

# The Journal of Foodservice Management & Education

## Guidelines for Authors

### SCOPE OF THE JOURNAL

The purpose of the *Journal of Foodservice Management and Education* (JMFE) is for sharing the results of original work undertaken by college and university faculty, foodservice management professionals, and others with research interest in the foodservice industry, with special interest in the onsite foodservice segment. The *JFME* serves as a primary means for disseminating research results and other scholarly work to the National Association of College and University Food Services (NACUFS) and Foodservice Systems Management Education Council membership (FSMEC). The *JFME* is published two times per year on the FSMEC web page ([www.fsmecc.org](http://www.fsmecc.org)), which is linked to the NACUFS webpage ([www.nacufs.org](http://www.nacufs.org)).

### TYPES OF MANUSCRIPTS

Scholarly manuscripts should address significant issues in the foodservice field. Primary readers of the journal include foodservice management professionals and faculty who teach foodservice courses and conduct foodservice research. Three categories of manuscripts are accepted for publication, these include original research, applied solutions, and pedagogical advancements. Each should be related to improving and advancing foodservice education.

### ORIGINALITY OF MANUSCRIPTS

Submission of a manuscript certifies that it is original work, and that neither this manuscript nor a version of it has been published elsewhere or is being considered for publication elsewhere. Authors are responsible for obtaining permission to reproduce any copyrighted material from other sources. All accepted manuscripts become the property of the *JFME*.

### REVIEW PROCEDURE

Anyone is invited to submit papers for consideration for publication. Membership in NACUFS and/or FSMEC is not a prerequisite for publication. Manuscripts are accepted for publication only after they have gone through the double-blind review process. Manuscripts will be reviewed by two or more members of the Editorial Board or others with subject matter expertise in the area of research. Authors will be notified by email when a manuscript has or has not been accepted for publication. Page proofs of accepted manuscripts

will be sent to the author prior to publishing on the website.

Authors are responsible for the scientific accuracy of their manuscripts. The *JFME* assumes no responsibility for errors made.

### MANUSCRIPT ALTERATIONS

A manuscript may be accepted by the editor contingent upon changes that are suggested by anonymous referees. If the editor returns your manuscript for revision, the author(s) are responsible for revising the manuscript considering the reviewer's and editor's comments. A response to reviewers' and editors' comments should be submitted with the revised manuscript electronically to the assistant editor. If the manuscript is not returned to the assistant editor with revisions within 30 days of the date of return, the manuscript is considered withdrawn. If the author resubmits the manuscript after the 30-day time period has elapsed, the manuscript will undergo the complete review process.

### PREPARATION OF MANUSCRIPTS

All manuscripts should be submitted electronically in Microsoft Word format. The use of professional editing is highly encouraged prior to submission.

Manuscripts are to be submitted in two files. The first file should include the author page and the second file should include the abstract and the manuscript with the tables in the same file. Materials should be submitted to the assistant editor as an email file attachment.

All parts of the manuscript, must be typed, double spaced (excluding tables and references), in at least 10-point type. Page margins on all sides must be at least 1" (2.5 cm) wide. It is not necessary to number each line and/or page. In order to facilitate review, each page and line will be numbered by the assistant editor prior to sending to the reviewers. Once accepted, final manuscripts should include page numbering only.

### Manuscript Length

The *JFME* publishes manuscripts of any length. However, 5,000 words (15-23 pages double-spaced) or less is encouraged. Authors should consider dividing longer manuscripts into two or more manuscripts for publication. Authors should include a word count of the manuscript (excluding abstract and references) on the abstract page.

## Manuscript & Reference Style

References, citations, and the general style of manuscripts for the *JFME* should follow the APA style outlined in the 7th edition of the *Publication Manual of the American Psychological Association*. Manuscripts submitted in other styles will not be accepted for review and will be returned to the author(s) by the editors. References should be single spaced. The author(s) assumes responsibility for the accuracy of references and that direct quotations conform to the original source. The author(s) should also refer to themselves in the first person. For example, use “I” or “we” when referring to your own actions.

## Author Page

All manuscripts submitted to the *JFME* should include an author page. The author page should include the title of the manuscript, which should appear at the top of the page. The title should accurately convey the findings of the research. Full names, academic degrees, addresses, and the institution or organization of each author should appear on the author page. An asterisk (\*) should be placed after the name of the corresponding author. The e-mail address and telephone number of this author should also be included at the bottom of the page. Any acknowledgement of research support or other credit should be listed on the author page.

## Abstract

All manuscripts submitted to the *JFME* should include an abstract. The abstract should be placed on a separate page, with the title of the manuscript and an abstract of 100 words or less. The abstract should not contain references, tables, drawings, diagrams, or unrecognized abbreviations. Authors should also include a word count of the manuscript (excluding abstract and references) and a listing of three to five key words on the abstract page.

## Tables, Figures, and Illustrations

All tables, figures, illustrations, etc must be ready to use as submitted and should be included at the end of the manuscript.

A suggested limit of four tables per manuscript is recommended. Additional tables are welcome, provided their use is warranted. Authors should carefully consider which information is best conveyed in table format versus within the text. Information contained in tables should not be duplicated within the text.

Each table, figure, or illustration should be labeled sequentially within its category, such as Table 1, Figure 1, and Illustration 1. The titles should be descriptive so that they can “stand alone” without text.

