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Author Guidelines:

1) GUIDELINES FOR THE PREPARATION OF MANUSCRIPTS

The authors should submit their manuscript in MS-Word (2003/2007), 1.5-line spacing as per the following guidelines. The manuscript should be organized to have a **Title page, Abstract, Introduction, Material & Methods, Results & Discussion, Conclusion, and Acknowledgment followed by references.**

- Take a margin of 1 inch (Left, Right, Top, and Bottom) on A 4 paper.
- The **Title** of the paper should be in bold and title case. The **subtitle** to the main title should be in small case.
- **Keywords:** About 5–6 keywords to be indicated
- The title should be followed by the author's name followed by the name of the co-authors.
- **Name of the corresponding author** should be **highlighted** with an **asterisk**. This is the author with whom all future correspondences will be made.
- The affiliation and complete official addresses (including the e-mail) of all the authors should be mentioned against their names in full. This information is **absolutely essential**.
- All such information will be left aligned only.
- **Use the following font specifications**

Title: 14-point bold (title case and small case for sub-title), **Author's name:** 12-point bold, **Author's affiliation:** 12-point normal, **Headings:** 12-point bold, **Sub-headings:** 12-point italics, **Body text:** 12-point normal

- The manuscript must be in English.
- Manuscripts should not exceed 15 printed pages including illustrations for research manuscript and 10 pages for short articles.
- Manuscripts are accepted on the basis that they may be edited for style and language.
- Use **Times New Roman** as the font.
- Special words and quotes should appear in single quotation marks. Quote within a quote should be placed in double quotation marks.
- Lines should have 1.5 line spacing (with one additional line space separating two different paragraphs).

- **Tables**

- Tables must be inserted in the same files as the text and at the place where their mention is made in the text. The table numbers should be mentioned correctly in the text and the tables should appear in the vicinity of their mention
- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.
- All tables should have caption. The format to be followed is **table (number): title of the Table**. Also, all tables should have a mention of the source they have been taken from (if the case may be). The source should be mentioned below the table and details for the same must be provided in references. A list of tables including their headings must be given separately in a page for reference.

- **Figures/Artwork/ Illustrations / Plates Guidelines**

- All figures should have caption. The format to be followed is **Figure (number): title of the figure**. Also, all figures should have a mention of the source they have been taken from (if the case may be). The source should be mentioned below the figure and details for the same must be provided in references. A list of figures including their headings must be given separately in a page for reference.
- For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format in jpg files. Your art will then be produced to the highest standards with the greatest accuracy to detail.

- **Colour Art**

- Colour art is free of charge for online publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colours are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colours are still apparent.
- If the figures will be printed in black and white, do not refer to colour in the captions.

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- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text.

- **Figure Captions**

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

- **Permissions for Earlier Published Figures**

- If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and we will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.
- **Photographs and illustrations:** Image files should be optimized to the minimum possible size without compromising on the quality. The photos and illustrations should have a resolution of 300 dpi (minimum)
- Colour figures should be used when details cannot be adequately observed on black and white photographs
- Authors pay the full cost for the reproduction of their colour artwork in the print issue
- Figures that are black-and-white in the print issue but colour in the online version are free of charge
- Abbreviations should be expanded the first time they appear in the text and the abbreviation should be placed first followed by the full form in brackets. The full out should be given only the first time they appear in the text.

- **References:**

- The papers in the references list must be cited in the text. The citation should be mentioned as author followed by the year in brackets. For example, **(Smith, 1969)** or **(Smith and Jones, 1987)**. In case a sentence starts with a citation, only the

year would be in brackets; for example, **Smith (1989) states that...** The reference details mentioned at the end should be in alphabetical order. Et al will be used only in case there are more than three authors. In such cases, mention the names of the first three authors followed by *et al.* in the text. However, the reference details will carry the names of the first author with *et al.* For example: **Smith et al. (1978)**

- **Reference list**

- The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
- Reference list entries should be alphabetized by the last names of the first author of each work.

- Some samples for reference details including those for books, book chapters, journals, online, conferences, magazines, etc. are given below.

- Journal article

Alber John, Daniel C O'Connell and Sabine K, 2002. Personal perspective in TV interviews. *Pragmatics* , 12: 257–271.

