



**Institute
of Hospitality**

Submission Guidelines for the Institute of Hospitality Digest

'Uniting industry and academia through publicising student achievement'

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Welcome to the Institute of Hospitality Digest

I often refer to the Institute of Hospitality as being the “pinch point” where academics and hospitality practitioners meet.

This is reflected in our membership - we have many thousands of student members through our Education Membership Scheme, and both camps are well represented at every grade of membership.

It seems a logical step then that the Institute of Hospitality should embark on this venture - bringing the best research papers to the wider attention of the leaders of our industry.

If through this publication we can bring new insights and ideas into the bright light and away from the university shelves then we are helping; not only enlightening executives and making them more aware of the wealth of knowledge that exists behind the university walls but also hopefully creating working links and closer ties between educators and practitioners.

As always, this publication would not be possible without the foresight and perseverance of my colleagues in the Institute’s knowledge centre, so our thanks go to them. In our offices, we have a team dedicated to advancing the industry on so many fronts, of which I am immensely proud of the contribution we make to our wonderful industry.



Peter Ducker FIH

Chief Executive

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Institute of Hospitality Digest

As part of the Institute of Hospitality's commitment to providing a bridge between academic institutions and the hospitality industry, we are pleased to present to you the submission guidelines of the forthcoming publication –Institute of Hospitality Digest - which we believe will greatly assist the need for academic research to enter the hands of industry professionals.

Large amounts of value are seen to be held within student led dissertations which, given the correct channels of communication, can reach and then levitate the industry at large. The Institute of Hospitality can be said to have such communication channels, with variety of resources which allow for large repositories of literature and research to be stored and then accessed to our subscribing members.

We will look to publish 2 issues per year (April and October) via an e-journal format and will look to house one 3000-word article/summary in each issue from every EMS school connected with the Institute of Hospitality. Each submission will be chosen by the school to represent its university, with a prize given for the nominated Best Paper. Submissions will be seen to relate to existing or previously graduating dissertation/thesis research and are likely to be of high grade classification. All submissions will go through a carefully selected **industry** review panel to check for occupational relevance and suitability before being accepted and then shared with our members.

Our aim for this project is to benefit a diverse set of stakeholders including:

- The Student – the publication will create physical evidence of academic achievement while also showing commitment to developing the hospitality industry into the future. Publication with the Institute of Hospitality can greatly enhance the student's CV as well as help to gain connections with industry heads through self-marketing which may in turn help to forward the student's career and continue their professional development.
- The Academic Institution – publication by the Institute of Hospitality will show the academic school's commitment to research output which will hopefully lead to better industry relations and research opportunities.
- The Hospitality, Leisure and Tourism industries – demonstrating the value, credibility and practicability of research output with demonstrate to employers the value of participating institutions as well as provide possible means of future business development.

We hope that you find the journal to be of great use to you, your students and your academic institution. Thank you for supporting the Institute of Hospitality with this initiative and we look forward to the continued success of this publication.

If we can be of any help please do not hesitate to contact us!

Submission Instructions

Key Points

- The author(s) must ensure that the manuscript is complete, grammatically correct and without spelling or typographical errors.
- All text must be written in English, including interview transcripts which are used within text.
- It is the responsibility of the university to submit all papers to the below email address. **Please cc all author's personal email addresses!**
- **Submission Date** -Two issues are planned to be published per year. Issue dates shall be on the 1st December and 1st June each year. Please make sure all submissions are received no later than 16th October or 16th April.
- All manuscripts are to be e-mailed to digest@instituteofhospitality.org – within the subject line, please make clear your submission with the subject Digest Submissions, the author's names and academic institution.

For example – ***“Digest Submission – John Smith, University of England”***

- All papers submitted will be presented to an industry selected review panel who will review all submissions, checking not only for high level academic thinking, but also industry relevance. Submission to *The Institute of Hospitality Digest* does not automatically guarantee the research paper will be published until granted and accepted by the industry review panel. The panel have the right to decline publication if the paper fails to meet the criteria set by the Institute of Hospitality's and the journals board.
- All papers are bound by ethical and morality considerations. As such, please refrain from identifying any individuals or companies whose identity may result in any harm or negative circumstances as result of publishing.
- For all papers accepted for publication, authors will be contacted 4 weeks prior to the publication date for final reviews.
- Please include a contact email address for all authors and a point of contact for the academic institution on the foot of the title page.

