



23-26 June 2009

Port Elizabeth – Nelson Mandela Bay – South Africa

# INSTRUCTIONS TO AUTHORS FOR FULL PAPERS, WORKING PAPERS, AND POSTERS

**Super-Early Bird Registration extended to 16  
March 2009**

To expedite the review and production process, all manuscripts considered for publication in the conference proceedings must be prepared in accordance with the following style and format.

**Full Papers, Working Papers (in form of an extended 1,500 word abstract), and abstracts for Posters must be submitted as a MICROSOFT WORD Document (no pdf files please)! MS Word templates can be downloaded from [www.cmt2009.com](http://www.cmt2009.com)**

## Writing Style

The paper must be written in the third person and all submissions must be in English. Readers need to grasp information quickly; thus, authors should use straightforward declarative sentences, making every effort to help readers understand the concepts presented. All papers should be comprehensible to all readers, regardless of their areas of specializations and academic backgrounds. Papers may include tables, drawings, charts, or photographs (black & white).

## Paper Length:

Full Papers: 5,000 words

Working Papers: Extended abstracts of 1,500 words

Posters: Abstracts of 250 words

1. Full Papers: The paper abstract (maximum 250 words) should state concisely what was done and why, what was found, and what was concluded, and end with a list of up to five keywords pertinent to the central theme.
2. Working Papers: No abstract is needed. Please add up to five keywords
3. Posters: As for Full Papers.

## Text (Full Paper and Working Papers)

The paper itself will be composed of three parts: introduction, the study, and conclusion. Headed with an appropriate title, the study (or the main body of the paper) can in turn be divided into subtitled sections. The whole submission should be arranged in the following order: title page (see example below), abstract and key words, introduction, the study, conclusion, acknowledgment, reference list. Do not use text footnotes. Extra explanatory material can be included as an Appendix.

## Footnotes, Endnotes, Headers, Page Numbers, Running Heads

Please do *not* use any of the above.

## **Abbreviations and Terminologies**

These should be fully spelled out and defined when first used in the text.

## **References**

In the text, references are cited using the author/date style following the *APA Publication Manual* (5<sup>th</sup> ed). Example: (Fennell, 1999) or (Duffus & Dearden, 1990; Hall, 2001, 2002). The reference list, placed at the end of the text, must be typed 1.5-spaced in alphabetical order of authors. A referenced article should contain all authors' names, year of publication, title of the article, name of the publication, volume, and inclusive page numbers. A referenced book should list author name(s), year of publication, title of the book, place of publication, and publisher per the following examples:

### ***Journal Article:***

Orams, M. (1996). An Interpretation Model for Managing Marine Wildlife-Tourist Interaction. *Journal of Sustainable Tourism*, 4(4), 81-95.

### ***Book:***

Gill, P., & Burke, C. (1999). *Whale Watching in Australian & New Zealand Waters*. Sydney: New Holland Publishers.

### ***Book Chapter:***

Cater, E., & Goodall, B. (1992). Must Tourism Destroy its Resource Base? In A.M. Mannion & S.R. Bowlby (Eds.), *Environmental Issues in the 1990s* (pp. 309-323). Chichester: John Wiley & Sons.

Please note that citations such as "personal communication" should not be included in the reference list, but may be added parenthetically in the text.

## **Illustrations and Diagrams**

These should be kept to a minimum and must be suitable for direct reproduction. They should be embedded in the text body of the manuscript. Lettering should be large enough to be legible after reduction to printing size.

## **Evaluation**

All manuscripts submitted as Full Papers are evaluated by at least two independent referees. The paper evaluation is double blind and anonymous: neither referees nor the authors are aware of each other's identities. Working Papers, if accepted, will not be refereed, but will be printed as submitted. Abstracts for Posters will also be printed as submitted.

## **Deadlines (Dates in red are the extended dates)**

### ***Full Papers***

Call for abstracts – Refereed Papers: 1 October, 2008  
Abstract submission – Refereed Papers: 27 February, 2009  
Notice of acceptance – Refereed Papers: 13 March, 2009

**Full Paper submission (revised and final version): 1 April, 2009**

***Working Papers***

Abstract Submission: 27 February, 2009

Notice of acceptance – Working Papers: 15 March, 2009

**Submission of final working papers: 20 May, 2009**

***Posters***

Abstract Submission: 20 February, 2009

Notice of acceptance – Posters: 15 March, 2009

**Submission of final posters: 20 May, 2009**

**Please note that these deadlines are fixed dates!**

**Example Full Paper:**

**TITLE OF PAPER: 14 POINT TIMES NEW ROMAN, ALL CAPITALIZED LETTERS, CENTERED, BOLD**

*Author Name(s): 12 point Times New Roman, italics, centered*

*Affiliation(s): 12point Times New Roman, italics, centered*

*Address(es): 12 point Times New Roman, italics, centered*

*e-mail(s): 12 point Times New Roman, italics, centered*

**ABSTRACT**

250 words, 12 point Times New Roman, block

Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract  
Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract  
Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract  
Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract

Keywords: Up to five keywords, 12 point Times New Roman, left aligned

**MAIN HEADINGS: 12 POINT TIMES NEW ROMAN, ALL CAPS, LEFTALIGNED, BOLD**

Subheadings: 12 point Times New Roman, italics, left aligned

Main Text: 5,000 words, 12 point Times New Roman, block

References as described above!

**Example Working Paper:**

**TITLE OF PAPER: 14 POINT TIMES NEW ROMAN, ALL CAPITALIZED LETTERS, CENTERED, BOLD**

*Author Name(s): 12 point Times New Roman, italics, centered*

*Affiliation(s): 12point Times New Roman, italics, centered*

*Address(es): 12 point Times New Roman, italics, centered*

*e-mail(s): 12 point Times New Roman, italics, centered*

Keywords: Up to five keywords, 12 point Times New Roman, left aligned

**MAIN HEADINGS: 12 POINT TIMES NEW ROMAN, ALL CAPS, LEFT ALIGNED, BOLD**

*Subheadings: 12 point Times New Roman, italics, left aligned*

Main Text: 1,500 words, 12 point Times New Roman, block

References as described above!

**Example Poster:**

**TITLE OF POSTER: 14 POINT TIMES NEW ROMAN, ALL CAPITALIZED LETTERS, CENTERED, BOLD**

*Author Name(s): 12 point Times New Roman, italics, centered*

*Affiliation(s): 12point Times New Roman, italics, centered*

*Address(es): 12 point Times New Roman, italics, centered*

*e-mail(s): 12 point Times New Roman, italics, centered*

**ABSTRACT**

250 words, 12 point Times New Roman, block

Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract  
Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract  
Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract  
Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract

Keywords: Up to five keywords, 12 point Times New Roman, left aligned

Main Text: 250 words, 10 point Times New Roman, block

References as described above!

**Poster Specifications**

Will follow soon!