



Style Guide for Submission of Lecturer's Lounge Idea Pitch & Presentations to the European Council on Hotel, Restaurant & Institutional Education (20 point)

Name(s) and affiliation(s) of author(s)

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

The EuroCHRIE conference Lecturers' Lounge is a co-creational Development Sessions where Educators from all over the world can submit and pitch an idea for debate and reflections among fellow colleagues and hospitality and tourism education.

The Lecturers' Lounge will focus on the professional development of teaching track faculty (teaching professors, lecturers, instructors). The workshop fills a crucial need as many departments have limited experience on how to mentor, evaluate, and promote new ways of teaching and learning suited for new generations of students.

The Lecturer's Lounge will be sessions where teaching professors, lecturers and instructors can present, share and discuss different learning/teaching techniques and pedagogical perspectives to 21st century teaching in hospitality/tourism.

All teaching active delegates are encouraged to participate with a 500-word paper, where you pitch an idea for new innovative ways of teaching, you can e.g. describe, define and discuss your personal approach (and/or your institution's approach) to teaching and learning. The intention of the Lecturer's Lounge is to discuss, reflect and learn new perspectives on teaching and learning in hospitality/tourism education. Furthermore, we encourage teaching staff to network across institutions.

Examples of sub-themes in relation to the two overall themes:

- Curriculum development
- Teaching methods
- Pedagogical perspectives
- Teaching practices (incl. specific cases)
- Teaching strategies
- Involvement of industry stakeholders in courses

- Experimental teaching
- Link between research and teaching
- Promotion of teaching methods to students
- Student lead teaching and learning
- Extra-curricular activities
- Or something completely different.

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: *(100 words or less)*

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

Theme: *Example (Please select a theme for your Implementation of UN Development Goals /Innovative didactics in teaching’)*

Kind of submission: Idea Pitch for Lecturers’ Lounge

Body *(500 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.*

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.