*i*HITA Conference Submission Guidelines

Track 1: Full Paper (minimum 2500 words excluding references) -- The primary objective of this track is to provide a forum for reporting "state-of-the-art" research in hospitality technology which focuses on innovative developments in concepts, models, theories, and/or applicability. Papers accepted in this track will be eligible for the Best Paper Award. In addition, winning authors will receive complimentary registration to *i*HITA 2020 Annual Research Conference.

General Text Requirements for Full Refereed Papers:

1. At least one of the authors is required to register for the conference with full payment of fees **by May 29, 2020.**
2. Final copies of all accepted works must be submitted via www.ihita.org/submit, by **May 29, 2020 @11:59 PM (PDT)**. Submissions not received by this date will not be included in the conference proceedings and will be dropped from the conference program.
3. All manuscripts must be prepared in English and free of grammatical, spelling, and punctuation errors.
4. Documents must be formatted as Microsoft Word files.
5. Documents must be single-spaced, and 12 point Times New Roman font with 1-inch margins an all sides.
6. References should be cited using the author/date style following the APA Publication Manual, e.g. for single author (Roberts, 2007) or multiple authors (Morgan and Hunt, 1994; Hair et al. 1998)
7. All manuscripts must be accompanied by:
    a. A short abstract of not more than 250 words and a list of no more than 6 keywords
    b. Tables & Figures must appear within the text (not at the end of the text). Tables & Figures must be numbered sequentially
    c. Appendices (if any) should appear at the end of the article after the list of references

Track 2: Extended Abstract (minimum 500 words, not to exceed 3 pages excluding references) – This track is intended to encourage the presentation of research studies that may not yet be fully completed but may be of significant interest to the hospitality technology community. Both conceptual and empirical studies on "research in progress" would fit into this track. However, authors who want to share their completed research projects in only abstract form are welcomed to submit to this track. Papers submitted for this track will *not* be considered for the Best Paper Award.

General Text Requirements for Extended Abstracts:

1. At least one of the authors is required to register for the conference with full payment of fees by **May 29, 2020.**
2. Final copies of all accepted works must be submitted via www.ihita.org/submit, by **May 29, 2020 @11:59 PM (PDT)**. Submissions not received by this date will not be included in the conference proceedings and will be dropped from the conference program.
3. Must be prepared in English with no grammatical, spelling, and punctuation errors.
4. Documents must be formatted as Microsoft Word files.
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6. References should be cited using the author/date style following the APA Publication Manual, e.g. for single author (Roberts, 2007) or multiple authors (Morgan and Hunt, 1994; Hair et al. 1998)

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TITLE OF THE PAPER (RIGHT ALIGNED)

</div>

DO NOT INCLUDE AUTHOR NAMES ON THE INITIAL SUBMISSION FOR REVIEW

If accepted for presentation at the conference a revised version should be submitted containing author names formatted as follows.

<div align="right">

John Smith
Department Name
School (Company) Name

and

Jane Smith
Department Name
School (Company) Name

</div>

ABSTRACT

Begin the text here. Indent the first sentences of each paragraph. Single space within each paragraph but double space between paragraphs. Do not number the pages. The pages will be numbered by the editor.

Key Words: Include a list of no more than 6 keywords.

INTRODUCTION

The top of the page of the initial submission for review by the conference committee should only contain the paper title. DO NOT include author names in the initial submission for review by the conference committee. If the paper is accepted to the conference a revised version of the paper must be submitted containing the paper title, author names (full names only; titles, e.g. Assistant Professor and degrees, e.g. Ph.D. are not necessary), and author affiliations which must be flush right as shown above.

When the manuscript is ready for submission please utilize the link on the iHITA website at www.ihita.org/submit. Submissions not received by **May 29, 2020** will not be included in the conference proceedings and will be dropped from the conference program. All documents must be formatted as Microsoft Word files.

TABLES AND FIGURES

Tables and figures must appear within the text (not at the end of the text). Tables and figures should be numbered sequentially (e.g. Table 1, Table 2, Table 3, etc.), and should bear titles which explain their content.

REFERENCES

References must be listed immediately following the CONCLUSION or SUMMARY section of the paper. Use APA style, alphabetize by author. List the authors' names exactly as written in the source cited. See examples below:

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.

Davis, F. (1989). Perceived usefulness, perceived ease of use, and user acceptance of inforamtion technology. *MIS Quarterly, 13* (3), 319-340.

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.