## Mechanics of Style, spelling, grammar, punctuation, and inconsistencies

The *Publication Manual of the American Psychological Association* gives explicit instruction on punctuation, spelling, abbreviations, statistical formulae, etc. The authors are encouraged to closely review section 6 of the APA 7<sup>th</sup> edition manual, which outlines the mechanics of style. Manuscripts that drastically deviate from the style discussed in the APA manual will be returned to the author for revision prior to being sent out for review.

The author(s) are responsible for providing a manuscript copy that is clearly written and contains no errors of spelling, grammar, or punctuation. Neither the editor nor the web site is responsible for correcting errors of spelling and grammar. Check your paper for the following common errors:

- ✓ Dangling modifiers
- ✓ Misplaced modifier
- ✓ Unclear antecedents
- ✓ Subject / verb agreement
- ✓ Clear and consistent use of articles (a, an, the)
- ✓ Incorrect or inconsistent abbreviations

The author(s) should check the accuracy of all arithmetic calculations, statistics, numerical data, text citations, and references. Be sure you are consistent in your use of abbreviations, terminology, and in-text citations.

## ORGANIZATION OF RESEARCH MANUSCRIPTS

Original research manuscripts related to foodservice management and education are to be submitted to one of the editors via email. Research manuscripts should be organized as follows:

1. **Author Page**
2. **Abstract**
3. **Manuscript**

The manuscript should be composed of the following sections:

**Introduction:** The introduction should include a statement of the purpose and objectives of the research.

**Methods:** Sufficient information should be presented that would allow other researchers

to replicate the study. This includes a description of the research design, research instrument, or intervention used, and statistical analyses conducted.

**Results and Discussion:** Any information related to results should be included in this section, rather than the methods section. The authors should critically analyze the results as they relate to the literature. Tables and figures that help to explain results are recommended.

**Conclusions and Applications:** Authors should present conclusions and applications for both industry and education.

**References**

**Tables, Figures, and Illustrations**

#### ORGANIZATION OF APPLIED SOLUTIONS MANUSCRIPTS

These manuscripts are descriptions of challenges confronting practitioners and the steps taken to resolve the issue. Manuscripts in this section are not research based, but instead are descriptive reports.

1. **Author Page**
2. **Abstract**
3. **Manuscript**

The manuscript should be composed of the following sections:

**Introduction:** a brief review of literature and a statement of the challenge, description of the Solution, including how it was developed and implemented

**Conclusions and Applications:** Authors should pay special attention to present a description of how your experience/ approach could be used by other practitioners.

**References**

**Tables, Figures, and Illustrations**

#### ORGANIZATION OF FOODSERVICE & MANAGEMENT PEDAGOGY CONTRIBUTIONS

Manuscripts for this section will focus on improving and advancing foodservice education. Faculty, preceptors, internship coordinators, interns, and students are encouraged to submit manuscripts that describe innovative projects, programs, coursework, and experiences associated with pedagogical aspects of foodservice education. Research reports and quantitative studies that

evaluate effectiveness of projects or courses should be submitted as research manuscripts.

**Teaching:** – these manuscripts are descriptions of projects or coursework developed to enhance learning opportunities for students in hospitality/dietetics programs. The manuscript should be organized as follows:

1. **Author Page**
2. **Abstract**
3. **Manuscript**

The manuscript should be composed of the following sections:

**Introduction:** A brief review of literature and a statement Introduction, including a brief review of literature and a statement of learning outcomes

**Methods & Applications:** including a description of how the project or coursework could be used by other educators.

**References** (see discussion above)

**Tables, Figures, and Illustrations** (see discussion above)

**Student Reports** – student internship reports should briefly describe their major activities or responsibilities during the internship, an evaluation of their preparedness for the experience, and constructive recommendations on how to improve the experience. The manuscript should be organized as follows:

1. **Author Page**
2. **Abstract**
3. **Manuscript**

The manuscript should be composed of the following sections:

**Introduction:** a brief review of literature and a statement Introduction, including a brief review of literature.

**Activities/Responsibilities:** including a detailed description of how the project or coursework could be used by other students/educators.

**Recommendations**

**References**

**Tables, Figures, and Illustrations**

#### STATEMENT OF AUTHORSHIP & RELEASE OF COPYRIGHT FORMS

Upon acceptance to the journal, the assistant editor will send an electronic form that requires the

signature of all authors to assign copyright to the *JFME*. The author statement verifies that all authors have participated in the writing and research and have approved the article for publication.

#### **PUBLICATION OF CONFERENCE PRESENTATIONS & PAPERS**

At the time of submission, authors are expected to disclose if the paper or a majority of findings has been or will be presented at a conference as a poster or a partial or full paper, regardless of if it has been published in conference proceedings. While submission to a previous conference does not preclude submission, acceptance, or publication in the *JFME*, the authors must verify that copyright was not transferred to the conference host. Further, it is anticipated that the paper submitted to the *JFME* is a more detailed analysis than the preliminary analysis that is often utilized for conference presentations, incorporating feedback and comments received at the conference in order to improve the submission. While there is no generally accepted requirement for how much should be new material, it is expected that a minimum of 30% of the submission should be new material. Further, it is advisable to change the title so that readers of the journal who are familiar with the stream of research do not confuse the published manuscript with the presentation.

#### **ADDRESS FOR QUESTIONS AND SUBMISSIONS**

You will receive an email confirmation of receipt of your manuscript. All manuscripts will be assigned to reviewers with expertise in the subject area. Upon recommendation from reviewers and editor, the manuscript will be: accepted as is, accepted with revisions, or rejected. You will receive an email notice of publication status of the manuscript.

Manuscripts should be submitted to:

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