**Title of Study (Arial Bold 14** **pt, Sentence case, center alignment)**

**[title should be short, simple, self-explanatory, Type the title of manuscript, capitalize the first letter of sentence, maximum of 15 words]**

**First Author name1\*, Second Author name2 (Arial Bold 10 pt,** **Sentence case, left alignment)**

1 Affiliation of all the authors, with country name. This should be where they were based when the research for the paper was conducted (Arial 9 pt)

\*Email: 1email of corresponding author (institutional preferred)

ORCID ID (optional):  <https://orcid.org/0000-0001-5727-2427>

|  | **Abstract (word limit 250-300) (Arial Bold 10 pt, Sentence case, left alignment)**  Abstract (Arial pt.9) contains a brief description of the reason for the research, the objective of research, the approach or method used, important results and discussion or policy implications. If the article is in the form of a literature review, the abstract consists of background, purpose, and discussion or policy implications. Abstract should not contain References or non-standard abbreviations. The abstract should be 250 – 300 words and easily understood by all parties. Include at least 3 keywords or phrases, must be separated by semi colon to distinguish them. The keywords should be avoiding general and plural terms and multiple concepts. Do not use words or terms in the title as keywords. These keywords will be used for indexing purposes. Keywords should not more than 5 words or phrases in alphabetical order.  **Purpose of the study**: In simple words tell readers about the aim of this study. No discussion, no story only aim of this study [50-60 words]  **Design/methodology**: Give name, brand, type of tools, methods, software, review, and survey that has been used to do this study. No discussion or explanation. [50-60 words]  **Findings**: Write only the main results in few words. No discussion or explanation. [50-60 words]  **Research limitations/Implications**: where this study can be useful, give the name of area, disciplines, etc [50-60 words]  **Novelty/Originality of the study:** what is new in this study that may benefit readers or how it is advancing the existing knowledge or creating new knowledge in this subject.  [50-60 words] |
| --- | --- |
| **Keywords (Arial Bold 9 pt)**  Hospitality; Management; Hotel; Gastronomy; Culinary arts |
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**INTRODUCTION (Arial Bold 10 pt, Uppercase, left** **alignment)**

Provide the background of the study in easy words **(Main text, Arial 10 pt, single space, alignment justify, line spacing between paragraph 6 pt).** In this section, the author should discuss the research problem in very clear words. Followed by the motivation of the study. Clear research objectives or questions should be outlined. The introduction generally contains the aspect of deduction, meaning that it states a conceptual framework (from literature review) to solve a specific problem. To answer that, the introduction should contain the background, state of the art of the research that was previously conducted in the same topic and gap.

The Introduction ends with the formulation of research objectives to be achieved. The purpose of the research clearly states the steps of research work to solve the problem. As you compose the introduction, think of readers who are not experts in this field. The number of research objectives should be no more than three objective statements. Writing the research objective are written in a single paragraph.

The entire introduction should be presented straightforwardly and concisely with a portion of no more than 20 percent of the total pages or 1,000-1500 words approximately. Analysis to show where the research contributions were made to the development of the topic discourse (novelty). Provide in-text citations in APA 7th edition guidelines style for all the facts that are presented here. [[Easy and Free APA Citation Generator](https://www.scribbr.com/apa-citation-generator/)].

**LITERATURE REVIEW (Arial Bold pt.10, Uppercase, left alignment)**

Related work of previous researchers should be presented. Minimum 10-15 good and recent works [not older than 10 years] \*, should be presented. This section can be merged with the introduction section as well. Here the author can discuss the research gap that this study is going or willing to cover followed by the hypothesis. [if relevant to their study] Provide in-text citation in APA 7th edition guidelines style. [[Easy and Free APA Citation Generator](https://www.scribbr.com/apa-citation-generator/)]. A wonderful guide to literature review is available by University of South California at <https://libguides.usc.edu/writingguide/literaturereview>

**METHODOLOGY (Arial Bold pt.10, Uppercase, left alignment)**

The research method consisted of the research approach, location of research, time of research, research object, sampling method, data, variable and indicator, measurement scale, or analysis method. Present the materials, methods, survey, questionnaire etc used for the study. The author should explain whether this study is experimental, or review study or simulation-based or survey-based. Discuss software, hardware’s used during the study with their brand names. Mention all research conditions, assumptions, theories followed. This section should be easy enough for any reader to repeat the study under similar conditions. Methodology should be justified with requirements of current study. In the research, the method may display an illustration of images, maps, flow charts, mathematical formulas, or models. Analysis Method, if necessary, the analysis method can be presented in a sub-chapter, if the research consists of several analyzes or a series of analyses, step-by-step or complex analysis. The method of analysis can be expressed by concept diagrams, model equations, assumptions, and explanations related to the variables studied. However, when using a single analytical tool, this sub-chapter should be avoided. For a literature review, there is no need for a Research Method. It can be replaced with other topics such as basic concepts of science, conditions that are happening. The overall methods should be presented straightforwardly and concisely of no more than 20 percent of the total pages, or ranges from 750 to 1,500 words.

