Almatourism Authors guidelines (Feb. 2017)

Thank you for your interest in submitting a paper to Almatourism - Journal of Tourism, Culture and Territorial Development.

The journal will publish original research papers. Submitted manuscripts should not be under consideration for publication by any other journal.

Papers are welcome in all fields of tourism, including Tourism Research, Heritage, Sustainable Tourism, Tourism Recreation, Hospitality, Food Service, ICT, and other contributions with significant interest for the development of tourism understanding. AT welcomes the submission of manuscripts that meet the criteria of scientific excellence.
Authors who would like to contribute to AT are invited to submit manuscripts (only Microsoft Word file format is accepted) on the journal platform where is also possible to follow the review process steps:

http://almatourism.unibo.it/about/submissions#onlineSubmissions

Themes
The thematic scope of manuscripts should focus on practical or theoretical issues and may include:

- Current research issues in tourism, heritage, sustainable tourism, tourism recreation, leisure, hospitality, food service;
- Research articles in all fields may be accepted if they are significant for tourism sciences;
- Best practices related to tourism sector;
- Case studies related to tourism field.

Periodicity and Submissions
The AT journal is published two times a year (in december and june) and submissions are continuously accepted.
Please note that the review process may take up to 3 months.

Copyright Policies
The Journal is distributed under the terms of Creative Commons – Attributio n – 3.0 Unported license.
See the Open Access Policy for further details at:
http://almatourism.unibo.it/about/editorialPolicies#openAccessPolicy

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Editing instructions For Authors

Manuscript length
The Essay section includes papers whose length must be between 15 and 30 pages, or approximately between 5.000 and 8.000 words. Essays provide particularly innovative knowledge advancements to tourism literature. Shorter or longer manuscripts will be considered at the discretion of the Editor. Papers submitted for the "Essays" section will undergo a double-blind peer-review process.

The Articles and Reports section includes papers whose lenght must be about 750/1.000 words. Articles and Reports consist in focussed insights on selected empirical or theoretical aspects.

General Document

Blind peer-review integrity: To ensure the integrity of the blind peer-review with regard to the text and the file properties, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. Before uploading the file please check that the steps indicated at: http://almatourism.unibo.it/help/view/editorial/topic/000044 have been taken.

Size paper: A4.

Margins: right and left edge 2,96 cm; top edge 2,08 cm; bottom edge 3 cm.

Font Size and Type: 12-pt; Calibri.

Line Spacing: Single-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, endontes, tables, and figures.

Alignment: Justified (creating even right and left margin).

Title: Fill in the box in the template file with the title of the paper in boldface uppercase and lowercase letters (eg. **The Challenges of the First European Cultural Itinerary: The Way to St. James**).

Abstract: two Abstracts are mandatory, one in English and one in your mother language, up to 200 words each; the heading **ABSTRACT** shall be centred, boldface, uppercase.

Keywords: 5 in english, separated with semicolons.

Introduction: The introduction is <u>not</u> labelled; it is followed by 2 empty lines before the text.

Headings: Headings are labelled; main headings would use Level 1 (**1. Boldface**, uppercase and lowercase letters), and subheadings would use Level 2 (*1.1. Italicized*, uppercase and lowercase letters); headings are followed by 2 empty lines before the text.

Quotations: When a direct quotation is used, always include the author, year, and page number as part of the citation; a quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Consider the following example:

Patients receiving prayer had "less congestive heart failure, required less diuretic and antibiotic therapy, had fewer episodes of pneumonia, had fewer cardiac arrests, and were less frequently intubated and ventilated" (Byrd, 1988, p. 829).

A lengthier quotation of 40 or more words should appear (without quotation marks) apart from the surrounding text in 11-pt Calibri, after a empty line before the quotation start and one empty line after. Eg:

At the end of the 18th century, the galleries of the Royal Palace were:

(…) a sort of Paris within Paris, a centre of life, pleasure, luxury, any kind of inebriation; *all Europe urged to come here* and foreigners spent their booty at Royal Palace cafés, brothels, play houses, shops. No pleasure was good, no luxury object had a price, no commodity was fashionable if they were not coming from the [Paris] Royal Palace. (Berdet, 2013, p. 42).

Notes: should be used only if absolutely necessary; when used, these should be identified in the text by consecutive numbers and presented <u>at the end of the article</u>. Please use the "insert endnote" command of your word processor. Text in the endnotes shall be 11-pt Calibri.

The endnote reference characters go after the punctuation mark. Eg:

More than 13 million people reside in an inner area municipality, and that makes 22,8% of the population living on about 61% of the entire Italian territory.[1]
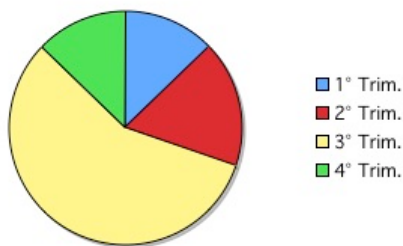
Emphasis: when used for emphasis, underlining, italicization, capitalization, the use of inverted commas or of double quotes, should be kept to the minimum and should be consistent.

Tables, figures and pictures: should be in the text; a short descriptive title should appear above each table and below each figure and the sources should be clearly identified below them. NB: A common use of Figures is to present graphs, photographs, or other illustrations (other than tables).

