

Author Guidelines

1. Aims and scope

The *International Journal of Scientific Management and Tourism (IJOSMT)* is a quarterly international journal that accepts research articles, reviews and short communications of content related to Economics, Management Science and Tourism. *Research articles* and *Short communications* must report original work not previously published in any language and not under consideration for publication elsewhere.

IJOSMT main aim is to publish papers that report research findings on the following topics: Economics, Management and Tourism, including quantitative methods, financial and econometrics models, business organization, case studies and innovative software in these topics. Articles on local research will only be publishable if they show methodological innovation or results that can be extrapolated to other areas.

Research articles make an original and significant contribution to the field of study within the scope of the journal. These articles should be of interest to a broad audience, scientifically sound, well written and concise.

Short communications must report a completed work, not preliminary findings.

Reviews aim to provide an overview for an issue of great interest or topicality. Reviews will be invited by the Editorial Board. However, potential authors can suggest topics to the Editor-in-Chief. Authors must be experts and have several publications on the subject.

2. Peer review and editing

IJOSMT is a peer-reviewed journal. Authors must nominate a list of up to four potential expert reviewers in their accompanying letter. These reviewers must not have a conflict of interest with the authors or the paper content, and the Editorial Board may decline to contact any of the reviewers suggested by the authors.

Upon submission, the manuscript will be cursorily inspected in the editorial office for compliance with the author instructions. Manuscripts that do not achieve the prerequisites for publication (please refer to these guidelines) will be immediately rejected. Remaining manuscripts will be assigned to the corresponding Editor-in-Chief, which may reject or allocate them to one of the Section Editors, depending on the topic. Section Editors maintain a global vision of their topic areas. They select Associate Editors, who are responsible for identifying relevant referees for double-blind peer review (the referees do not know the identity of the authors, and these do not know the identity of the referees).

Two referees are usually invited to comment on each submission. When the opinions of the referees differ significantly, the manuscript is usually sent to a third referee. When a decision has been reached, the decision is communicated to the author.

The editors' decision is final unless there is a proven error in the process of manuscript evaluation or peer review. If you believe that there has been a process error in the handling of your manuscript, please address your concerns to the Editor-in-Chief and include the manuscript submission number.

After the author has submitted the final version and this has been accepted for publication, the manuscript undergoes a copyediting process. The copyeditor performs the clean-up edit. This edit occasionally generates new queries, which are sent to the author. *IJOSMT* reserves the right to correct grammar, improve clarity, and impose the *IJOSMT* style. Authors are responsible for content, including the spelling of personal and place names. *IJOSMT* reserves the right to refuse publication of articles that, upon repeated resubmission, do not meet stylistic standards. When copyediting is complete, the issue is produced.

3. Open access

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IJOSMT is an Open Access Journal. All articles are distributed under the terms of the Creative Commons Attribution License (CC by-nc/3.0), which permits unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited.

4. Ethic responsibilities

Previously published material is not accepted. Authors are held responsible for obtaining permission for partial reproduction of materials (text, tables, figures or other materials) included in other publications, media or in the web, and for accurately quoting their origin. Authorization must be requested from both the author(s) and publishers of this material.

Conflict of interest: A conflict of interest exists when professional judgment concerning a primary interest (such as the validity of research) may be influenced by a secondary interest (such as financial gain). Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony) are the most easily identifiable conflicts of interest. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion. *IJOSMT* expects authors to declare any commercial involvements that may represent a conflict of interest in connection with their articles.

Authorship. Following the International Committee of Medical Journal Editors recommendations (<http://www.icmje.org>), authorship must be based on the following four criteria:

- i) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- ii) Drafting the work or revising it critically for important intellectual content; AND
- iii) Final approval of the version to be published; AND
- iv) Agreement to be accountable for all aspects of the work by ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. Besides, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged.

It is the authors' collective responsibility, not the journal to which the work is submitted, to determine that all people named as authors meet all four criteria.

The **corresponding author** is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process. The corresponding author should be available throughout the submission and peer review process to answer to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.

5. *IJOSMT* policy on article withdrawal

Articles that have been published shall remain extant, exact and unaltered as far as possible. However, very occasionally circumstances may arise where an article is published that must later be retracted or even removed. Such actions can only occur under exceptional circumstances, such as:

Article withdrawal: Only used for articles which represent infringements of professional ethical codes, such as multiple submission, bogus claims of authorship, plagiarism, and fraudulent use of data or the like. A retraction note titled "Retraction: [article title]" signed by the authors and/or the editor is published in the paginated part of a subsequent issue of the journal and listed in the contents list. In the electronic version, a link is made to the original article. The online article is preceded by a screen containing the retraction note. It is to this screen that the link resolves; the reader can then proceed to the article itself. The original article is retained unchanged except for a watermark on the PDF indicating on each page that it is "retracted."