**FINDINGS / RESULTS (Arial Bold pt.10, Uppercase, left alignment)**

The results and discussion are presented in at least three sub-chapters, including the characteristics of respondents or an overview of the research object, findings or results of analysis, and research implications.

**Characteristics of Respondents/Overview of the Research Object (Arial Bold pt.10, Sentence case, left alignment)**

Sub-chapter of characteristics of respondents or overview of the research object describes the real condition or situation of the research object that is being carried out. Authors should display relevant tables or illustrations (see Table 1 and Figure 1). This is useful as a baseline for how this situation is expected to be addressed to find solutions to research problems or research implication. For table illustrations, the title is written completely explaining the relationship between variables, written at the top of the table (see Table 1). While the illustrations of images, histograms, photographs or others, the titles are written at the bottom (see Figure 1). The map illustration should contain a complete legend. Illustrations should be provided with reference source such as from reports, publications, or primary data. Illustrations are displayed from jpg files, which have been fixed, in the form of a black-white or color image (at least 400kb per image). Tables/Figures should be placed in the text soon after the point where they are referenced and should be consistent with the main text. Always provide a correct legend to images, tables and graphs. If it is taken from outer source then source must be cited properly.



**Figure 1:** Title of the image (**Source:** Source of Image)

The illustration view should be clear and favorable to read. Acceptable figure formats are .ai, .eps, .jpeg, .bmp, and .tif.. Authors must edit or adjust to get a good image quality. The table or model illustrations must be final (fix), not links with MS Excel or other software applications. In case of a figure or a table has been published previously—even by an author of the manuscript being submitted for review, the copyright holder’s written acknowledgement and permission for its reuse are often required. Please follow APA guidelines for table and graph creations. Table format are written in one line spacing, coupled with Arial 9 font size.

**Table 1:** Characteristics of Respondents

| No | Item | Number of  respondents | Proportion |
| --- | --- | --- | --- |
|  |  | people | (%) |
| 1 | Age of respondents |  |  |
|  | ≤ 20 years | 1 | 2 |
|  | 21 – 40 years | 22 | 44 |
|  | 41 – 60 years | 19 | 38 |
|  | 61 – 80 years | 8 | 16 |
|  | Average (years) | 42.8 |  |
| 2 | Education level |  |  |
|  | High school | 10 | 20 |
|  | Undergraduates | 17 | 34 |
|  | Postgraduates | 23 | 46 |
| 3 | Salary |  |  |
|  | Below 5.000k (IDR) | 21 | 42 |
|  | 5.100k – 10.000k (IDR) | 21 | 42 |
|  | 10.100k – 15.000 (IDR) | 4 | 8 |
|  | Above 15.100 (IDR) | 4 | 8 |
| 4 | Experiences |  |  |
|  | ≤ 10 years | 17 | 34 |
|  | 10-25 years | 14 | 28 |
|  | 25 years or above | 19 | 38 |
|  | Average (years) | 20.4 |  |
| Use single spacing throughout cells in the Table  Source: Survey Analysis | | | |

**Sub Chapter concerning Research Result/Substance/Finding Object (Arial Bold pt.10, Sentence case, left alignment)**

In this sub-chapter, the author explains the research results or findings as has been done in the research analysis method. The author presents the findings in the form of numbers, symptoms, relationships or phenomena carefully and convincingly. For manuscripts in the form of literature reviews, results may be replaced by other topics such as current conditions, policies or developments. The writing of decimal numbers is indicated by a point and not a comma (eg. 25.5 cm instead of 25,5 cm); number of thousands/millions are indicated by a comma, not a dot (eg. Rp 20,500 instead of Rp 20.500); Large numbers can be replaced with the title word (eg. 2.8 million instead of 2,800,000).

Description of the results should not be separated from the illustrations, but confirm each other. Illustrations and descriptions are provided with proportional and harmonious. Illustrations are given a clear sequence number. The total number of illustrations ranges from 3 to 6. The illustrations should emphasize to support the research objectives. The illustration in the form of statistical analysis is presented proportionally, it is not necessary to write down the understanding of hypothesis H0 vs H1. For example, the estimation result of the regression analysis is sufficiently expressed through t- or F-test symbols.

**DISCUSSION / ANALYSIS (Arial Bold pt.10, Uppercase, left alignment)**

The discussion explains the meaning of the results of research or illustration. The discussion should be able to answer the meaning of the result, why it happened, how it happened, why different or not significantly different. Provide logical, and scientific analysis of findings of the study. Present evidences to support your analysis by citing the works of earlier researchers or existing theories. In the discussion, it is necessary to make confrontation or confirmation to related study as in the literature review on the introduction. The author explains why it is the same or different than other studies. The author should be able to compare their research results with two or three previous studies.

