



# Style Guide for Submissions to the Lecturers Lounge for the European Council on Hotel, Restaurant & Institutional Education (20 point)

Name(s) and affiliation(s) of author(s) to be inserted AFTER review, in the final version of the paper.  
(Do not use titles such as Dr. or Professor etc. Additional authors and their affiliations should be staked under the first).

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*These pages provide guidelines to be used by authors and typists when preparing a submission for the Lecturers' Lounge of EMEA CHRIE 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 EMEA CHRIE conference Lecturers' Lounge is a co-creational development session 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 21<sup>st</sup> 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.

## **Paper Title**

*Titles that fill more than one line should be single spaced, and each line left-justified.*

## **Abstract**

*All articles must begin with an abstract that should be single-spaced, italicised, and fully justified. (100 words or fewer)*

## **Key Words**

*Example, Example, Example (Maximum 6)*

## **Theme**

*Example: 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)*

## **Introduction**

The body of the paper 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 Body**

First level subheadings should be left-justified, boldface, in upper and lower case, and in 12-point type. Heading formats have been present and are available in the Styles ribbon in Microsoft Word.

## ***Second-level Subheadings within Body***

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**

Description	Number	Percent
Age:		
<36	65	46
36 to 55	46	33
>55	29	21
Total	140	100
Primary Purpose of Visit:		
Business	19	14
Leisure	38	27
Total	57	41

### ***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 paper is accepted for the conference, you will be asked to upload the final version. This version includes author(s) names. If you wish your paper (or only the abstract) to be published in the *EMEA CHRIE 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 the submission site stated in the Call for Papers. **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.