Article removal: In an extremely limited number of cases, it may be necessary to remove an article from the online database. This will only occur where the article is clearly defamatory, or infringes others' legal rights, or when the article is, or we have a good reason to expect it will be the subject of a court order. In these circumstances, while the metadata (title and authors) will be retained, the text will be replaced with a screen indicating the article has been removed for legal reasons.

6. Submission and handling of manuscript

6.1. Original manuscript

Authors must submit manuscripts via the online Open Journal System in the journal web (<http://www.ijosmt.com>). Also, papers can be sent to the Secretary of the publishing committee of the *IJOSMT* at the following email: **ijournalmt@gmail.com**

The template file should be used. Authors may register on the site at any time, but they should register only once. During registration, authors choose a username and password. The security of manuscripts is protected by the username/password system. You may find instructions to upload a manuscript under the site SUBMITTING A MANUSCRIPT (GUIDELINES for authors). Please upload the entire manuscript, with tables and figures as a unique file, in Word or Latex format, and supplementary files, such as data, if it is the case. Separate figure files will be required later if the manuscript is accepted. A completed manuscript submission will be confirmed by e-mail through the Editorial Manager online system.

Submission of a manuscript implies the following:

- the work described has not been published previously in any language (except in a book of abstracts, in the proceedings of a scientific meeting or as part of a thesis);
- the work is not under consideration for publication elsewhere;
- publication of the work has been approved by all co-authors;
- the authors agree to the automatic transfer of the copyright to the publisher if and when the manuscript is accepted for publication;
- the manuscript will not be published elsewhere in any language without the consent of the copyright holders; and
- written permission of the copyright holder was obtained by the authors for materials from other copyrighted sources.

When submitting a paper, we recommend uploading an accompanying letter where the authors can provide a list of up to four potential expert reviewers with full contact information and e-mail addresses.

There are no handling or page charges.

Papers reporting software. Software should be available for a period of two years after publication of the manuscript.

Supplementary material. Online annexes provide access to essential data or software that do not appear in the printed article but that accompany the final online version of a paper. These data are peer reviewed, must be cited in the text and are subject to the same criteria as the data published in the paper itself. Please note that supplementary files are not copyedited by *IJOSMT* ; therefore, authors must ensure that the style of terms and figures conforms to the style of the article.

6.2. Revised manuscripts

To expedite production, authors are required to submit their revised manuscripts online, accompanied by a letter containing a detailed (point-by-point) reply to the reviewers and editor's comments. A revised manuscript will retain its original date of receipt only if it is received within three months of the date of return to the author. Revised papers returned after this interval will be treated as new submissions. Papers will not be accepted until all required minor changes have been incorporated into the document. The revised manuscripts will be uploaded to the *IJOSMT* Editorial Manager System (www.ijosmt.com).

6.3. Manuscript preparation

Please upload the entire manuscript, with tables, figures and annexes, in Word or Latex format as a unique file. We encourage to use .doc files instead of .docx ones, for possible incompatibility problems. Separate figure files will be required later if the manuscript is accepted.

Manuscript format

Manuscripts should be written in Times New Roman 12-point font, with single spacing, justified, with 6 point spacing between paragraphs. The two side margins will be 2.5 cm, and bottom and top, of 3 cm. Section headings should be written 14-point font in bold print. All pages should be numbered consecutively. Each paragraph should begin with an indentation of 1.25 cm. Tables, figures and annexes must be included in the same document. The length is up 20000 words or 30 pages. The title should be written in bold Times New Roman 14-point font, and the authors names in Times New Roman 12-point font, with an * sign identifying the corresponding author; for each author, include its institution or company and email. The summary can be up to 250 words, followed by up to seven keywords. Footnotes should be numbered, and included at the bottom of each page, using Times New Roman 10-point font. Different sections will begin by an Arabic number, in bold capital letters. Subsections, in bold numbered lower case letters.

Language: Manuscripts should be written in concise, legible English, Spanish or Portuguese, which must be carefully reviewed by the authors for correctness of language and content. An English version of the title, abstract and keywords are always required.

Supplementary material: Data and software that do not appear in the printed article but that accompany the online version

Research articles should not be longer than 30 pages (or 9,000 words), including tables and figures. Research articles should include a front page, an abstract, up to seven keywords and the abbreviations used. An English version of the title, abstract and keywords is required.

