

**SPECIFICATIONS FOR SUBMITTING FINAL PAPERS FOR "STANDUP" (Formal: Track-1)
PRESENTATION AT 13th ANNUAL GRADUATE EDUCATION AND GRADUATE STUDENT
RESEARCH CONFERENCE**

January 3-5, 2008

Rosen College of Hospitality Management, University of Central Florida, Orlando, Florida, USA

To ensure that your final paper is properly referenced and included in the conference proceedings, it is important that you (the author) submit your final paper(s) using your own login account information. If you have not already done so, please create an account to upload and submit your final paper(s).

**GENERAL TEXT REQUIREMENTS FOR ABSTRACTS ACCEPTED FOR "STANDUP"
(formal-Track-1) PRESENTATION:**

- A. All manuscripts must be original works not yet submitted to any other journals or publications prior to the conference. Following the conference, authors may submit the manuscript for publication consideration by other journals.
- B. The conference proceedings will be professionally produced as a CD. Final copies of all manuscripts produced per the following specifications must be submitted to the Paper Review Committee Chair, by **November 17, 2007**. Papers not received by this date will not be included in the conference proceedings and will be dropped from the conference program.
- C. The length of the final papers must be **12-single spaced pages or less** including any tables, figures, and references.
- D. Use "**Times New Roman**" font size **11**, which would be identical to the font type and size used in this guideline sheet.
- E. All manuscripts must be accompanied by a short abstract of approximately **100-150 words** and a list of no more than six key words, which define the subject matter. (See sample for the location of abstract and key words.)
- F. For other details, please see the sample format attached.
- G. SUBMITTING YOUR PAPER:

Please submit your final papers via our website. Do not submit it as an e-mail attachment.
If you have any questions, please contact:

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AGAIN, deadline for submission is November 17, 2007. Manuscripts received after this date will NOT be included in the conference proceedings.

(SAMPLE) TITLE OF YOUR PAPER FLUSHED TO THE RIGHT

John A. Doe
Your Department's Name
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and

Richard B. Smith
Your Department's Name
Your School's (Company's) Name

ABSTRACT

Begin your copy here. Indent the first sentences of each paragraph. Single space within each paragraph but double space between paragraphs. Do not number the pages but make sure the pages are in the correct order. Pages will be numbered by the editor.

Key Words: identify and list key words (maximum of 6) which represent the content of your paper.

INTRODUCTION

The paper title, author names (full names only; titles, e.g. Assistant Professor and degrees, e.g. Ph.D. are not necessary), and author affiliations must be flushed to the right as shown above.

When the article is completed, go to <http://www.hrm.uh.edu/cnhc/graduateconference/login.asp>, and upload the article.

TABLES AND FIGURES

Tables and figures must appear within the text (not at the end of the text). Tables and figures should be numbered sequentially – e.g. Table 1, Table 2, Table 3, etc., and they should bear titles (with appropriate upper and lower case letters) which explain their contents. For example:

Table 1

Profile of Typical Travel and Tourism Students

Appendices should appear at the end of the article after the list of references.

REFERENCES

References must be listed immediately following the CONCLUSION or SUMMARY or the paper. Use APA style (5th edition). Alphabetize by author, and for each author list them in the chronological sequence. List the authors' names exactly as written in the source cited. Use no abbreviations. See examples below:

American Psychiatric Association. (1980). Diagnostic and statistical manual of mental disorder (3rd ed.). Washington, D.C.: APA Publishers, Inc.

Bernstein, T.M. (1986). The careful writer: A modern guide to English usage. New York: Athennum.

Gardner, H. (1981). Do travel agents listen to customer? Journal of Today 's Tourism, 1(1), 10-15.