

## **JSTHE Annual Conference Call for Presentations**

### **1 Eligibility requirements**

Presentations must be made by a regular or associate member of the Japanese Society of Tourism and Hospitality (JSTHE) or by a regular or associate member of the JSTHE as the first author. Up to four joint authors (up to five with the first author), including non-members, are permitted. However, only in the case of reports on subjects adopted by the JSTHE's research grants or topics from the research subcommittees, joint authorship exceeding the stipulation may be permitted after confirmation by the Annual Conference Executive Committee and the Board of Directors. Entries for presentations under group names will not be accepted. Changes to the presenter after the deadline for submission of the entry form are not permitted. No more than one presentation may be made as the first author.

※ If you are currently a non-member and wish to present as a first author, you must apply for membership to the Society Secretariat by 20 January 2025; membership will be reviewed at the Board of Directors meeting on 25 January.

※ Special measures at the 24th Annual Conference of the JSTHE

To promote presentations in English, graduate and undergraduate students who are not members of JSTHE will be allowed to present as first authors at the 24th Annual Conference only if they apply for an English presentation, submit a manuscript in English, and present in English at the conference (A participation fee ¥1,000 is required). However, the presenter must obtain approval from the supervisor.

### **2 Presentation categories and presentation content**

There are two presentation categories: 'Research Report' and 'Educational Practice Report'. 'Research Report' deals with studies and surveys on tourism and hospitality education. The 'Educational Practice Report' reports on educational practices at educational institutions related to tourism and hospitality education and deals with the planning, implementation, results, and discussion of specific educational activities. As a rule, manuscripts and oral presentations should be in Japanese or English.

### **3 Call for presentations and documents required for application**

#### **3-1 Call for presentations**

The start and deadline for submissions for each year will be announced in the conference newsletter, on the official website and in the conference guide. The Annual Conference Executive Committee does not accept the entry after the deadline.

#### **3-2 Submission of application form**

Applicants must download the JSTHE's prescribed "JSTHE Annual Conference Presentation Application Form (Form 3)" from the official website, attach the completed form, and submit it to the address of the JSTHE Office

(jimu@jsthe.org) by the specified deadline via email. If the Executive Committee uses a web form, etc., the application form should be submitted by the guidelines to be announced separately.

Applicants should use the application form in Japanese if the presentation is in Japanese, and in English if the presentation is in English.

### **3-3 Decision on acceptance at the application stage**

The Editorial Board will check the contents of the 'JSTHE Annual Conference Presentation Application Form'. If the content is deemed not to comply with the provisions of 2 above, the application for presentation will not be accepted.

※ Cases of non-acceptance

- Presentations that are related to tourism/hospitality but are deemed not to be relevant to education.
- Presentation that is relevant to education but does not explain the relevance to tourism/hospitality.

## **4 Manuscripts**

### **4-1 Presentation manuscripts**

Manuscripts for the 'Research Report' and the 'Educational Practice Report' should be submitted by the designated date. Submitted manuscripts will be published in the *Proceedings of the Annual Conference of the Japanese Society of Tourism and Hospitality Educators* distributed at the Annual Conference. Based on the oral presentations at the Annual Conference, authors are encouraged to submit a full paper to the JSTHE's journal.

### **4-2 Writing guidelines**

Applicants should prepare a manuscript of their presentation based on the "JSTHE Annual Conference Guidelines for Writing Presentation Manuscripts (Form 2)" using the "JSTHE Annual Conference Manuscripts Template (Form 4)" (For Form 4, two versions are available, one in Japanese and the other in English). Applicants should prepare an abstract in Japanese if the presentation is given in Japanese or in English if the presentation is given in English.

The software used shall be Microsoft Word. This is the basis for deciding whether the format is appropriate or not.

### **4-3 Submission of manuscripts**

Applicants must submit their manuscripts (in Word and PDF format) by the designated deadline by e-mail to the address of the JSTHE Office (jimu@jsthe.org). Manuscripts received after the deadline will not be accepted.

## **5 Acceptance or rejection of presentations and manuscripts for publication**

Presentation manuscripts will not be peer-reviewed. However, if the Editorial Board of the JSTHE determines significant problems with the format or content, the Editorial Board may request revisions. If the presenter does not agree to the modifications, the publication in the *Proceedings of the Annual Conference of the Japanese Society of Tourism and Hospitality Educators* and the presentation may not be accepted. Revisions requested by the author after the submission deadline will not be accepted.

## **6 Publication obligations**

All submitted 'Research Reports' and 'Educational Practice Reports' must be presented at the Annual Conference. In principle, the presentation time should not exceed 15 minutes for the report, 4 minutes for the Q&A, and a changeover of 1 minute. If a presentation is not made during the Annual Conference, it will not be recognised as an achievement of the JSTHE.

The Annual Conference Executive Committee will decide the date and time of the presentation based on the category, content, and language of the presentation. Presenters may not request a specific date and time for their presentations.

## **7 Other**

### **7-1 Prohibition of duplicate submissions**

Duplicate presentation of the submitted presentation at other conferences is not permitted.

### **7-2 Copyright**

The copyright (property rights) of the manuscripts published in the *Proceedings of the Annual Conference of the Japanese Society of Tourism and Hospitality Educators* shall belong to the Japanese Society of Tourism and Hospitality Educators. However, moral rights shall belong to the author.

When submitting the 'JSTHE Annual Conference Presentation Application Form (Form 3)' to the destination designated by the Annual Conference Executive Committee, the transfer of copyright (property rights) from the contributor (or all contributors in the case of co-authorship) to the Japanese Society of Tourism and Hospitality Educators shall be completed.

The Japanese Society of Tourism and Hospitality Educators may publish the works and bibliographic information published in the *Proceedings of the Annual Conference of the Japanese Society of Tourism and Hospitality Educators* through information media (including electronic media) by the JSTHE or an organisation commissioned by the JSTHE. The JSTHE may also translate the works and prepare adapted manuscripts.

The JSTHE shall not prevent authors from using the full text or parts of manuscripts and other works published in *Proceedings of the Annual Conference of the Japanese Society of Tourism and Hospitality Educators* in reproduction, translation or adaptation. However, the source (name of the JSTHE's journal, year, volume number and publication pages) must be indicated.

If an author wishes to use the full text of a published manuscript or other work as a reproduction or publication in another work, he or she must notify the JSTHE in writing and obtain its approval in advance.

Enacted: 16 November 2019

Reformulated: 2 December 2023

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