**Sub Chapter concerning implications of the research (Arial Bold pt.10, Sentence case, left alignment)**

The author is required to write a sub-chapter on the implications of the research, which elaborate thoughts, issues or discourses based on their findings. The research implications include a theoretical cognitive, research development, or the benefits for corresponding user (industry, community, academia, and/or government). Each article is encouraged to present findings and promote implications research (by doing synthesis) for the macro or broader side so that they can be useful for decision-makers in the government, community or industry, and elaborate how they take part in their responsibilities.

The overall Results and Discussions should be presented straightforwardly and concisely with at least 50 percent of the total pages, or 2,500-3,500 words approximately.

**CONCLUSION (Arial Bold pt.10, Uppercase, left alignment)**

The conclusion contains the findings of each research objective statement. If the study has two research objectives, then there are two findings’ conclusions, and completed with a brief implication. The conclusion should be written in very clear words. It should be able to explain how the objectives of the study are got accomplished. Suggestion can contain two implications, first for other researchers so that become part of research roadmap development; and secondly for society, industry, government as the implication of the utilization of research result.

**LIMITATION AND FURTHER STUDY (Arial Bold pt.10, Uppercase, left alignment)**

No study covers all aspects of the research problem. The author should discuss the limitations or gaps of this study. And also present the future scope or plan of the study.

The overall conclusions and recommendations should be presented with approximately 10 percent of the total pages, or ranges from 500 to 1,000 words.

**CONFLICT OF INTEREST AND ETHICAL STANDARDS (Arial Bold pt.10, Uppercase, left alignment)**

The author should write in clear words that there exists no conflict of interest with the current organisation and no unethical practices followed during the study (Like plagiarism, animal testing, human testing etc). In case of any medical report or clinical analysis, a consent letter should be submitted. In multi-authored papers, it’s important that ALL authors that have made a significant contribution to the paper are listed. Those who have provided support but have not contributed to the research should be featured in an acknowledgements section. You should never include people who have not contributed to the paper or who don’t want to be associated with the research.

**ACKNOWLEDGEMENT (Arial Bold pt.10, Uppercase, left alignment)**

The author should present a list of acknowledgements at the end. Any financial or nonfinancial support for the study should be acknowledged. Your article must reference all sources of external research funding in the acknowledgements section. You should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.

**REFERENCES (Arial Bold pt.10, Uppercase, left alignment)**

**FOLLOW THE APA 7th EDITION GUIDELINES STRICTLY (BOTH IN-TEXT AND IN THE LIST OF REFERENCES).**

The author writes a list of publications or references, which used in the introduction, research methods and results and discussion. The references **(Arial pt 10, single space, alignment justify, line spacing between paragraph 6 pt)** should be within the last 10 years, with 85% journal references. At the end of your paper, please supply a reference list in alphabetical order using the APA 7th edition style guidelines below. Where a DOI is available, this should be included at the end of the reference. Check each reference against the original source (author name, year, journal name, volume, issue, page, DOI Number). Authors are required to use reference manager such as [Mendeley](https://www.mendeley.com/?interaction_required=true), [Zotero](https://www.zotero.org/), Endnote.

**Reference List Examples**

***Journal Article with One Author***

Lashley, C. (2015). Hospitality and hospitableness. *Research in Hospitality Management, 5*(1), 1-7. <https://doi.org/10.1080/22243534.2015.11828322>

In-text: Lashley (2015) suggested that ...

In-text, inside brackets: (Lashley, 2015)

***Journal Article with Two Author***

Crick, A. P., & Spencer, A. (2011). Hospitality quality: new directions and new challenges*. International Journal of Contemporary Hospitality Management*, *23*(4), 463-478. <https://doi.org/10.1108/09596111111129986>

In-text: Crick and Spencer (2011) suggested that ...

In-text, inside brackets: (Crick & Spencer, 2011)

***Journal Article with 3-20 Authors***

Lynch, P., Molz, J. G., Mcintosh, A., Lugosi, P., & Lashley, C. (2011). Theorizing hospitality. Hospitality & Society, 1(1), 3-24. <https://doi.org/10.1386/hosp.1.1.3_2>

In-text: Lynch et al. (2011) proposed that

In-text, inside brackets: (Altbach et al., 2011)

***Journal Article with 21+ Authors***

Hageman, G. S., Anderson, D. H., Johnson, L. V., Hancox, L. S., Taiber, A. J., Hardisty, L. I., Hageman, J. L., Stockman, H. A., Borchardt, J. D., Gehrs, K. M., Smith, R. J. H., Silvestri, G., Russell, S. R., Klaver, C. C. W., Barbazetto, I., Chang, S., Yannuzzi, L. A., Barile, G. R., Merriam, J. C., … Allikmets, R. (2005). A common haplotype in the complement regulatory gene factor H (HF1/CFH) predisposes individuals to age-related macular degeneration. PNAS, 102(20), 7227-7232. <https://doi.org/10.1073/pnas.0501536102>

In-text: This idea first proposed by Hageman et al. (2005).

