same font face for all headings and indicate the hierarchy by increasing / reducing the font size. There should be space above and below headings.

Footnotes

Because the recommended referencing is Harvard Style (ISA – see below), in most instances, Footnotes should not be necessary. However, where used, Footnotes should appear at the bottom of the page on which they are referenced rather than at the end of the paper. Footnotes should be in 10 pt. Times or closest comparable font available, they should be single spaced, and there should be a footnote separator rule (line). Footnote numbers in the text must follow, rather than precede, punctuation. Excessively long footnotes are probably better handled in an appendix. All footnotes should be left-justified (i.e., flush with the left margin).

Tables and Figures

To the extent possible, tables and figures should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within the prescribed 2.5cm margins on all sides (top, bottom, left and right) in both portrait and landscape view.

References

Please ensure that all References are in the correct format for this journal (Harvard Style ISA – see: https://www.isa-sociology.org/uploads/files/sociopedia-isa_harvard-style-guidelines.pdf).

Please ensure that all citations are included in the bibliography, and all items in the bibliography are cited. It is the author's obligation to provide complete references with the necessary information. References should appear directly at the end of the document - after the last sentence of your

submission, please insert a line break - not a page break - and begin your references on the same page, if possible. References should be left justified.

General Guidelines on Writing a Paper

For guidelines on writing academic papers, please refer to the following document by the International Academy for the Study of Tourism: <http://www.polyu.edu.hk/htm/academy/hints.php>).