Short communications should be no longer than 10 pages (or 3,500 words), including tables and figures. Short communications should include a front page; an abstract; up to seven keywords; abbreviations used; the main text is not to be divided into sections, if possible; acknowledgments; references; a maximum of three tables/figures; and supplementary material, if any. The manuscript title must start as "Short communication".

Review articles (typically invited by the Editor) do not have page limitation or maximum number of references. They should include a front page (the manuscript title must contain the word "Review"); an abstract; up to seven keywords; abbreviations used; a variable main text (the introduction should be based on general coverage of the issue, followed by a critical assessment of the most important references); acknowledgments; references; tables/figures (encouraged); and supplementary material, if any. Reviews will also be submitted to the peer-review process.

6.4. Layout

The following layout is strongly recommended:

6.4.1. Front page.

The first page must include the following:

- Title of the work. The title must be clear, short and concise. Avoid terms such as "Study of...", "Observations...", or "Contribution to...". The title should preferably not exceed 20 words.
- Authors' names: if authors have more than one name, please indicate the main one in full and the secondary with an initial. We recommend hyphenating in the case of more than one surname (*e.g.* John M. Smith, Isabel Rus-Casas). The corresponding author will be marked with an asterisk (*). When authors are associated with different institutions, each author should be marked with a superscript number indicating the corresponding author's mailing address.
- Corresponding author's e-mail address and telephone number.
- Funding. The sources of financing the study, if there were any, must also be shown. In studies which are sponsored, authors should indicate if they have had total access to the data and are responsible for the integrity and accuracy of their analysis.
- Competing interests, if any (see point 4).
- If any, supplementary information, such data sets or software, with the following sentence: "**Supplementary material:**" with a short description.

- The running title of the work, used in the heading of the pages of the printed article, should not exceed 90 characters (including spaces).

6.4.2. Abstract, keywords, and abbreviations.

Abstract. The abstract length is 250 words maximum. The style must be concise and must not contain references. It is recommended to include some reference to the most important results and findings.

Special attention should be paid to the title and abstract, as these will influence readers' decisions to proceed with the text. The editorial board may suggest changes to make these sections more informative and attractive.

Additional keywords. A maximum of seven key words should be included. These should not repeat words that appear in the title.

Abbreviations used. Include a list of all non-standard abbreviations used in the paper and their meaning.

6.4.3. Text of the article.

Checklist for structure:

We strongly recommend that the text of the article should contain the following sections:

- **Introduction.** The introduction should contain sufficient background information about the work to allow it to be placed in the context of other research and to allow the reader to understand the relevance, proposed objectives and evaluation of the results. The introduction should conclude with one or two sentences that define the objectives and the essence of the article.
- **Material and methods.** Sufficient information should be provided to enable replication. For usual methods, a brief description and literature reference will be enough. New methods must be described in detail. In case data or software is to be made available, a link (or the file) should be included.
- **Results.** In general, this section should not include literature references; it should only describe the results. Interpretations of the experimental data should be reserved for the Discussion section. The explanations provided in the figure and table captions should not be repeated in the text.
- **Discussion.** The discussion should not be limited to describe results and drawing conclusions; it should also be analytical and interpretative and should establish an association between the results obtained and other published works. The discussion may describe conflicting opinions and the results of other authors and indicate the value of these results for future works. This section should conclude with a few sentences that summarise the most relevant conclusions and implications. Conclusions usually do not contain references but provide a short, general restatement of the main results and their importance to the reader or the subject being discussed. Do not write conclusions in enumerated or bulleted

paragraphs. Avoid combining the Results and Discussion sections into a single section, unless it is necessary.

