



2018 ICHRIE Call for Scientific Papers and Posters

International Council on Hotel, Restaurant, and Institutional Education formally invites hospitality & tourism educators, graduate students, industry professionals, and association executives, among others, to submit manuscripts for presentation at the 2018 conference.

The 2018 Annual ICHRIE Summer Conference will be held from 25-27 July at the Renaissance Esmeralda Indian Wells Resort & Spa in Palm Springs, California, USA.

The conference will be filled with informative refereed presentations, the latest in industry and educational research, exciting displays at the ICHRIE Marketplace and Expo and lots of networking opportunities for members and guests to reconnect with educators, researchers and industry colleagues.

EasyChair for Scientific Submissions is open now!

Deadline to submit is 21 January 2018, $\leq 6:59$ pm ET (or $\leq 11:59$ pm GMT/UTC).

Papers may be submitted for either SCIENTIFIC track (outlined below) or SYMPOSIUM track. *Authors are responsible for submitting to the correct track.*

SCIENTIFIC Track

Submissions should be:

- Conceptually-based (or)
- Empirically-based

Submissions can be submitted for:

- Paper Presentation (or)
- Poster Presentation

Submissions are judged on the following three criteria:

- Overall quality (design of the study, development of the concept, etc.)
- Significance of the contribution to the discipline
- Interest to ICHRIE members

Unsure on Conceptual, Empirical, Poster?

Conceptually-based papers seek to develop a fuller understanding of the hospitality & tourism industry and education by building on existing knowledge. For example, a conceptual model explains facts of events in a way that increases understanding. This should be more than a basic introduction to a topic.

The structure of a conceptual paper includes:

- (1) a description of the topic and review of previously published work
- (2) unique treatment, analysis, or critique of the current state of knowledge on the topic
- (3) implications for hospitality & tourism education, research, or industry practice

Empirically-based papers are original research to test or develop a theory or make a new contribution to the knowledge base of the field. An empirical paper includes:

- (1) background information, explanation of major concepts, importance of testable research questions, and a review of previous research
- (2) description of methodology that includes research design, instrumentation, data collecting procedures, and data analysis
- (3) discussion of results of the investigation with implications for the advancement of hospitality & tourism research and/or industry practice

Poster sessions may be used to present works in progress that are conceptually- or empirically-based. The poster session submission includes:

- (1) significance of the study
- (2) literature preview
- (3) proposed methodology
- (4) implication/application for hospitality & tourism education and/or industries

Formatting Guidelines *(please be aware of formatting guidelines changed in 2016-17)*

Scientific papers **MUST** be formatted as follows:

Please be sure to follow all submission guidelines; no exceptions will be made and submissions will be desk rejected for not following these guidelines.

Page 1: title and 100-word abstract (Note: Authors names **MUST NOT** be included on any page)

Remaining Pages: Manuscript (*not to exceed 2500 words*), Tables, Figures, and References

- Margins should be 1-inch on sides, 1-inch on top and bottom
- Font: Times New Roman, 12 pt.
- All text will be double spaced
- **Total WORD count for the text portion of the manuscript must not exceed 2500 words**
- In addition, tables, figures, and references must not exceed five (5) pages in total (*same font and size as manuscript and excluded from the 2500-word count*).
- Place a word count at the end of your manuscript before the tables, figures, and references.

Scientific posters **MUST** be formatted as follows:

Please be sure to follow all submission guidelines; no exceptions will be made and submissions will be desk rejected for not following these guidelines.

Page 1-title and 100-word abstract (Note: Authors names **MUST NOT** be included on any page)

Remaining Pages: Manuscript (*not to exceed 1250 words*), Tables, Figures and References

- Margins should be 1-inch on sides, 1-inch on top and bottom
- Font: Times New Roman, 12pt
- **Total WORD count for the text portion of the manuscript must not exceed 1250 words**
- In addition, tables, figures, and references must not exceed three (3) pages (*same font and size as manuscript and excluded from the 1250-word count*).
- Place a word count at the end of your manuscript before the tables, figures, and references.

