



# Style Guide for Submission of Posters to the European Council on Hotel, Restaurant & Institutional Education (20 point)

Name(s) and affiliation(s) of author(s) to be inserted AFTER review, in the final version of the extended abstract

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*These pages provide guidelines to be used by authors and typists when preparing a poster for the EuroCHRIE Conference. The format in which the information is laid out on these pages is intended to serve as a model of how your final paper should look. Please read and follow these instructions carefully.*

*During the conference you will present your (portrait A1) poster. However, first you need to send an extended abstract that describes the content of the poster. An extended abstract is a short paper presenting your research or project in a concise way. The aim of an extended abstract is to share ideas and results in a way that is easily accessible to the reader. However, it has to include all relevant aspects and information expected in a regular paper without being too detailed. Posters are suitable to present best practices, ongoing work, new discoveries and insights, or summaries of significant projects, teaching methods, modules and curricula. Posters have the prime target to share and discuss experiences with conference attendees.*

## **Word Processor Settings**

Initially the extended abstract should be submitted as an anonymous pdf document, without author(s) names and affiliations. Please also check the document properties, because these contain information on the author of the document as well. Margins should be set at 22mm top, 32mm bottom, and 20mm right and left. Base font should be set to Times New Roman, in 11-point size. Set tab settings to 5mm so that the first line of a paragraph is indented by that amount. All text should be fully justified, but headlines and subheadings should be left-justified.

## **Heading**

A full horizontal rule, 1mm thick, should be drawn at the top of the first page. One line is skipped, and then the title should be printed in upper and lower case letters, 20-point type, and flush to the left margin. Titles that fill more than one line should be single spaced, and each line left-justified.

Once the paper had been accepted, i.e. in the final submission, the author(s) and affiliation(s) should be added - flush-left, single-spaced, and typed beginning on the second line below the title as shown above. Use 12-point type. Do not use titles such as "Dr." or "Professor," etc. Additional authors and their affiliations should be stacked under the first. Skip one line then place a full horizontal rule of 1.0mm thickness after all the authors and affiliations have been listed. This separates the heading from the text.

*Leave a full line clear between the last author and the bottom horizontal rule.*

## **Abstract (150 words or fewer)**

*The extended abstract must begin with an abstract that should be single-spaced, italicised, and fully justified.*

**Key Words** *Example, Example, Example (Maximum 6)*

**Track** *Example (Please select one of the six tracks from 'Call for Papers')*

**Focus of Poster** *Example (Please indicate either 'Industry/Educational' or 'Theoretical/Academic')*

**Type of submission:** Poster

**Body** *(1000 words maximum excluding title, abstract, figures, tables and references)*

The body of the extended abstract should be single-spaced in Times New Roman 11-point type and fully justified. Begin with the first level subheading of "Introduction" after the Abstract and before the first paragraph of the body of the paper to clearly separate the two. Use 12-point type for a first level subheading and 11-point type for the body of the paper. Please DO NOT insert page numbers.

Submitted **Theoretical/Academic** extended abstracts may be:

- Empirically based, i.e. comprise original research to test or develop a theory or make a new contribution to the knowledge base of the field. An empirical paper should include: (i) background information, explanation of major concepts, importance of testable research questions, and a review of previous research; (ii) methodological justification (research design, instrumentation, data collecting procedures, and data analysis); (iii) discussion of results and (iv) implications for the advancement of hospitality and tourism research and industry practice.

or

- Conceptually based, i.e. seeking to develop a fuller understanding of the hospitality and tourism industry and/or education by building on existing knowledge. For example, a conceptual model explains facts of events in a way that increases understanding and should be more than a basic introduction to a topic. A conceptual paper should include: (i) an outline of the topic and review of previously published work; (ii) unique treatment, analysis, or critique of the current state of knowledge on the topic; and (iii) implications for hospitality & tourism education, research, and industry practice.

Theoretical/Academic contributions will be reviewed (among others) regarding timeliness and appropriateness of literature; appropriateness of the research method; the data analysis; the quality and relevance of the discussion; and contribution to knowledge and academic debate.

