

**SPECIFICATIONS AND INSTRUCTIONS FOR
SUBMITTING FINAL PAPERS
FOR CONFERENCE PROCEEDINGS**
Convention & Expo Summit 2003

I. General Text Requirements:

- A. All manuscripts must be prepared in English and must be free of grammatical, spelling and/or punctuation errors. Please make sure your paper is thoroughly edited and proof read before submission.
- B. All manuscripts must be the original work not yet submitted to any other journals or publications prior to the conference. Following the conference, authors are free to submit the manuscript for publication in any journals.
- C. The conference proceedings will be professionally reproduced as a perfect bound book with an appropriate ISBN number. Final copies of all manuscript prepared based on the following specifications must be submitted on or before 21 July 2003 (by 5:00pm Hong Kong time). **Papers submitted after this date will be presented at the conference but will not appear in the proceedings.**

D. Page Limitations:

- 1. Authors are allowed to submit **a completed final paper of up to 12 single-spaced pages, inclusive of everything (e.g., any tables, figures, references and appendices)**, for inclusion in the Conference Proceedings.
 - 2. Papers exceeding this page limit can be accepted with an additional printing charge of US\$10 (or HK\$80) for every additional single-spaced page. Papers exceeding the page limit and submitted without the additional printing charges will not be included in the proceedings.
- E. Prepare your paper using Microsoft Word software on PC only. Submit your paper to the office of the Conference Chairperson by email attachment (hmawls@polyu.edu.hk) or by sending two hard copies and two soft copies (saved using MS Word PC version) to:

Ms. Antonia Wong
School of Hotel and Tourism Management
The Hong Kong Polytechnic University
Hung Hom, Kowloon
Hong Kong
(hmawls@polyu.edu.hk)

- F. The paper author (or at least one of the co-authors in case of multiple authors) is required to register for the Conference with full payment of fees before 21 July 2003 in order for papers to be included in the Conference Proceedings as well as in the Conference Program. Papers submitted by authors not registered for the conference by 21 July 2003 will be deleted from both Conference Proceedings and Conference Presentation schedule.

- G. In addition to payment of full conference registration fees, all paper presenters are responsible for expenses incurred for travel and lodging accommodations.

II. Paper Format (also see attached sample).

The paper should follow the following format:

- Single-spaced with up to 12 single-sided pages inclusive of all tables, figures, references, appendices etc.
- Font Type: Times New Roman and font size 11 point.
- The paper must be formatted for A4 size (210x297mm).
- A margin of 1.25" must be provided on the left and right hand side of the sheet. Top and bottom margins should be not less than 1".
- Consistency in presentation must be maintained throughout the paper.
- Use tables and simple diagrams that are clearly presented. Please do NOT use color graphics.

TITLE OF YOUR PAPER CENTERED LIKE THIS

Your Name John A. Doe etc.
Your Department's Name
Your Organization (University's) Name

and

Your co-author's name
Your co-author's Department Name
Your Organization (University's) Name

ABSTRACT

Starting "Abstract," your paper needs to be typed in one column as shown in this example. Indent the first sentences of each paragraph with five spaces. Single space within each paragraph but double space between paragraphs as shown in this example. Do not number the pages but make sure the pages are in the correct order. Pages will be numbered by the editor. **(All papers must be prepared and submitted in English).**

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 or Assistant Dean or Head of School, etc.) and degrees (e.g. Ph.D., etc.) are not necessary. Title and author affiliations must be centered as shown above.

Submit your final paper to the office of Conference Chairman as indicated in the accompanying instruction sheets. All papers need to be prepared in **Microsoft Word** and submitted either by email attachment or in diskette. If you submit in diskette, please include two hard copies and two diskette copies.

TABLES AND FIGURES

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

Table 1

Profile of Typical Travelers to Cambodia

REFERENCES

References must be listed immediately following the CONCLUSION or SUMMARY of the paper. Use APA style. Alphabetize by author, and for each author list in chronological sequence. List the author's names exactly as written in the source cited. Use no abbreviations.

(Please do NOT list references as footnotes at the end of each page).

See example below:

Chon, K. and Sparrowe, R. (1995). Welcome to Hospitality: An Introduction. Cincinnati, Ohio: Delmar Publishing Company.

Gardner, H. (1981). Do travel agents listen to customers? Journal of Today's Tourism. Vol. 5(1), pp. 10-15.

Pritzker, T.J. (n.d.). An Early fragment from central Nepal [Online]. Retrieved June 8, 1995, from <http://www.ingress.com/~astanart/pritzker/pritzker.html>

Smith, P.S. (2001, October 23). The finest dining places in Hong Kong. South China Morning Post, pp. B1, B3.

ACKNOWLEDGEMENT

Acknowledgement is optional and should appear after the references and before the appendices.

Any "APPENDICES" should appear at the end of the article after the list of references and acknowledgement (if applicable).