

## ARTICLE SUBMISSION REQUIREMENTS

Please make sure that the submitted article complies with the following style guidelines, all of which must be met before it can be lined up for publication. Careful attention to these points—item by item—will save the author/s and the editors much valuable time. Deviation from these guidelines can delay the process.

**Publication Language:** Primary publication language of the Journal of TOLEHO is English. However, the authors are free to place an additional alternative abstract and title of the study, in any other languages written in any script.

**Length of articles:** 5,000 to 11,000 words included references, tables, graphs and charts. And 3,000 to 5,000 words for essay or research notes. All papers have to be minimum 6 and maximum 20 pages long and they have to be submitted in doc format. Please note that it is not necessary to insert page numbers and intent paragraphs.

**Font:** Times New Roman 12 pt, justified, double spaced

### 1. The Title Page

#### 1.1. Chapter Title

The chapter title needs be short. It can be two title lines (all in UPPER CASE), each containing a maximum of 26 characters (including blank spaces), with no word hyphenated from the first to the second line.

It is also possible to opt for the title: subtitle format. That is, THE TITLE ALL IN UPPER CASE: The Subtitle in Lower Case. In this instance, the subtitle line can contain 30 characters (including blank spaces).

#### 1.2. Author's Name

Right under the chapter title, the name of the author appears in online, followed by the name of his/her institution and country on the next line. Same format for additional authors.

#### 1.3. Abstract

The abstract should be between 120 and 150 words, including keywords. Please limit keywords to five or not more than seven, and avoid using obvious ones such as “tourism” or “leisure”.

#### 1.4. Biosketch

The biosketch should include the name(s), the postal/email address of the first author, and a very brief statement about the research interest(s) of the author(s). Its length, whether for single or for all co-authors, should be between 60 and 200 words.

#### 1.5. Acknowledgments

To protect the anonymity of the review process, acknowledgments are included in the title page. If eventually accepted for publication, appropriate format will be suggested at that point.

**Note:** To insure anonymity, name(s) and biosketch(es) of the author(s) will be deleted by the editors if the article is selected to be sent to a panel of outside referees.

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[Click to download Manuscript Template](#)

## **2. The Manuscript**

The article should be made up of six distinct parts: the introduction, literature review, method, findings and discussion, conclusion and recommendation and appendix (optional) followed by references, tables, and figures, as outlined below.

Subsections / Sub-Subsections can be used only for the sections 2, 3, 4 and 5.

Example;

- 3. Method
- 3.1. Sampling
- 3.2. Measure
- 3.3. Data Analysis

Framework of Paper:

- Abstract\*
- 1. Introduction\*
- 2. Literature Review\*
- 3. Method\*
- 4. Findings and Discussion\*
- 5. Conclusion and Recommendation\Implications
- 6. Appendix (optional)
- References\*

### **2.1. The Introduction Section**

The heading for this section is simply INTRODUCTION (IN UPPER CASE).

The purpose of this section is to set the stage for the main discussion.

It is preferred that this section ends by stating the purpose of the chapter, but without outlining what sequentially will follow.

If the introduction is short, it appears as one undivided piece. A long introduction of more than 1,500 words can be subdivided.

### **2.2. The Main Section**

This is the main body of the chapter, headed with a section heading capturing the theme/scope/nature of the chapter, ALL IN UPPER CASE. Often this heading is somewhat similar to the chapter title itself.

Its opening discussion begins immediately after the section heading. This should include a literature review on the topic so that the book becomes a documentation of work-to-date in the topic area. Please use present tense (not past tense) for the literature review.

The study methodology, if applicable, is then introduced. Then the chapter proceeds to discuss the study

findings and their theoretical and practical applications. The discussion in this section is Subtitled as *Appropriate* (again in a Level 2 heading, in italics).

In general, this is how this discussion section is headed/sub headed.

### 2.3. The Conclusion Section

This section, headed simply CONCLUSION, can begin with a restatement of the research problem, followed by a summary of the research conducted and the findings.

It then proceeds to make concluding remarks, offering insightful comments on the research theme, commenting on the contributions that the study makes to the formation of knowledge in this field, even also suggesting research gaps and themes/challenges in years ahead.

To do justice to the chapter, this section should not be limited to one or two paragraphs. Its significance/contribution deserves to be insightfully featured here, including remarks which they had been added to the earlier sections would have been premature.

If the CONCLUSION section is longer than 1,000 words (an average length), one may choose to subdivide it into appropriate Subheadings in Italics.

### 3. Tables and Figures

Each table (single space) or figure appears on a separate sheet at the end of the chapter, with all illustrations considered as Figures (not charts, diagrams, or exhibitions). The title for tables should be above whereas titles for figures should appear below the table.

