Manuscript Preparation Guidelines

Prospective authors should review the following guidelines before submitting a manuscript. Authors are strongly encouraged to engage either an outside copy editor or SAGE languageservices for assistance prior to submitting a manuscript.

- Manuscripts must be written in standard American English.
- For the review process, manuscripts may follow the formatting and layout criteria of any recognized style (e.g., AMA, APA, Chicago). However, conditionally accepted manuscripts must be prepared in accordance with the current *Publication Manual of the American Psychological Association*, SAGE Publications, and *Cornell Hospitality Quarterly* Style Guide.
- There are no absolute word count requirements, but target lengths for regular articles are 8,000 to 12,000 words and for research notes are 3,000 to 5,000 words all inclusive.
- All author identification must be removed from the manuscript.
- The writing style should be direct, vigorous, in the active voice, and employ simple declarative sentences.

Submission Process

Manuscripts must be submitted electronically at http://mc.manuscriptcentral.com/cq. Submitted manuscripts are first read by the editor for general acceptability. If a manuscript is perceived to be a potential fit for the journal, the editor solicits the opinions of two or three reviewers. The review is double blind—reviewers do not know the identity of the author and vice versa. After the reviewers submit their recommendations, the editor makes a final decision regarding publication. Every effort is made to complete this first round of reviews within three months. If the editor decides that a manuscript may be suitable, but a definitive decision cannot be made at that time, the author is invited to revise and resubmit the manuscript.

Resubmission Process

Manuscripts that are revised and resubmitted are normally handled by the editor without seeking additional input from the reviewers. However, revisions may be sent back to the original set of reviewers, or to a new set of reviewers, on rare occasions when the editor believes that their expertise will help him make a better decision. Regardless of whether or not a revision is sent back out for review, the editor may request an additional revision, which is once again subject to the same revise and resubmit process.

Authors do not have to do everything suggested by the editor and reviewers. However, they must give serious consideration to all editor and reviewer comments and must prepare a detailed, point-by-point response to those comments describing the changes prompted by each comment or explaining why a comment prompted no changes. Revised manuscripts and detailed responses to editor and reviewers must be resubmitted at http://mc.manuscriptcentral.com/cq.

Publication Process

After a manuscript has been edited, the author receives a final draft approval and a page proof prior to publication. The *CQ* reserves the right to suspend publication of a manuscript at any time if it fails to meet required standards. All accepted manuscripts appear on *Cornell Hospitality Quarterly* OnlineFirst prior to print publication.

Contact Information

Questions concerning the submission process, the status of a submission, or developing a manuscript for the *CQ* can be directed to the managing editor, Gina Parker at gap82@cornell.edu.