**Industry/Educational** extended abstracts are encouraged to report accounts of innovative work or best practices with demonstrable value to an organisation. Educational extended abstracts may describe innovative teaching methods, modules and curricula, or other topics related to education within the field of hospitality and tourism. Practical/Applied contributions will be reviewed (among others) regarding the identification of a specific industry-based or education-based topic or challenge; timeliness and appropriateness of literature; significance and relevance of the findings; quality of the discussion; relevance of outcomes to educators/education or practitioners/industry; (proposed) actions to be taken; and recommendations for industry and/or the academic community.

**First-level Subheadings within the Body**

First level subheadings should be left-justified, boldface, in upper and lower case, and in 12-point type.

### ***Second-level Subheadings***

Second-level subheadings should be left-justified, upper and lower case, in bold italics, and printed in 12-point type (see the subheading for this section). Do not use headings other than these two types.

### ***Spacing and Indentation***

Single-space the body of the paper but leave one line between the end of one section and a new subheading. Do not leave a space between paragraphs. Begin each new paragraph with an indentation of 5mm.

### ***Figures, Tables and Diagrams***

Figures and tables should appear within the body of the paper and should be numbered consecutively using Arabic numerals. The figure, table or diagram number and description should appear in boldface 11-point type at the top. Any illustrations, symbols or parts of a figure that cannot be created electronically should be drawn carefully with black ink. Figures, tables or diagrams may be printed sideways if this is the only way in which they can meet the guideline specification. Please ensure that your graphs, figures and diagrams are sharp and clear and formatted in black and white only. Leave only one line below and above each figure/table. You may use 10-point or 11-point face type for figures and tables.

**Table 1. Characteristics of Respondents** (*Note: Headings should be in 11-point*)

Description	Number	Per cent
Age:		
<36	65	46
36 to 55	46	33
>55	29	21
Primary Purpose of Visit:		
Business	19	14
Leisure	38	27

### ***Citations and References***

Citations and references should conform to the Publication Manual of the American Psychological Association, APA (6th edition). See APA Guidelines at: <http://www.apastyle.org/>. A few examples:

- Hofstede, G. (1986). Cultural differences in teaching and learning. *International Journal of Intercultural Relations, 11*, 301-320.
- Stone, G., & Ineson, E.M. (2011). Introduction. In E.M. Ineson, V. Niță, & K. Wells (Eds.), *International Case Studies for Hospitality and Tourism Management Students and Trainees, Volume 2* (pp. xii-xiv), Iași: Technopress.
- Yin, R. K. (2009). *Case study research: Design and methods* (Vol. 5). Los Angeles: SAGE.

### ***Appendices***

Appendices, if used, should immediately follow the body of the paper and precede the references. The word "Appendix" should be left-justified at the top of each appendix. If there is more than one appendix, number each consecutively.

### **Final inspection of the extended abstract for the review process**

Once you have prepared your manuscript, please conduct a final spell and grammar check and make a final visual inspection to make sure your paper matches the style presented by this guide. Does the heading have the

proper spacing between headline and author names? Are the horizontal rules drawn with the correct thickness and in correct position? Are the margins correct and balanced? Is the word count within the specified maximum?

### **Final inspection of the extended abstract for the proceedings**

When your extended abstract is accepted for the conference, you will be asked to upload the final version. This version includes author(s) names. If you wish your abstract to be published in the *EuroCHRIE Proceedings*, which will be made available at the conference only to registered conference delegates on a USB, the file will be produced from the final document that you prepare and submit on EasyChair. **You should submit any pictures and/or diagrams electronically in final form and in camera-ready condition. Please follow all instructions precisely; submissions that deviate cannot be accepted.** If you have any questions about these instructions, please contact the scientific committee.

### **Poster**

Authors need to read and understand the new procedures for poster presentation. The posters will now be in a hybrid format. In other words, both physical and online so that delegates can view posters in their own time as well as at the conference. Therefore, authors of accepted posters are expected to prepare an A1 (portrait) poster and **complete a submission form**. Then:

- Send an electronic copy of the poster, in high resolution JPG format, 1-2 MB in size, by no later than **1<sup>st</sup> August**;
- Prepare and upload a two-minute audio/video presentation onto YouTube by no later than **1<sup>st</sup> August** and send the link to us;
- Send a bio and picture of the lead author by **1<sup>st</sup> August**;
- Bring the poster to the conference, if you attend in person, and set it up at a specific time according to the conference schedule.

At least one author of an accepted poster must register for the conference. More details will be issued after poster acceptance.