GUIDELINES

ABSTRACT GUIDELINES

When submitting an abstract authors need to supply the following information: article type, full title, author(s) details, theme/subject, abstract, keywords, and brief CV.

The abstract has a limit of 150-200 words and keywords a limit of five words. Any references cited in the abstract must be given in full.

The brief CV has also a limit of 150-300 words.

Type in an A4 page, 1.5 spacing between lines, Times New Roman, 12.

The page margins should be: 2.5 cm (top and bottom) and 3 cm (right and left).

Text should be in single-column format.

FULL PAPER GUIDELINES

The name of the MS Word file should begin with the author's surname, followed by the initials of the first name (e.g. TRIBE_J). The same apply to tables and figures, to which you should add the numbering (e.g. TRIBE_Fig1; TRIBE_Table2).

The paper can be submitted in English or Portuguese and the keywords should be both in the original language of the paper and in English.

When submitting a full paper authors need to supply the following information: article type, full title, author(s) details, theme/ subject, abstract, keywords, and other comments.

All papers will be blind refereed. Revised papers will be returned to the authors and will then proceed for publication. The scientific committee may decide not to publish papers whose evaluation is not positive or that do not comply with the presented guidelines.

The compliance with the instructions is essential for the inclusion of texts in the Conference Proceedings Book.

The text styles are already defined in the previous template. The template includes all that is necessary.

The paper should be limited in 5,000 words, about 15 to 25 pages, including notes, bibliography, tables and figures, in a maximum of 15 images.

Type in an A4 page, 1.5 spacing between lines, Times New Roman, 12.

The page margins should be: 2.5 cm (top and bottom) and 3 cm (right and left).

Text should be in single-column format.

• Citation and footnotes:

Textual citations should be placed between quotes and bibliographic references along the text must follow the "author, date" system (e.g. Cooper, 1990); foreign language words must be italicized.

Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

Footnotes cannot be used. All references should be listed together at the end of the text before or after the bibliografic references.

Footnotes should be numbered without brackets, in a continuous way from the beginning until the end of the paper, and presented at the end of each page.

• Figures and tables

Tables and figures (designation applied to graphics, schemes, photos, and maps) should be numbered in a continuous way, in Arabic numbers. Each author can include only up to 15 figures.

The files of original tables and figures must be uploaded together with the Word file, whether they are Excel files or other formats (in this case, they should be saved or converted with the following extensions: JPG, GIF or EPS).

Electronic artwork - General points:

Make sure you use uniform lettering and sizing of your original artwork.

Save text in illustrations as "graphics" or enclose the font.

Only use the following fonts in your illustrations: Arial, Courier, Times, Symbol.

Use a logical naming convention for your artwork files.

Provide captions to illustrations separately.

Produce images near to the desired size of the printed version.

Submit each figure as a separate file. Each table or figure appears on a separate sheet at the end of the paper. No figures (or tables) can be larger than an A4 page.

• Bibliographic references

The maximum number of bibliographic references is between twenty and thirty.

Bibliographic references, ordered alphabetically and located at the end of the paper, should follow these guidelines:

• Journal papers

Buhalis, D., 1998, Strategic use of information technologies in the tourism industry, Tourism Management, Vol. 19(3), pp.409-423.

• Book chapters

Mazanec, 1995, Constructing traveller types: new methodology for all concepts, in Butler, R., and Pearce, D.,(eds) Change in Tourism: People, places, processes, Routledge, London, pp.124-142.

• Internet websites

Forrester, 1999, On line travel bookings, [http://www.forrester.com], (Site accessed 17 January 2000).

• Books

O'Connor , P., 1999, Electronic Information Distribution in Tourism & Hospitality, CAB, Oxford.

• Conference presentations

Lowry, L., 1993, Sun, Sand, Sea, in Chon, K., (ed), Proceedings of Research and Academic Papers, Vol. V, The Society of Travel and Tourism Educators, Annual Conference, October 14-17, Miami, pp.16-28.

• Dissertations and thesis

Gilbert, D., 1992, A study of the factors of consumer behaviour related to overseas holidays from the UK, PhD thesis, University of Surrey, Guildford, UK.

Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Web references - as a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

POSTER GUIDELINES

• Format – posters should have the following dimensions: 90 cm wide and 100 cm tall.

• They should be composed of separate units, each representing graphics, photographs, diagrams or text in general. The units should be legible from a distance of approximately 1 m, therefore it is recommended that the minimum dimensions are of about 22 cm x 28 cm.

• Font size should not be less than 48 points for titles and 18 points for the remaining texts presented.

• Display – Each poster will be assigned an identification number that will be noted on the placard where it should be placed.

• The organization provides material to display the poster, but to display it is of the responsibility of the author.

• Posters must be displayed on 26th September no later than10:00 a.m.

• Debate – The authors should, if possible, remain next to the posters during coffee-breaks.

• Authors may take several copies (A4) of their posters to distribute to participants attending the conference.