

Guidelines for submitting papers

to the Conference Proceedings of the
International Geographical Union Pre-Conference Symposium
***Transforming and Managing Destinations:
Tourism and Leisure in a Time of Global Change and Risks?***
22–25 August 2012 in Trier (Germany)

The conference proceedings will be published as a book with slightly abbreviated versions of the presentations. It will become one volume of the serial “Studien zur Freizeit- und Tourismuswissenschaft” edited by the speakers of the Working Group Leisure and Tourism Geography of the German Geographic Society (c.f. <http://www.leisure-tourism-geography.de/sft.html>).

The format of the serial is A5 (with a printing space of 11.7 to 18.1 cm).

Because the Conference Proceeding shall be available at the beginning of the conference for each participant, the dead-line for sending your papers is **31 May 2012**.

Papers arriving after the deadline might no be included in the publication!

1) Text: The layout of the text will be done with a designated DTP-software; therefore please do not use different fonts or styles neither for headings, nor references, etc. We ask you to submit a document unformatted document, by sticking to Arial. The length of the full paper is supposed not to be more than **20.000 characters**. The text-file should provide information at the spot where additional graphics, tables, etc. are supposed to be entered.

2) Headings: For the layout of the publication just a 4-scale structure is used.

1	Heading	1. level
1.1	Heading	2. level
1.1.1	Heading	3. level
1.1.1.1	Heading	4. level

(Additional headings without a designated numeration are possible)

3) Size of non-textual elements:

Visual elements such as graphics, photographs, maps, tables are welcome, but we would like to ask you to stick to designated sizes. The layout offers print spaces of 11.3 cm. Therefore all figures should be adapted to the width one of the three sizes: 11.3 cm (full print space), 7.5 cm (= 2/3 of the print space) or 5.5 cm (=1/2 of print space). Please keep in mind that the text within the figure has to be readable at the chosen size.

- Please do not include the figures in the text, instead please submit them separately.
- The printing will be Black & White please consider this while designing your figures.
- Please stick to Arial when using text within your figures.
- Title and references of the figures should be submitted in an extra-file

We would also appreciate if you could submit additionally the original-file in case changes have to be made!

Photos (and any raster files) which shall be integrated into your article should be sent in the best resolution available (at least 300dpi in the intended printing size; format RAW, TIFF, JPG, BMP, PSG or PNG)

Please be aware, that figures and tables are reducing the space available for text. You should reduce the number of characters of your text in the paper according to the following values for the orientation:

- 11.0 cm 1.200 characters
- 7.5 cm 800 characters
- 5.5 cm 500 characters
- 18.1 cm (a whole page for one figure or table) 2.700 characters.

4) Tables: Please submit tables as well in a separate file. For the layout of tables please stick to the following rules:

- Tables have to fit to the print space, 11.3, 7.5 or 5.5 cm.
- Within tables please use ARIAL 8pt.
- Please choose shading – if ever – only between 10 and 25%.
- For lines within your tables please use a line width of $\frac{3}{4}$ pt.

5) Footnotes: Please try to avoid using footnotes! !!

6) Summary: Each paper should start with a short summary

7) References:

List all entries cited in the text or any other items used to prepare the manuscript, alphabetically by author and year of publication in a separate, headed, reference section.

Monographs:

Surname, Name (year): Title of the book. Town (*no publishing house needed*)

Surname 1, Name1 & Name2 Surname2 (year): Title of the book. Town

Surname 1, Name1, Name2 Surname2 & Name3 Surname3 (year): Title of the book. Town

Surname 1, Name1 et al. (year): Title of the book. Town

For instance: *Müller, Otto* (2010): Today and tomorrow. Nowhere

If you are using abbreviations of legal bodies (companies or organizations) when citing, please indicate the full name of the legal body in the bibliography. Eg.

OECD (= Organisation for Economic Co-operation and Development) (ed.) (year): Title of the book. Town

Journals:

Surname, Name (year): Title of the article. In: Title of the Journal Volume, p. xx-yy

Edited books:

Surname, Name (year): Title of the article. In: *Editorsurname, Editorname* (ed.): Title of the book. Town. p. xx-yy

Internet:

Author (year): Title of the page or document. URL:www.asdfh.asdf/ajsdfh/aslkdf.html

8) Author note:

Details of the author's institutional affiliation, full address (including e-mail) and other contact information should be included on a separate cover sheet in order to allow the introduction of the article in an anonymous form to the review process.

Review Statement: The submitted have to undergo a peer based review process on initial editor screening and anonymous refereeing.