- Article by DOI

Suleiman C, Daniel C. O'Connell and Sabine K, 2002. 'If you and I, if we, in this later day, lose that sacred fire...': Perspective in political interviews. *Journal of Psycholinguistic Research*. doi: 10.1023/A:1015592129296.

- Book

Cameron D, 1985. *Feminism and linguistic theory*. New York: St. Martin's Press.pp295.

- Book chapter

Cameron D, 1997. Theoretical debates in feminist linguistics: Questions of sex and gender. In *Gender and discourse*, ed. Ruth Wodak, pp.99-119. Sage Publications. London.

Jones CS, Smith N, Brown RS, 1979. Biology of diseases caused by *Botrytis* spp. In: Smith N, Brown RS, eds. *Diseases of Vegetables*. p. 40–49, Blackwell Scientific Publications, Oxford, UK.

Conference proceedings (published)

McIntosh RA, 1992. Catalogues of gene symbols for wheat. In: Miller TE, Koebner RM, eds. *Proceedings of the Seventh International Wheat Genetics Symposium*, 1987. Cambridge, UK: IPSR, 1225–1323.

Agency publication

Harvey JM, Pentzer WT, 1960. *Market Diseases of Grapes and Other Small Fruits*. Washington, USA: United States Department of Agriculture: USDA publication no. 189. (Agriculture Handbook Series.)

Dissertation or thesis

Lenné JM, 1978. *Studies of the Biology and Taxonomy of Colletotrichum Species*. Melbourne, Australia: University of Melbourne, PhD April 2012.thesis.

▪ **Online document**

Journal (online) Gibbs MJ, Ziegler A, Robinson DJ, Waterhouse PM, Cooper JI, 1996. Carrot mottle mimic virus (CMoMV): a second umbravirus associated with carrot motley dwarf disease recognized by nucleic acid hybridization. *Molecular Plant Pathology* Online [<http://www.bspp.org.uk/mppol>] 1996/1111gibbs.

- **Papers “in press”** which are cited but not yet available as a DOI or in print should be submitted (as a .PDF file) as “Supporting Information not for publication”
- Personal communications in the text should be cited as: initials, name, brief address, personal communication
- Journal names and book titles should be italicized.
- Only papers accepted for publication or published may be cited
- In the text, cite by author and date in chronological order. Use & between names of 2 authors; use *et al.* for 3 or more authors
- At the end of the paper, give full details as per the examples below

2. SUBMISSION OF MANUSCRIPT

The manuscript must be submitted in **doc** as an **e-mail attachment** to the Chief Editor’s e-mail (manojdixit23@gmail.com or preetisharma.mkitm@gmail.com).

Online Submission

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing time and shortens overall publication time.

The authors should send a signed declaration form mentioning that the matter embodied in the manuscript is original and copyrighted and that the other material and references used for the preparation of the manuscript have been duly acknowledged. The copyright form is provided herewith. The declaration should also carry consent of all the authors along with their signatures

for submission in journal. It will be the responsibility of the corresponding author to secure requisite permission from his or her employer that all papers submitted are understood to have received clearances for publication. The authors shall also assign the copyright of the manuscript to the Publisher, (Name of the Journal).

3. PEER REVIEW POLICY

Review System: Every article is processed by a masked peer review of double blind or by three referees and edited accordingly before publication. The criteria used for the acceptance of article are: **contemporary relevance, updated literature, logical analysis, relevance to the global issues, sound methodology, contribution to knowledge and fairly good English.** Selection of articles will be purely based on the experts' views and opinion. Authors will be communicated within Two months from the date of receipt of the manuscript. The editorial office will endeavour to assist where necessary with English language editing but authors are hereby requested to seek local editing assistance as far as possible before submission. Papers with immediate relevance would be considered for early publication. The possible exceptions will be in the case of occasional invited papers and editorials, or where a partial or entire issue is devoted to a special theme under the guidance of a *Guest Editor*.

The Editor-in-Chief may be reached at: Manyawar Kanshiram Institute of Tourism Management, Near CB-CID Office, Vikalp Khand-II, Gomti Nagar, Lucknow 226010.
Manojdixit23@gmail.com

Proofs

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