Both tables and figures are identified with Arabic numerals, followed with a very brief one-line descriptive title (about 10 words). Example:

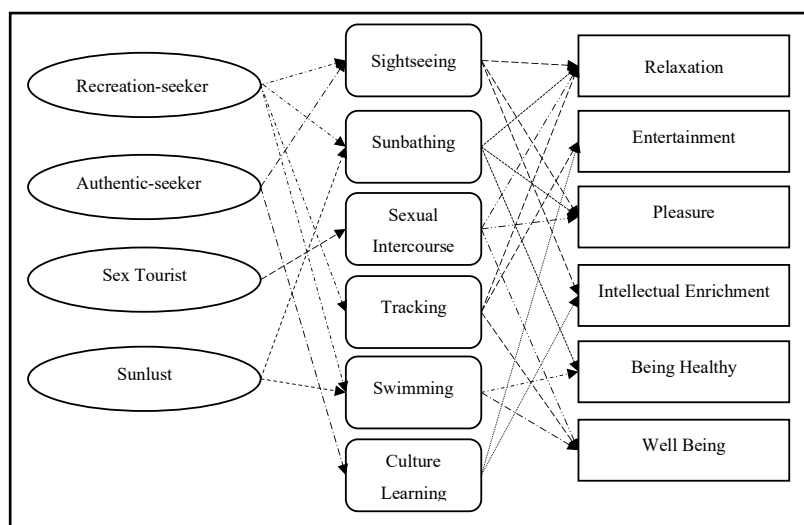


Figure 1: Figure Title (Times New Roman, Regular, 11pt, Centered)  
(Reference - If necessary)

Table 1: Table Title (Times New Roman, Regular, 11pt, Centered)

TABLE	TABLE	TABLE	TABLE
Table	Table	Table	Table
Table	Table	Table	Table
Table	Table	Table	Table

(Reference –If necessary)

The data in tables should be presented in columns with non-significant decimal places omitted. All table columns must have extremely brief headings.

Clean and uncrowded tables and figures are sought. Notes and comments, including references, are incorporated in the paper text, where the table or figure is first mentioned. If any remain, they are “telegraphically” footnoted, using alphabetic superscripts (not asterisks). References, if not already in the text, take this format: (Oncel, 2015:34). All such references are also included fully in the Reference list. Tables and figures generated by the author need not be sourced. Proof of permission to reproduce previously published material must be supplied with the paper.

Tables should not be boxed and girded. No vertical bars can be added and the use of horizontal bars should be limited to 3 or 4, to mark the table heading and its end. See recent issues of Annals for examples.

Figures should be in “camera ready” or “ready-to-go” format suitable for reproduction without retouching. No figures (or tables) can be larger than one page, preferably ½ pages or less in size. All lettering, graph lines, and points on graphs should be sufficiently large to permit reproduction.

When essential, it can be also published photographs (preferably black and white), to be submitted electronically at the end of the paper.

Only very few tables and figures (preferably, less than five in total) central to the discussion can be accommodated. The rest, including those with limited value/data, should be deleted and instead their essence incorporated into the body of the text. All tables and figures (including photos) must appear in “portrait”, not “landscape”, format.

#### 4. In-text Citations

The format for making references in the text is as follows:

- Single reference: Emir (2013) states that . . . Or it is emphasized that . . . (Emir, 2013).
- Multiple references: (Aksöz 2017; Bayraktaroğlu 2016; Özel 2014; Yilmaz, 2013; Yüncü 2013). Please note that authors in this situation appear in alphabetical order (also note the use of punctuation and spacing).
- Using specific points from a paper, including direct quotations or referring to a given part of it: (Asmadili & Yüksek 2017, pp. 16-17). This reference appears at the end of the quotation. Please note that there is no space between the colon and the page numbers.
- Longer quotations (50 words or longer) appear indented on both margins, ending with the reference: . . . (2004, p. 37).
- Multi-author sources, when cited first in the paper, should name all co-authors, for example (Gunay Aktas, Boz, & Ilbas 2015); thereafter, the last name of the first author, followed with et al (Gunay Aktas et al. 2015). Please note that et al is not followed with a period.
- References to personal communication appear parenthetically: . . . (Interview with the minister of tourism in 2006) and are not included in the reference list.

- Works by association, corporation, government policies: First citation: United Nations World Tourism Organization (UNWTO), 2014). For subsequent citation: (UNWTO, 2014). Please avoid introducing acronyms which are used less than about five times in the whole text.
- Unfamiliar terms, particularly those in foreign languages, need to appear in italics, followed with their meaning in parenthesis.
- The whole text must be written in the third person. The only exception is when the usage occurs in direct quotes.
- For the sake of uniformity and consistency, American spelling should be used throughout the paper. Please utilize the Spell Check feature of the computer (click on the American spelling option) to make sure that all deviations are corrected, even in direct quotations (unless the variation makes a difference in the discussion).
- The use of bullets and numbers to list itemized points or statements should be avoided. If it is necessary to delineate certain highlights or points, then this can be worked out in a paragraph format: .... One, tourism.... implemented. Two, a search goal .... is understood. Three, ....
- All amounts, both in the text and in tables/figures, must be given in American dollars; when important, their equivalents may be added in parentheses. If the chapter does not deal with the United States, please use “US\$” in first instance, and only “\$” subsequently.
- Numbers under 10 are spelled out, but all dollar amounts appear in Arabic numerals.
- Please use % after numbers (ie, 15%, not 15 percent).
- Frequent use of keywords or pet words must be avoided. If the chapter is dealing with “wellness tourism” it should be recognized that the reader knows that the chapter is dealing with this subject. Such uses/repetitions must be carefully avoided.
- Please use “tourist” when referring to the person (and please avoid using “traveler” and “visitor”— unless the article is defining and distinguishing among them) and use “tourism” when discussing the industry/phenomenon. “Travel” and “tourism” are not used synonymously.
- Very long or very short paragraphs should be avoided (average length: 15 lines or 150 words).

