

EVENT MANAGEMENT – SUBMISSION CHECKLIST

ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING DOCUMENTS AND ELEMENTS

IF THESE ARE NOT INCLUDED THE ARTICLE WILL BE RETURNED BACK TO AUTHOR(S).

NAME OF DOCUMENT	INCLUDED?
<p>TITLE PAGE –</p> <ul style="list-style-type: none"> • Title (20 words max) • Author(s) name • Affiliation (Department, Institution, City, (State), Country) • Corresponding author and email address • Corresponding author ORCID • Declaration of interest • Part of a Special Issue? If so, state the name of the special issue. 	<input type="checkbox"/>
<p>IMPACT STATEMENT – up to 500 words detailing the potential or actual impact of this article on society.</p>	<input type="checkbox"/>
<p>MANUSCRIPT -</p> <ul style="list-style-type: none"> - No more than word count for the following article types (these are the maximum, including Tables/Figures etc): <ol style="list-style-type: none"> a) Research article – up to 10000 words. b) Research note – up to 2500 words. c) Event case study – up to 10000 words. d) Event education – up to 10000 words. <p>The following elements are required for ALL SUBMISSION TYPES:</p> <ul style="list-style-type: none"> - Title – up to 20 words, in CAPITAL LETTERS and BOLD. - Abstract (150 words max) - Keywords (up to 8, placed immediately after the Abstract) - A ‘Literature Review’ and ‘Methodology’ section must feature, unless not appropriate. - Arial font 10 or 12. - Double spaced, with line numbering and page numbers. - ‘Tables’ and high quality ‘Images’ and ‘Figures’ to be uploaded as separate files. - Clearly identifiable headings with no more than three levels (see example below): <ol style="list-style-type: none"> 1. HEADING <ol style="list-style-type: none"> 1.1. Sub-heading <ol style="list-style-type: none"> 1.1.1. <i>Sub-sub-heading</i>. 	<input type="checkbox"/>