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NOTES FOR CONTRIBUTORS

A. Manuscript Submission Procedure

All manuscripts must be prepared in English and be free of grammatical, spelling, and/or punctuation errors and must be prepared using **APA format**, 6th edition, <http://www.apastyle.org/> and <http://blog.apastyle.org/>. Authors are urged to write as concisely as possible, but not at the expense of clarity. Please make sure the paper is thoroughly edited and proofread before submission.

Submission of a manuscript to the International Journal of Cultural and Digital Tourism

(IJCDT) represents a certification on the part of the author(s) that it is an original work and has not been copyrighted elsewhere, nor it is under consideration for publication or in press elsewhere; manuscripts that are eventually published may not be reproduced in any other publication (print or electronic), as their copyright has been transferred to IJCDT. Submissions are accepted only in electronic form; authors are requested to submit one copy of each manuscript by email attachment.

The International Journal of Cultural and Digital Tourism has a web-based system for the submission of all manuscripts. Please read the author guidelines and visit the journal's site to login and submit your article online.

Feedback regarding the submission of a manuscript (including the reviewers' comments) will be provided to the author(s) within four weeks of the receipt of the manuscript. Submission of a manuscript will be held to imply that it contains original unpublished work not being considered for publication elsewhere at the same time. Each author of a manuscript accepted for publication will receive a "transfer of copyright" form that will also have to sign. If appropriate, author(s) can correct first proofs.

Authors submitting papers for publication should specify which section of the journal they wish their paper to be considered for: research papers, research notes, case studies, book reviews, conference reports, industry viewpoints, and forthcoming events.

Research Papers should not be longer than 6500 words and not shorter than 4000 (excluding references).

Book Reviews, Industry Viewpoints and Conference Reports should not be longer than 1000 words and not shorter than 500.

Forthcoming Events should not be longer than 500 words.

Manuscripts that do not fully conform to the above word limits (according to the type of the article), will be automatically rejected and should not be entered into the reviewing process.

B. Manuscript Presentation

All authors of a manuscript should include their full names, affiliations, postal addresses, telephone numbers and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. Please give the affiliation where the research was conducted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after the manuscript is accepted. Please note that the email address of the corresponding author will normally be displayed in the article PDF (depending on the journal style) and the online article.

All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

Please supply a short biographical note for each author.

For submission, manuscripts of research papers, research notes and case studies should be arranged in the following order of presentation:

1. Cover page: title, subtitle (if required), author's name and surname, affiliation, full

postal address, telephone and fax numbers, and e-mail address. Respective names, affiliations and addresses of co-author(s) should be clearly indicated. Also, include an abstract of not

more than 250 words and up to 6 keywords that identify article content. Also include a short

biography of the author (about 50 words); in the case of co-author(s), the same details should also be included. All correspondence will be sent to the first named author, unless otherwise indicated.

Follow the following instructions:

Title: Bold, Capitalize first letter (title of no more than 12 words)

Authors: An Author1 and Another Author2 (initials closed up if J.B. Author) Affiliation: 1Department, University, City, Country; 2Department, University, City,

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2. Title page: the second page consists of the manuscript title, an abstract of not more than 250 words and up to 6 keywords that identify article content. To facilitate the double-

blind review process no material that identifies the author(s) should be placed in this page. Furthermore, every manuscript should include a JEL classification mentioned right after the

abstract. You can find all the classifications here: <http://www.aeaweb.org/econlit/jelCodes.php>

3. Subsequent pages: the paper should begin on the third page and should not

subsequently reveal the title or authors. All manuscripts should include at least the following sections: introduction, literature review, methodology, results, discussions, implementations, limitations, and conclusions, followed by references, tables, and figures. The author(s) should ensure that their names cannot be identified anywhere in the text.