## 5. References

The heading for this bibliographic list is simply REFERENCES, and is centered. All entries under this heading appear in alphabetic order of authors. Only references cited in the text are listed and all references listed must be cited in the text. Reference lists of all chapters are eventually consolidated by the volume editor into one and placed at the end of the book.

### 5.1. Journal Articles

Aksöz, E. O. (2015). Perceived Image of Cittaslow By Tourism Students: The Case of Faculty of Tourism, Anadolu University-Turkey. *Annals of Faculty of Economics*, 1 (2), pp. 331-339.

Dogru T., Isik, C., & SirakayaTurk E. (2019). The Balance of Trade and Exchange Rates: Theory and Contemporary Evidence From Tourism. *Tourism Management*, 74 (4), pp. 12-23.

Sezgin, E., & Duz, B. (2018). Testing the proposed “GuidePerf” scale for tourism: performances of tour guides in relation to various tour guiding diplomas. *Asia Pacific Journal of Tourism Research*, 23 (2), pp. 170-182.

### 5.2. Online Journal Articles

Yukse, G. (2013). Role of Information Technologies In Travel Business And Case Of Global Distribution System: AMADEUS, *AJIT-e: OnlineAcademic Journal ofInformation Technology*, 4(12), pp. 17-28, Retrieved from //.....

### 5.3. Conference Proceedings

Yilmaz, A., & Yetgin, D. (2017). Assessment on Thermal Tourism Potential in Eskisehir through the Tour Guides' Perspective. *5th International Research Forum on Guided Tours, (5th IRFGT)*, University of Roskilde, Denmark, pp.70-84.

### 5.4. Book

Kozak, N. (2014). *Academic Journal Guides of Turkey (1st Ed.)*. Ankara: Detay Publishing

### 5.5. Article or Chapter in Edited Book

Kaya-Sayarı, B., & Yolal, M. (2019). The Postmodern Turn in Tourism Ethnography: Writing against Culture. In *Tourism Ethnographies, Ethics, Methods, Application and Reflexivity* (Eds: H. Andrews, T. Jimura, & L. Dixon), pp. 157-173. New York, NY: Routledge.

### 5.6. More than one Contribution by the Same Author

Coşkun, I.O., & Ozer, M. (2014). Reexamination of the Tourism Led Growth Hypothesis under Growth and Tourism Uncertainties in Turkey. *European Journal of Business and Social Sciences*, 3(8), pp. 256-272.

Coşkun, I.O., & Ozer, M. (2011). MGARCH Modeling of Inbound Tourism Demand Volatility in Turkey. *Management of International Business and Economic Systems (MIBES) Transactions International Journal*, 5(1), pp. 24-40.

If an author has two or more publications in the same year, they are distinguished by placing a, b, etc. after the year. For example, 1998a or 1998b, and they are referred to accordingly in the text.

### 5.7. Thesis/Dissertation

Toker, A. (2011). *The Role of Tourist Guides at Sustainability of Cultural Tourism: Ankara Sample* ( Unpublished Master's Thesis). Anadolu University, Eskisehir, Turkey.

Bayraktaroğlu, E. (2019). *Establishing Theoretical Background of Destination Value* (Unpublished Doctoral Dissertation). Anadolu University, Eskişehir, Turkey.

### 5.8. Trade Publications/Newspapers

Same as journal articles (with article title, volume number, etc., as above).

### 5.9. Internet

Name of the Site, Date, Title of the Article/Publication Sourced .

If the date the site was visited is important: 2004 Title of the Article/Publication Sourced < //www.....> (18 November 2005).

### 5.10. Personal Communications/Interviews

NB In all above instances, the author's name lines up with the left margin, the publication date

### MAKING SUBMISSIONS VIA DERGIPARK

The article—prepared according to above specifications (covering text, references, tables, and figures)—should be sent to Journal of Tourism, Leisure and Hospitality (TOLEHO) via DergiPark. [Please follow this link to reach the submission page.](#)

Please, use the links below to access the visual descriptions of the application steps;

[Visual material related to registration to DergiPark](#)

[Visual material related to paper submission to Journal of TOLEHO](#)