

Routledge Handbook of Business Events

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NOTES TO CONTRIBUTORS

1. GENERAL AIMS

Our aims for the handbook are:

- This edited handbook aims to explore and critically examine current debates, controversies and questions in the rapidly expanding discipline of Business Events.
- It brings together leading specialists from a range of disciplinary backgrounds and geographical regions, to provide state-of-the-art theoretical reflection and empirical research on contemporary debates and issues in this subject area.
- The book encourages dialogue across disciplinary boundaries and areas of study through its coverage and contributors. It will be international in its focus, emphasizing that issues are not only localized but transcend national boundaries that sometimes require both international and global responses.

2. LEVEL

The Handbook aims to provide a comprehensive reference point and source for critical reflection on contemporary ideas and debates in the Handbook field. Contributions to the Handbook should be centrally aimed at academics and advanced undergraduates and postgraduates studying or working in an international context from across numerous disciplines, including Business, Marketing, Economics, Events, Tourism, Leisure, Geography, Planning, Environmental Studies & Development Studies. Their main goal should be to give a 'state of the art' survey of the topic, explaining why the issue is important, and critically discussing the leading views in the area. Please endeavour to make your chapter relate to, but not overlap with, the other chapters in your section of the work. We are happy to discuss content with individual contributors when and if required.

3. LENGTH

Contributions should not exceed **5,000 words** (including references) but be no less than **4,000 words**. Please place a word count at the end of your contribution.

4. CASE STUDIES

Each contribution should try to include at least **one case study of between 500-800 words but not exceed more than two per contribution**. The Case Study material should focus on a real-life Business Events scenario or illustrative cutting edge debate which expands on a particular central concept discussed within the contribution.

Please embed the case studies within the contribution and clearly mark in the text where these start & finish, by including '**Case Study start**'.

5. KEY DATES AND SUBMISSION DEADLINES

* Your chapter should be sent by no later than **September 30**.

* Publication is for **2021**

Please e-mail the draft to arcodia@griffith.edu.au.

6. FIGURES AND PHOTOGRAPHS

You will be able to include:

Not more than three illustrations altogether in each contribution. Not more than one of these may be a photograph.

Photographs should be provided as TIFF files at a resolution of 300dpi at the size they will be reproduced (14.8cm x 11cm – Landscape).

See the Routledge Instructions for authors booklet page 34 for more details:

<http://www.routledge.com/common/generic/routledge/pdf/authorinstructions.pdf>

Figures should be supplied as EPS files. *See the Routledge Instructions for authors booklet page 31 for more details.*

The majority of the figures will be reproduced at (7cm x 7cm). In exceptional circumstances it may be possible to reproduce these at (14.8cm x 11cm). Please provide your photographs and figures as separate digital files. Do not embed these within your chapter.

7. PERMISSIONS

Please read carefully the permissions guidelines starting at p. 38 of the guidelines for authors. All permissions should be secured and provided to the editors at the same time as your draft chapter.

8. STYLE

Please use American spelling and punctuation. In particular, use double quotation marks and place punctuation inside quotation marks. Please also conform to Routledge house style. See Routledge instructions for authors guidelines.

9. HEADINGS

The use of headings and subheadings is encouraged where it will enhance clarity of presentation or ease of reference. According to Routledge house style, the first level of headings should be upper case bold (e.g. **EVENTS**), the second level sentence case bold (e.g. **Events**) and the third level italics (e.g. *Events*). All headings should be justified against the left margin rather than centred.

10. IN-TEXT CITATIONS

The Handbook contains **no** footnotes. Routledge uses Harvard system for in-text citations. For example,

Among the most important sources of information about our ancestors and neighbors is their trash (Bloggs 1982). Some scholars have therefore argued that what is discarded bears meaning (Dennett 1980: 115-6; Dennett 1998).

11. REFERENCES

Please provide an alphabetical list of **all and only** sources cited in your chapter. These should conform to the Harvard system. For example,
Bloggs, N. (1982) A Short History of Trash, London: Routledge.
Dennett, D. (1980) "Junk Memes," Journal of Refuse Studies 67, 112-25.
---- (1998) "Trash Explained," in N. Bloggs (ed.) Trash: Contemporary Perspectives, Cambridge: MIT Press, 256-289.

12. FURTHER READING

Please also provide a list of up to 10 items of further reading. This should consist of bibliographic entries as above, but with the addition of a brief descriptive sentence. For example,

Cuthbert, A. (1999) More on Trash, Oxford: Oxford University Press. (An extended treatment of garbage.)
Rankin, B. (1984) "Where to Put the Hors Texte?" in A. Cuthbert and N. Bloggs (eds) Garbage Deconstructed, Cambridge: Cambridge University Press, 356-478. (The classic deconstructive treatment of the waste disposal industry.)

13. BIOGRAPHICAL NOTE

Please give a brief description of yourself for inclusion under Notes on Contributors. This should be of around forty words, should include your current affiliation, and should be printed on a separate page.