



## **2019 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 2019 conference.

**The 2019 Annual ICHRIE Summer Conference will be held from 24-26 July at the New Orleans Marriott Hotel in New Orleans, Louisiana, 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.

**Deadline to submit is 20 January 2019, ≤6:59pm ET (or ≤11:59pm GMT/UTC).**

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

### **SCIENTIFIC Track**

**Submissions can be submitted for:**

- Paper Presentation (or)
- Poster Presentation

**Paper Presentations** may be either conceptually-based or empirically-based. These presentations are typically completed research and are often presented prior to submission to a journal for future publication.

**Poster Presentations** may be either conceptually-based or empirically-based. These presentations may be completed research but are often work-in-progress research projects where data collection may or may not have been completed already.

**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

## **Formatting Guidelines for Submissions**

### **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 prior to 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 prior to the tables, figures, and references.**

## **Submission Guidelines**

Conceptually or empirically based papers and posters may be submitted within the Scientific Track for a paper presentation or alternatively for a poster presentation. *Papers (or posters) that are not research-based should be submitted through the Symposium Track.* All submissions for the 2019 ICHRIE Conference are required to be submitted electronically by using the EasyChair online submission system. **Authors are responsible for knowledge of the EasyChair system.**

***NOTE: For 2019, all authors will be using only one submission link for papers and posters, instead of two separate links as in years past.***

Before submitting your work using the EasyChair online submission system, please read the provided information on ICHRIE Conference 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](http://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 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

*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 2019**.* 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.

*Thinking ahead on a stand-up presentation (if accepted as such):*

Authors/presenters are asked to focus on the highlights and relevant parts of their studies when sharing with the ICHRIE audience. Presentations in this style might focus on a brief introduction, results, and discussion, which would create an industry focused and results driven presentation. More information and guidance to be posted following the completion of proposal reviews.

**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 2018-19 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](mailto:agrayson@chrie.org) or 1-804-346-4800 or Dr. Don Schoffstall at [ichriesubmissions@gmail.com](mailto:ichriesubmissions@gmail.com)