- **Acknowledgements.** When it is considered necessary, acknowledgements should be made to the people, centres or bodies that have collaborated or supported the carrying out of the work. Authors are responsible for obtaining the necessary permission of the people or bodies mentioned, given that the readers might infer that they endorse the data and conclusions of the article. Contributors who meet fewer than all four of the above mentioned criteria for authorship should not be listed as authors, but they should be acknowledged.
- **References.** When references are cited in the text, the author's surname should be provided in parentheses, followed by a comma and the year of publication; for example, "(Brown, 2012)...". If there are two authors, the surnames should be followed by "&"; for example, "...(Kennedy & Welch, 2015)...". If there are three or more authors, include the surname of the first author followed by "*et al.*" and a comma; for example, "...(Guirardy *et al.*, 2007)...". When several references are cited, they should be ordered from oldest to most recent; if they are from the same year, sort them alphabetically "... (Abascal & Martin, 2012; Carmine *et al.*, 2002; Martin *et al.*, 20014)...". If there are two authors with the same surname and year of publication include the initial.
- **References list.** It must be in alphabetic order by authors. In the case of several references from one author, papers that are sole authored should be presented first, followed by those with two authors and then references with three or more authors, respecting the chronological order in each case. If more than one of the articles was published in the same year, a letter should be added after the year to identify the reference (*e.g.*, 2007a,b). Multi-authored works should list the first ten authors followed by "*et al.*". Use abbreviated journal names. Examples are given below for literature references. References to a paper "in press" are permissible, provided that the paper in question has been accepted for publication (indicate the doi or documentary evidence of acceptance). A reference to "unpublished work" is only permissible if it contains essential information; it should be available from the cited authors on request, and the names of all persons involved should be cited [first initial(s) followed by surname] in parentheses as "unpublished data". Any person cited as the source of a "personal communication" must have approved the reference. This type of citation is permitted in the text only, not in the list of references. The use of "in preparation" or "submitted for publication" is not permitted.
- **Tables and figures** should be cited consecutively in the text, numbered independently with Arabic numerals and self-explanatory. Figures and tables must be very high quality and must be received in a suitable form and condition to be reproduced. Tables should be headed by a number and title. Explanatory notes that facilitate the interpretation of the tables should be included at the bottom of the tables. Tables should have defined cells and must not be created using the space bar and/or tab keys. Figures may correspond to diagrams or photographs. The figure number and legend should be presented at the bottom of the figure. After the acceptance of the paper, photographs should be sent separately as image files (jpg, tiff or similar) with a finished size of at least 300 dpi (dots per inch). Colour photographs and graphs will be admitted for the on-line version. Figures prepared with Excel or a similar program should be included in the text as MS Office Objects or sent separately in the format of their source program (preferably in .xls format).

7. Checklist for style

- **Units and symbols.** Use SI (International System) units in accordance with the recommendations of the International Organisation for Standardisation (ISO) or the Bureau for Poids et Mesures (BIPM)

(http://www.bipm.org/utils/common/pdf/si_brochure_8_en.pdf).

Please spell out numbers one through nine, except when used with units. Express decimals using a full stop (*e.g.*, 3.14) and thousands with commas (*e.g.*, 21,314). For decimal quantities <1, place a zero before the decimal point. Report dates with the day first, then the month, and then the year.

- **Abbreviations** must be defined when first mentioned in the abstract or text and again in the tables and figures. Abbreviations must then be used throughout the article, except at the beginning of a sentence.
- **Mathematical equations.** Use an equation editor for mathematical expressions whenever possible. Avoid inserting formulas as images. Variables should be written in *italics*, matrices in bold capital letters.
- **Parameters.** It is a common mistake to use the term “parameters” instead of “variables” or “characters”. Variables are quantities that vary from case to case (*e.g.*, length, width). By contrast, parameters do not relate to actual measurements or attributes, but to quantities that define a theoretical model; they are properties of a collection of individuals (*e.g.*, mean and SD). In other words, you measure a variable; a parameter describes the measurements, such as the mean.
- Never start a sentence with a numeral: “Six years ago” is correct, not “6 years ago”.
- **Statistical results.** In-line statistical results should be presented as: (i) the test statistic, *e.g.*, $F = 1.74$ or $t = 31.8$; (ii) followed by the *p*-value, or NS (for non-significant). In tables, statistical results should be comprehensive, facilitating future meta-analyses. Depending on the details of the analyses, the results reported may include parameter estimates, test statistics, degree of freedom, significance levels and error/residual model information. However, non-significant tests should always be interpreted as such and not reported.

8. Correction of proofs

Page proofs of articles are sent to authors as PDF files. Corrected proofs should be sent to the Editorial Office within three days by e-mail. Proofreading occasionally generates additional queries for the author. If corrections are not received in due time, the editors reserve the right to perform the corrections that they consider most appropriate.

9. Examples of literature references

Journal papers

- Al-Hajieh, H.; Redhead, K. & Rodgers, T. (2011). Investor sentiment and calendar anomaly effects: A case study of the impact of Ramadan on Islamic Middle Eastern markets. *Research in International Business and Finance*, 25(3), 345-356.
- Alexander, S. (1961). Prices Movements in Speculative Markets: Trends or Random Walks. *Industrial Management Review* (2), 7-26.
- Artis, M.; Suriñach, J.; Pons-Ayerra, J.; San Clemente, H.; Navarro, M.; Ladouce, N.; Wincker, P.; Camacho, J.; Rodriguez, M.; Diez-Herrero, M.V. *et al.*, (1999). El sistema agroalimentario catalán en la tabla input-output de 1987. *Spanish Journal of Agricultural Research* 9: 209-217.