Eg.:

Table 1: Title (Font 12)

Source: personal data (Font 10)

Figure 1: Title (Font 12)
Source: personal data (Font 10)

Tables, figures and pictures can be reproduced in colour.

In-Text citations: Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The underlying principle is that ideas and words of others must be formally acknowledged. The reader can obtain the full source citation from the list of references that follows the body of the paper.

-    When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors. Consider the following example:

Wirth and Mitchell (1994) found that although there was a reduction in insulin dosage over a period of two weeks in the treatment condition compared to the control condition, the difference was not statistically significant.

-    When the authors of a source are not part of the formal structure of the sentence, both the authors and year of publication appear in parentheses. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Gartner, Larson, and Allen, 1991; Koenig, 1990; Levin and Vanderpool, 1991; Maton and Pargament, 1987; Paloma and Pendleton, 1991; Payne, Bergin, Bielema, and Jenkins, 1991).

["and" is used when multiple authors are identified in parenthetical material. Note also that when several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames and separated by semicolons.]

-    When a source that has two authors is cited, both authors are included every time the source is cited.

-    When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Payne, Bergin, Bielema, and Jenkins, 1991). Payne et al. (1991) showed that …

- When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time).

- When it is necessary to cite a source that you have not read ("Grayson" in the following example) that is cited in a source that you have read ("Murzynski and Degelman" in the following example), use the following format for the text citation and list only the source you have read in the References list:

Grayson (as cited in Murzynski and Degelman, 1996) identified four components of body language that were related to judgments of vulnerability.

- To cite a personal communication (including letters, emails, and telephone interviews), include initials, surname, and as exact a date as possible. Because a personal communication is not "recoverable" information, it is not included in the References section. For the text citation, use the following format:

B. F. Skinner (personal communication, February 12, 1978) claimed …

- To cite a Web document, use the author-date format. If no author is identified, use the first few words of the title in place of the author. If no date is provided, use "n.d." in place of the date. Consider the following examples:

Degelman (2009) summarizes guidelines for the use of APA writing style. Changes in Americans' views of gender status differences have been documented (Gender and Society, n.d.).

- To cite an entire website, give the address of the site in the text. Example:

Eric Chudler's excellent Neuroscience for Kids (http://faculty.washington.edu/chudler/neurok.html) is definitely not only for kids!

[No entry in the References list is needed for the website.]

For anything that is not comprised in this list, please refer to the APA Publication Manual that gives explicit instructions on punctuation, spelling, abbreviations, statistical formulae, etc.

http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/

Spelling, grammar, and punctuation

Authors are responsible for preparing a manuscript with a clear written grammar and punctuation; neither the Editor nor the publisher is responsible for correcting errors of spelling and grammar.

References

References should follow the APA style (Publication Manual of the American Psychological Association). Examples of APA-formatted References are listed here:

Examples of sources

- Journal article with DOI

Murzynski, J., and Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology, 26(3),* 1617-1626. doi:10.1111/j.1559-1816.1996.tb00088.x

- Journal article without DOI, print version

Koenig, H. G. (1990). Research on religion and mental health in later life: A review and commentary. *Journal of Geriatric Psychiatry, 23(3),* 23-53.

- Journal article without DOI, retrieved online [Note: For articles retrieved from databases,

include the URL of the journal home page. Database information is not needed. Do not include the date of retrieval.]

Aldridge, D. (1991). Spirituality, healing and medicine. *British Journal of General Practice, 41*(3)*,* 425-427. Retrieved from http://www.rcgp.org.uk/publications/bjgp.aspx

- Book

Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston, MA: Allyn and Bacon.

- Article or chapter in an edited book

Shea, J. D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and mental health* (pp. 70-84). New York, NY: Oxford University Press.

American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). Arlington, VA: American Psychiatric Publishing.

- Informally published Web document

Degelman, D. (2009). *APA style essentials.* Retrieved Jan. 25, 2017 from http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796

- Informally published Web document (no date)

Nielsen, M. E. (n.d.). *Notable people in psychology of religion.* Retrieved Jan. 25, 2017 from http://www.psywww.com/psyrelig/psyrelpr.htm

- Informally published Web document (no author, no date)

Gender and society. (n.d.). Retrieved Jan. 25, 2017 from http://www.trinity.edu/~mkearl/gender.html

- Abstract from secondary database

Garrity, K., and Degelman, D. (1990). Effect of server introduction on restaurant tipping. *Journal of Applied Social Psychology, 20,* 168-172. Abstract retrieved Jan. 25, 2017 from PsycINFO database.

Authors Details:

Author(s) have to fill the form on the journal platform (https://almatourism.unibo.it/login) and they will be asked the following pieces of information:

- The author's first name and surname;
- E-mail;
- Affiliation;
- Bio Statement (a short author's biography about 75 words);
- Title of the paper;
- Abstract IN ENGLISH;
- 5 Keywords in english, separated with semicolons;
- References

In the case of co-authors, the same details should be included for each author.
All correspondence will be sent to the first named author, unless otherwise indicated.

We are grateful for the help you may provide.

The editorial staff at *Almatourism* - Journal of Tourism, Culture and Territorial Development