In-text, inside brackets: (Hageman et al., 2005)

***Book***

George, R. (2021). *Marketing tourism and hospitality: Concepts and cases*. Palgrave Macmillan.

If the book is a first edition, do not write anything.

***Book, Specific Edition***

Walker, J. R. (2018). *Introduction to hospitality*. (8th ed.). Pearson Education.

***Edited Book***

Uysal, M., Sirgy, M. J., & Kruger, S. (Eds.). (2018). *Managing quality of life in tourism and hospitality*. CABI.

***Chapter from Edited Book***

Hirst, J. (2016). Can hotels educate consumers about sustainability? In M. A. Gardetti & A. L. Torres (Eds.), *Sustainability in hospitality: How innovative hotels are transforming the industry* (pp. 156-178). Greenleaf Publishing Limited.

***Published Conference Proceedings***

Lucchetti, V. G., & Font, X. (2013). Community based tourism: Critical success factors. *ICRT Occasional Paper*, *27*, 1–20. Leeds: International Centre for Responsible Tourism, Leeds Metropolitan University.

***Conference Presentation***

Forlenza, S. T., Bourassa, D., Lyman, M., & Coughlin, M. (2018, November 14-18). Exercise science students’ interest in working with older adult patients [Poster presentation]. Gerontological Society of America, Boston, MA, United States.

***Report***

Nickson, S. (2021). Coronavirus hotel quarantine: key questions for the government [Policy report]. Institute for Government. <https://apo.org.au/sites/default/files/resource-files/2021-02/apo-nid310895.pdf>

***Data***

Campbell, A. and Kahn, R.L. (2015), American National Election Study, 1948, ICPSR07218-v4, Inter-university Consortium for Political and Social Research (distributor), Ann Arbor, MI, available at: <https://doi.org/10.3886/ICPSR07218.v4> (accessed 20 June 2018)

***Thesis/Dissertation***

Walo, M. A. (2000). The contribution of internship in developing industry-relevant management competencies in tourism and hospitality graduates [Doctoral dissertation, Southern Cross University]. Southern Cross Research Portal. <https://researchportal.scu.edu.au/esploro/outputs/991012821598802368>

***Newspaper/Magazine Article***

Anonymous. (2016, May 17). Paradise lost: World's most beautiful places under threat of tourism. *BBC News*. Retrieved from <http://www.bbc.com/news/science-environment-36313139>

***Webpage (No Print Source)***

Pacific Asia Travel Association. (2016, March 30). Linking sustainability targets to bonuses. Retrieved from <http://sustain.pata.org/linking-sustainability-targets-bonuses/>

***Youtube (video)***

Phocuswright. (2019). Keynote: OYO Hotels & Homes - The Phocuswright conference. Retrieved October 31, 2020, [Video]. from Youtube website: <https://www.youtube.com/watch?v=9zFc-o5UpEU>

Other guidelines:

1. When citing multiple works in the same parenthical reference, place the citations in alphabetical order, separation them with semicolons. Though procedures … institutional framework (James & Graham, 2010; Lindo et al., 2008).
2. In APA 7th edition, only the name of the publisher must be written. **You should not write the city and country of the publisher (as was done in the 6th edition).**
3. For quotes, you must include the page number(s), example: (Leskowitz, 2017, p. 324) (Smith & Bruce, 2018, pp. 25-26)
4. All figures and tables must be referred to in the main body of the text, example (Figure 1) ; (Table 1).

**RECOMMENDED RESOURCES:**

Manual of the [**American Psychological Association 7th edition (APA) style.**](https://apastyle.apa.org/style-grammar-guidelines)

APA Style Blog: <https://apastyle.apa.org/blog/Publication>

See this [video for APA 7th edition style in-text citations, the reference list and paper formatting.](https://www.youtube.com/watch?v=Nmc5kWuRdgM)

Easy and [free software to make your any references into APA 7th style](https://www.scribbr.com/apa-citation-generator/?scr_source=Apa+Generator+cta&scr_medium=Scribbr+services+cta&scr_campaign=Knowledgebase+sidebar&frm=#/). Create a free account and save it for next use also.

**Appendix 1 (start on a fresh page)**

The appendix describes a method or other important information which is not contained in the body of the manuscript. Appendixes are optional. An appendix should not be longer than two pages. Please add your survey questions /questionnaire /research instrument here. (Refer to the appendix 1) somewhere in your main text. It is very important to do so.