C. General Guidelines

The general style of manuscripts should be prepared in accordance with the **APA Publication Manual**, 6th e d. <http://www.apastyle.org>. All parts of the manuscript should be in accordance with the journal's template. More specifically:

- **Times New Roman** font should be used throughout the paper.
- Font size **12** should be used for segments' titles, authors' names and surnames as well as names and descriptions of figures and tables.
- Font size **11** should be used for the content of each segment.
- Font size **10** should be used for the authors' affiliations.
- **Segment headings** should be marked as follows: primary headings should be typed in bold with the first letter capitalized; sub-segment headings should be typed with italic lower-case letters.
- Manuscripts should be **single-line spaced**, and have **2 cm margin** on all four sides.
- Pages should be **numbered** consecutively.
- **Indent** the first line of every paragraph by 0.6 cm.
- List the **references** with 0.9 cm hanging paragraphs.

· Align the text to the **left-hand margin**. Align the title of the paper as well as the names and the surnames of the authors to the center.

· The use of footnotes within the text is **NOT** allowed – 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.

· Where **acronyms** are used, their full expression should be given initially.

· **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. This is the text, and Smith (2012) says “quoted text” (p. 1), which supports my argument. This is the text, and this is supported by “quoted text” (Smith, 2012, p. 1). This is a displayed quotation. (Smith, 2012, p. 1)

· **References, citations, and general style of manuscripts** should be prepared in accordance with the APA Publication Manual, 6th ed. <http://www.apastyle.org>. All references cited in the article must be listed in the References and the names must be spelled correctly and typed in alphabetical order of authors. Cite in the text by author and date (Ford, 1983), or for many authors (Anderson, Christoff, Panitz, De Rosa, & Gabrieli, 2003; Ohman & Mineka, 2001) and for more than five authors (Carretie et al., 2004)

Examples:

- Journal: Author, M., & Autho, N. N. (1978). Therapy groups for women sexually molested as children. *Archives of Sexual Behaviour*, 7(6), 417-427. doi:10.1037/0096-3445.134.2.258

- Book: Author, M. (1980). *Such a pretty face*. New York: W. W. Norton. Contribution to a Book: Author, J. T., & Author, D. A. (1980). *Contemporary*

issues in adult development of learning. In L. W. Poon (Ed.), *Ageing in the 1980s* (pp. 239-252). Washington, DC: American Psychological Association.

- Internet sources: Author, D. (2003). The power of branding in tourism. *Tourism Marketing* 22, 237-246.

Retrieved from <http://www.tourismabstracts.org/marketing/papers-authors/id3456>. Accessed the

12 th of January 2005, at 14:55. (Note: always state clearly the full URL of your source)

· **Acknowledgement** is optional and should appear after the references and before the appendices. Please supply all details required by any funding and grant- awarding bodies as an Acknowledgement as follows:

- For single agency grants: “This work was supported by the [Funding Agency] under Grant [number xxxx].”

- For multiple agency grants: “This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx].”
- Any **appendices** should appear at the end of the article after the list of references and acknowledgement (if applicable).
- **Illustrations** submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:
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- **Tables and figures** (illustrations) should not be embedded in the text. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. Tables, figures and illustrations are to be numbered consecutively (in Arabic numbers). All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Please make sure that all tables, figures, and charts are complete, accurate, correctly titled according to APA format, and are correctly referenced in the text. If any table, figure or chart is taken directly from another publication, you need to include a release (permission to publish) from the original publisher.
- **Page proofs** are sent to the designated author. They must be carefully checked and returned within 48 hours of receipt.

D. Editorial Processing

All manuscripts undergo an initial review process involving IJCDT editors and may include members of the editorial board. This process can take as long as two to four weeks, after which manuscripts are either rejected or sent into peer review pursuant possible publication. Peer review may take an additional eight to ten weeks. The decision to publish is ultimately predicated upon the outcome of peer review, the judgment of IJCDT editors, and, if necessary, a satisfactory ending and/or revision process that meets IJCDT standards. 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 Editorial Board nor the Publisher is responsible for correcting errors of spelling or grammar.