Layout Instructions

Format	Article files should be provided in both Microsoft Word and PDF formats. Please use size 12 Ariel font.
Article Length	Articles should be between 3000 words in length (+/- 10%). This excludes all text included within references and appendices.
Article Title	A title of not more than fifteen words should be provided.
Author details	<p>All contributing authors' names, course of study and affiliations should be included on the cover page, and their names arranged in the correct order for publication.</p> <p>A small logo of the University's crest is also required to acknowledge receipt of institutional contributions</p>
Structured Abstract	<p>Authors must supply a structured abstract in their submission using a maximum of 250 words in total (including keywords and article classification, see below).</p> <p><i>Please refrain from submitting personal acknowledgements</i></p>
Keywords	Authors should provide appropriate and short keywords that encapsulate the principal topics of the paper. The maximum number of keywords is 6.
Headings	Headings must be concise, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub-headings to be presented in medium italics.
Figures	<p>All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.</p> <p>All Figures should be of high quality, legible and numbered consecutively with Arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.</p> <ul style="list-style-type: none">• Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively

create a .PDF file from the origination software.

- Figures which cannot be supplied as above are acceptable in the standard image formats which are: .PDF, .AI, and .EPS. If you are unable to supply graphics in these formats then please ensure they are .TIF, .JPEG, or .BMP at a resolution of at least 300dpi and at least 10cm wide.
- Photographic images should be submitted electronically and of high quality. They should be saved as .TIF or .JPEG files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.

Tables

Tables should be typed and included in a separate file to the main body of the article. The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the separate file.

References

References to other publications must be in **Harvard** style and carefully checked for completeness, accuracy and consistency.

You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:

For books

Surname, Initials (year), *Title of Book*, Publisher, Place of publication.

e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.

For book chapters

Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.

e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.

For journals

Surname, Initials (year), "Title of article", *Journal Name*, volume issue, pages.

e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.

For published conference proceedings

Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.

e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.

For unpublished conference proceedings

Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).

e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007).

For working papers

Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.

e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.

For archival or other unpublished sources

Surname, Initials, (year), "Title of document", Unpublished Manuscript, collection name, inventory record, name of archive, location of archive.

e.g. Litman, S. (1902), "Mechanism & Technique of Commerce", Unpublished Manuscript, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL.

For electronic sources

If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.

e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).

Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

Example Front Page

Is Brexit a HR Managers nightmare to London's Luxury Hotel Market? – An Explorational Study



**Institute
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First Page Layout Example

Is Brexit a HR Manager's nightmare to London's Luxury Hotel Market? – An
Exploratory Study

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Abstract

July 2016 saw what can only be described as a political shock for Europe in that the United Kingdom voted to leave the European Union during a country wide referendum. Since the shock result, the UK government has since agreed to fulfil the people's wishes; with the hospitality industry now concerned how the decision will impact the industry – most notably from a labour stance. This exploratory study focused solely on the luxury hotels of London. Through semi-structured interviews, initial findings suggest Brexit to be a huge threat to London's luxury hotels from an operational HR perspective. Rumours surrounding movement of people and working rights of EU nationals is seen to be of huge discussion amongst hotel senior personnel, with negative implications on the amount of European applications received for jobs within the selected hotels already seen to have lowered by as much as 80% in some cases. Concerns are raised over the potential talent gap which may present itself if a "hard-Brexit" takes its toll, leading to operational difficulties in most cases. This paper calls upon leading industry bodies to continue to make strong cases to government officials outlining the potential difficulties a hard Brexit could have to the hospitality industry within the U.K.

Key Words: Politics, Human Resources, London, Hotels, Brexit, Labour

Introduction

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