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Title of your Paper, Flushed to the Right (please use upper and lowercase letters)

John A. Doe

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Richard B. Smith

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and

James A. Wang

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## **Abstract**

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

## **Introduction**

Please observe all guidelines that follow: Indent the first sentence of each paragraph with *1/2 inch* and *align text left*. *Double space* within each paragraph. Number the pages (place page number in bottom, right) starting with #1. Authors must use “*Times New Roman*”, *font size 12*. Set the top and bottom page margins to *1 inch (or 2.54 cm)* and the left and right margins to *1 inch (or 2.54 cm)*.

The paper title, author names (full names *only*; titles, e.g. Assistant Professor and degrees, e.g. Ph.D. should *not* be included), and authors’ names and affiliations must be *flushed to the right as shown above*. The paper must be written in the third person and all submissions must be in English and authors should seek to use straightforward declarative sentences, making every effort to help the reader understand the concepts presented. Make sure your paper size is set at *8 1/2” x 11” letter-size*.

Tables and figures must appear 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 a title (with appropriate upper and lowercase letters) which explain their contents.

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

## **References**

In the text, references are cited using the author/date style following the APA Publication Manual, e.g. for single authors (Leren, 1982) or multiple authors (Jeong and Lambert, 1999; Järvelä et al. 1999). Direct citations should always be placed in the text and followed by the exact reference and page number. For example “the French trade and industry ministers ... announced new financing to develop Web sites that will encourage exports and to help small and medium-sized companies participate online” (Johnson 1998:213). The reference list, placed at the end of the text, must be single-spaced in alphabetical order of authors and 10 point font size. A referenced article should contain all authors’ names, title of

article, name of publication, volume and number, inclusive page numbers and year of publication. Note the use of italics rather than underlining. A referenced book should list author name(s), title of the book, publisher, place of publication, year of publication. References must be listed immediately following the CONCLUSION or SUMMARY of the paper. List the authors' names exactly as written in the source cited. See examples below:

### **References**

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Table 1

Profile of Typical Travel and Tourism Students

Profile	Frequency	%
Sex		
Male	128	43%
Female	172	57%
Total	300	100%