Submission Guidelines

Conceptually or empirically based papers may be submitted within the Refereed Papers Track for a paper presentation or alternatively for a poster presentation. *Papers that are not research-based should be submitted through the Symposium Track.* All submissions for the 2018 ICHRIE Conference are required to be submitted electronically by using the EasyChair online submission system. **Authors are responsible for knowledge of the Easy Chair system.**

Before submitting using the EasyChair online submission system, please read the provided information on this website and be sure to follow all guidelines and directions included in this document.

Authors MUST:

- (1) Ensure their submitted manuscript/s are original (i.e. not been published elsewhere), are not currently under review/acceptance for any other publication or conference, follow academic writing, structure and methodology.
- (2) Ensure their manuscript follows acceptable ethical standards as outlined by the ICHRIE Board and Research Committee:
 - a. ICHRIE is committed to ensuring the integrity of submitted and published research and if necessary, to investigate allegations of misconduct. To handle cases of research and publication misconduct, ICHRIE will adhere to the principles and guidelines of the Committee on Publication Ethics (COPE)*. For more information please visit the COPE website: www.publicationethics.org.
 - b. * *The COPE materials are available to use under the Creative Commons Attribution-NonCommercial-NoDerivs licence (<http://creativecommons.org/licenses/by-nc-nd/3.0/>). Please note that ICHRIE is not a member of the COPE.*
- (3) Confirm their manuscript fully adheres to all formatting guidelines outlined above.
 - a. *The Scientific Paper Review Committee will not make any exceptions to these guidelines.*
- (4) Access EasyChair and select either the paper or poster option along with the appropriate topic track.
- (5) Complete the form in EasyChair for your submission, including all final questions.
- (6) Submit both a .PDF and a Microsoft Word version of your manuscript
- (7) *Reminder:* a manuscript may only be submitted once, with no additions or modifications once submitted.
 - a. Once submitted, the order and names of authors listed on the original submission may not be altered, including indication of the lead author's name.

Submission Review Process

Prior to distribution to track chairs and reviewers, all submissions will be checked for adherence to formatting guidelines. Those submissions that have NOT followed submission guidelines will be desk rejected.

All submissions are refereed through double-blind review process by ICHRIE's Scientific Paper Review Committee. Each submitted manuscript is assigned a number; the identity of the author(s) is not revealed. An independent evaluation is then completed by at least two reviewers. Submissions are judged on their overall quality (design of the study, development of the concept, etc.), their significance of the contribution to the discipline, and their interest to conference delegates.

Papers judged to have outstanding merit by the Scientific Paper Review Committees will receive a Best Paper designation in the conference program and will be recognized with an exclusive time allotment for presentation.

Communication with Lead Author

ICHRIE will correspond with the Lead (primary) author only using the contact information provided on the original submission. *Co-presenters should not contact ICHRIE.* It is the primary author's responsibility to notify all co-presenters regarding the status of the proposal as well as to notify ICHRIE of any change in the lead author's contact information.

Registration and Attendance Requirements

All presenters are required to register for the full conference or for a one-day conference registration for the day of the presentation. The deadline for presenters to register will be 15 May 2018. All travel and additional expenses, including the conference registration fee, are the responsibility of the presenter(s). Please note that at least one presenter of any given presentation must be an ICHRIE member in good standing. Any co-presenters who are not ICHRIE members will be required to register for the conference and pay the nonmember rate.

Interested in being a reviewer for the ICHRIE conference?

All members of ICHRIE are invited to become reviewers for any scientific or symposium track. As detailed above, the submission process utilizes a full electronic format. As such, reviewers can participate from anywhere in the world. ICHRIE especially encourages those members outside of North America to engage in this worthwhile service to our organization. The review period takes place every February. *If interested, please feel free to contact a track chair directly or inform Amie Grayson of your interest (be sure to include area/s of expertise).*

On behalf of the 2017-18 ICHRIE Scientific Paper Review Committee, we look forward to receiving and reviewing your submissions.

Sincerely,
Don

Donald G. Schoffstall, Ph.D.
Johnson & Wales University - Charlotte
Chair, ICHRIE Scientific Paper Review Committee

Any questions, please contact Ms. Amie Grayson at agrayson@chrie.org or 1-804-346-4800 or Dr. Don Schoffstall at ichriesubmissions@gmail.com