

**School of Hotel Administration  
Centers and Institutes, Hospitality Publications  
Submission Guidelines for Prospective Authors**

**GENERAL INFORMATION**

The centers and institutes at the Cornell University School of Hotel Administration publish a series of four types of online research studies: reports, tools, roundtable highlights, and indices. The publications are valuable for their broad appeal and practical implications for hospitality and service industry executives, managers, operators, and consultants.

*Types of Hospitality Publications*

**Report**

A research-based study that addresses issues associated with the hospitality and service industry. A report is a “put-to-work Monday-morning” type of study in that it provides suggestions that are clear and actionable. A reader should have an idea of what to “do differently” having read a report.

**Tool**

An instructional study or “how to” document. There are two types of tools: (1) a Microsoft Word document and (2) a Microsoft Word document and a related Microsoft Excel spreadsheet.

**Roundtable Proceeding**

A concise, specific précis highlighting key points and essential lessons from a roundtable. Like a report, a proceeding should be written with a practitioner audience in mind and focus on actionable suggestions from the discussion.

**Indices**

A recurring record of data pertinent to the hospitality industry.

*Manuscript Preparation Guidelines*

Manuscripts must be written in standard American English and prepared according to the *Chicago Manual of Style*. Sources must be cited using notes with full citations. The writing style should be direct, vigorous, in the active voice, and employ simple declarative sentences. Manuscripts should be prepared with the knowledge that the intended audience is one of practitioners and not academics. All author identification must be removed from the manuscript.

Authors are strongly encouraged to engage an outside copy editor for assistance prior to submission. Manuscripts that do not meet formatting and content standards will be not be submitted for review.

All manuscripts must be presented as a Microsoft Word document and formatted as follows:

- Times New Roman font
- 12 point
- One inch margins
- Double spaced
- Charts and figures (exhibits) must be editable (not inserted as a picture)
- Charts and figures must be accompanied by the Excel document

## SUBMISSION DESCRIPTION

### *Report Submission*

#### **Manuscript Layout**

***Executive summary.*** A short summary that contains a brief statement of the problem covered in the document, background information, concise analysis, and main conclusions.

***Key words.*** Three or four words that describe the academic discipline or topic area under investigation.

***Text.*** The distinct sections of the study that reflect the stages in the research process. The text should be between 3,000 to 5,000 words. The paper should clearly articulate the issue it is addressing, and should conclude with clear and actionable implications for practice. If the paper has methodology and results sections, these sections should be written with a practitioner audience in mind, focusing on the practical aspects of what was done and what was found. More technical aspects of the methodology and results can be placed in footnotes or appendices if they are necessary.

***Exhibits.*** Charts and figures presented sequentially as numbered exhibits.

#### **Supplemental Material**

***Excel spreadsheet.*** An Excel file can be included to demonstrate the methodology or provide more details of the results. This material, though, should be supplemental in that the paper should be able to stand on its own without the additional content.

### *Type One Tool Submission*

#### **Manuscript Layout**

***Executive summary.*** A short summary that contains a brief statement of the problem covered in the document, background information, concise analysis, and main conclusions.

***Key words.*** Three or four words that describe the academic discipline or topic area under investigation.

**Text.** A description of the tool and its application potential. The text should be between 3,000 to 5,000 words.

**Exhibits.** Charts and figures presented sequentially as numbered exhibits.

### ***Type Two Tool Submission***

#### **Word document**

A description of the tool and its application potential, and when appropriate, instructional illustrations (screen captures). The text should be between 1,500 to 2,000 words.

#### **Excel spreadsheet**

A simulation of the tool.

### ***Roundtable Highlights Submission***

#### **Manuscript Layout**

**Executive summary.** A short summary that contains a brief statement of the problems covered during the roundtable, background information, and main conclusions.

**Key words.** Three or four words that describe the academic discipline or topic area under investigation.

**Text.** A robust and concise summary of key points and insights raised during the presentations and discussions. Specifically, the text should include opening remarks from the chair, as well as paraphrasing or quoting participants. The text should be between 3,000 to 4,000 words. The paper should clearly articulate the roundtable's theme, as well as the issues addressed during the sessions. The document should be written with a practitioner audience in mind, focusing on the practical aspects of what was learned during the roundtable.

**Exhibits.** Charts and figures presented sequentially as numbered exhibits.

**Photographs.** Photographs of roundtable participants.

## *Indices Submission*

### **Manuscript Layout**

***Executive summary.*** A short summary that contains a brief statement of the problem covered in the document, background information, concise analysis, and main conclusions.

***Text.*** A description of real estate activity in the hotel market. The text should be between 1,000 to 3,000 words.

***Exhibits.*** Charts and figures presented sequentially as numbered exhibits.

## **SUBMISSION PROCESS**

### **Reports and Tools**

To submit a manuscript, log-on to [msTracker](#), the School of Hotel Administration's online manuscript submission system. After a manuscript is submitted, it is either (1) accessioned and assigned a tracking number or (2) returned to the author with comments. Submitted manuscripts are first read by the editor for general acceptability. If a manuscript is perceived to be a potential fit, the editor selects one or two ad hoc reviewers. The review is double blind—the reviewer does not know the identity of the author and vice versa. After a manuscript is reviewed, the editor makes a final decision regarding publication. If the editor decides that a manuscript is suitable, but requires revision, the author is requested to revise and resubmit the manuscript. The review process is normally three months. Manuscripts must be revised accordingly and resubmitted within 60 days, again through the ManuscriptTracker system.

### **Roundtable Highlights and Indices**

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### **Manuscripts Selected for Publication**

All manuscripts are read and edited for clarity, flow, and logic, and correct grammar and usage, and must conform to the *Chicago Manual of Style* (even if submitted in accordance to a different style). Authors are responsible for accuracy of theory, literature review, research methodology, and findings. After the manuscript has been edited, the author receives a final draft approval

prior to publication. The School of Hotel Administration reserves the right to suspend publication of a manuscript at any time if it fails to meet required standards.

**Contact Information**

Questions concerning the submission process, the status of a submission, or developing a manuscript can be directed to Jenny Stockdale at [jms935@cornell.edu](mailto:jms935@cornell.edu).