Books

- Bailey, R. (2005). *The economics of financial markets*. Cambridge University Press.
- Box, G. E. & Jenkins, G.M. (1970). *Time Series Analysis: Forecasting and Control*. Holden-Day, San Francisco.
- Box, G. E.; Jenkins, G. M. & Reinsel, G. C. (2008). *Time series analysis: forecasting and control*. Fourth edition, John Wiley & Sons, New Jersey.
- MARM, 2008. Anuario de Estadística Agroalimentaria. Ministerio de Medio Ambiente y Medio Rural y Marino, Madrid, Spain.

Chapters of books

- Pesaran, M. H. (2011). Predictability of asset returns and the efficient market hypothesis. In Ullah, A., and Giles, D. E. A (ed.) *Handbook of empirical economics and finance*, 281-312: CRC Press. U.S.

Doctoral or master thesis

- Duarte, J. B. (2014). *Comprobación de la eficiencia débil en los principales mercados financieros latinoamericanos*. Tesis Doctoral. Universidad Complutense de Madrid. Spain.

Conference proceedings

- Sarmiento, F. ; Muñoz, R.M. ; González, J. & García-Moreno, M.B. (2012). *News aesthetics trends in food packaging*. Agrindustrial Design: 2nd International product and Service Design Congress and Exhibition on Agricultural Industries - Mediterranean / Food / Design Proceedings, Izmir (Turkey), April 26-28. pp. 249-266.

Electronic sources

When referencing electronic sources, please provide place of publication (URL, ftp address, etc.) and date accessed or date of last update for web pages. For example:

FMI. (2010). *Perspectivas Económicas; Las Américas - Aprovechando el viento a favor*. International Monetary Fund:
<http://www.imf.org/external/spanish/pubs/ft/reo/2010/whd/wreo0510s.pdf>.
[15 February, 2009].

Buesa, M.; Valiño, A.; Heijs, J.; Baumert, T. & González G. (2006). *Impacto de los atentados terroristas del 11-M sobre los mercados de valores*. Instituto de Análisis Industrial y Financiero. Documento de trabajo núm. 55.
<http://eprints.ucm.es/7941/1/55.pdf> [13 April, 2009].

Working documents

Lam, K.; Mei, W.M. & Wong, W. (2005). New Variance Ratio Test to Identify Random Walk from the General Mean Reversion Model. *Working paper n. 0514*. National University of Singapore.

Legal documents

EC (2004) Council Directive 2004/68/EC laying down animal health rules for the importation into and transit through the Community of certain live ungulate animals, amending Directives 90/426/EEC and 92/65/EEC. 26 April 2004 [LEX-FAOC065206

R.D. 1109/1991, de 12 de Julio de 1991, por el que se aprueba la Norma General relativa a los alimentos ultracongelados destinados a la alimentación humana. BOE núm. 170 de 17 de julio de 1991

Directiva 94/62/CE del Parlamento Europeo y del Consejo, de 20 de diciembre, relativa a los envases y residuos de envases. Diario Oficial nº L 365 de 31 de diciembre de 1994. pp. 0010-0023

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The work described has not been published previously in any language (except in a book of abstracts, in the proceedings of a scientific meeting or as part of a thesis);
2. The work is not under consideration for publication elsewhere
3. Publication of the work has been approved by all co-authors;
4. The authors agree to the automatic transfer of the copyright to the publisher (iManagement&Tourism) if and when the manuscript is accepted for publication
5. The manuscript will not be published elsewhere in any language without the consent of the copyright holders

6. Written permission of the copyright holder was obtained by the authors for materials from other copyrighted sources.
7. Manuscript is written in Microsoft Word, DIN-A4 pages, letter «Times New Roman» size 12, with single spacing, 2.5 cm margins on each side and 3 cm margins on top and bottom, with page and line numbers. It is no longer than 30 pages, tables/figures included
8. Tables and figures are included in the text.
9. Authors can nominate a list of up to four potential reviewers, providing full contact address and e-mail details. These reviewers must not have a conflict of interest involving the authors or paper, and the editorial board has the right to not use any reviewers suggested by authors. By sending the manuscript, the authors agree that the opinions in the text are theirs, and not the editors, who are not responsible in any case.

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