**PREPERATION OF TEACHING CASE STUDY – PAPER TITLE (Arial, 14 pt, bold, capitals, left)**

|  |  |
| --- | --- |
|  | **Abstract** |
| **First author’s full Name SURNAME**, Title, Position(8 pt, left)  Mark the Corresponding Author  **[orcid_16x16(1)](https://orcid.org/0000-0002-1825-0097)** https://orcid.org/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Institution/Company,  Department name (*if applicable*)  E-mail address  **Second author’s full Name SURNAME**, Title, Position (8 pt, left)  Mark the Corresponding Author  **[orcid_16x16(1)](https://orcid.org/0000-0002-1825-0097)** https://orcid.org/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Institution/Company  Department name (*if applicable*)  E-mail address  **Third author’s full Name SURNAME**, Title, Position (8 pt, left)  Mark the Corresponding Author  **[orcid_16x16(1)](https://orcid.org/0000-0002-1825-0097)** https://orcid.org/  Name of Institution/Company  Department name (*if applicable*)  E-mail address  **(add more author’s names if necessary)** | *Purpose* – The abstract should not exceed 200 words. (9 pt, Justify)  *Methodology/Design/Approach* –  *Findings* –  *Originality of the research* –  **Keywords** 4-6 keywords |
|  | |

**INTRODUCTION**

Teaching case studies are to be prepared in the English language using Microsoft Word. The author must ensure that the paper is complete, grammatically correct and without spelling or typographical errors. They are also responsible for language editing.

Can be based on empirical research or real-world examples from industry; aim to provide a high-quality teaching and learning resource; should not exceed **2,500 words (excluding abstract, tables, figures and references)**, which are typed according to the following instructions. Authors should ensure that manuscripts provide detailed information about the case and the conceptual background/theoretical frameworks. The style of writing should be descriptive and explanatory; authors should avoid analysis or evaluation. Instead, the notes for educators/trainers (in particular the discussion questions, problems, task and/or scenarios) should be designed to allow students/trainees to analyse, evaluate, synthesise and apply knowledge and skills to a tourism, hospitality or events management topic so as to enhance the quality of teaching and learning.

1. **PAPER FORMAT**

It is suggested to authors to use the example of this file to write their papers. This particular example uses an **A4 Format (297 x 210 mm) with margins: top 2 cm, bottom 2 cm, left 1,6 cm, right 1,6 cm.**

All text paragraphs should be single spaced. Double spacing should only be used before headings as shown in this example. Position and style of headings and subheadings should follow this example. One spaces should be inserted between paragraphs.

Tell the whole story – usually in chronological order. Typically contain general background on business environment, company background, and the details of the specific issue(s) faced by the company. Tell more than one side of the story so that students can think of competing alternatives.

* 1. **Header, Footer, Page Numbering**

**Do not include page numbers** in your submission. They will be added upon assembling the publication.

* 1. **Fonts**

Papers should use **10-point Time New Roman font, Justify**. The styles available are bold, italic and underlined. It is recommended for the text in figures not to be smaller than 10-point font size.

* 1. **Tables/Figures/Graphs**

Figures, graphs and/or tables have to be inserted in their proper location in the text. They should be numbered consecutively in Arabic numerals and given a suitable caption located in the upper left corner of the figure, graph or table. (black and white).

Tables 1: **Title of the Table (10 pt, bold, left)**

|  |  |  |
| --- | --- | --- |
| **Type of nanoparticles** | **Average size (nm)** | **Variance (nm)** |
| CuO | 47 | 4.2 |
| NiO | 35 | 6.4 |

Source: (8 pt)

* 1. **Referencing**

References are cited in the text by the author’s surname, the publication date of the work cited and a page number if necessary e.g. (Jackson, 2004, 176), (Jackson & Miller, 2005, 26) or (Jackson et al., 2019). Full details are given in the reference list in alphabetical order at the end of the paper.

1. **HEADING 1 (10 pt, bold, capitals, left)** 
   1. **Heading 2** **(10 pt, bold, left)**

2.1.1. Heading 3 (10 pt, left)

*2.1.1.1. Heading 4 (10 pt, italic, left)*

**CONCLUSION (10 pt, bold, capitals, left)**

Conclusions should state concisely the most important propositions of the paper as well as the author’s views of the practical implications of the results. Provide a short synthesis of the case to reiterate the main issues, or even to raise new questions.

**ACKNOWLEDGEMENTS (10 pt, bold, capitals - *optional*)**

A short acknowledgement section can be written between the conclusion and the references. Sponsorship and financial support acknowledgments should be included here. Acknowledgements for the contributions provided by other colleagues who are not included in the authorship of this paper are also a part of this section. If there are no acknowledgements, the acknowledgement section is not mentioned in the paper.

**REFERENCES (10 pt, bold, capitals)**

Examples of bibliography/references citation: (8 pt, Identation: Hanging 1.27 cm)

*Journal article:* Surname, Initials (year). Title of article. *Journal Name*, *Volume*(Number), pages. DOI

e.g. Kapeš, J., Keča, K., Fugošić, N., & Čuić Tanković, A. (2022). Management response strategies to a negative online review: Influence on potential guest’s trust. *Tourism and Hospitality Management*, *28*(1), 1-27. <https://doi.org/10.20867/thm.28.1.1>

e.g. Rigtering, J. P. C., Eggers, F., Kraus, S., & Chang, M. L. (2017). Entrepreneurial orientation, strategic planning and firm performance. The impact of national cultures. *European journal of international management, 11*(3), 301-324. <https://doi.org/10.1504/ejim.2017.083872>

*Authored Book:*  Surname, Initials (year). *Title of Book*, Adress of publisher: name of publisher. DOI

e.g. Harrow, R. (2005). *No Place to Hide*, New York: Simon & Schuster.

*Edited book chapter:* Surname, Initials (year). Chapter title. Editor's Surname, Initials, *Title of Book*, (pages). Publisher. DOI

e.g. Calabrese, F. A. (2005). The early pathways: theory to practice – a continuum. In Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management* (pp. 15-20), Elsevier. <https://doi.org/10.1016/b978-0-7506-7878-0.50006-5>

*Conference proceedings:* Surname, Initials (year). Paper title. Editor’s surname, Initials, *Conference name* (pages). Publisher.

e.g. Ambrose, I., & Papamichail, K. (2021, 30 June-2 July). Information tools for cultural tourism destinations: managing accessibility. In Alkier, R., Marković, S., & Perić, M. (Eds.), *6th International Scientific Conference: ToSEE-Tourism in Southern and Eastern Europe 2021* (pp. 25-37). University of Rijeka, Faculty of Tourism and Hospitality Management. <https://doi.org/10.20867/tosee.06.2>

*Published dissertation: Surname, Initials (year). Title* [Doctoral dissertation, publisher]. Repository. Permanent link

e.g. Vitezić, V. (2017). *Innovation management and efficiency of low-and medium-low-tech enterprises* [Doctoral dissertation, University of Rijeka, Faculty of tourism and hospitality management]. Repository of Faculty of Tourism and Hospitality Management. <https://urn.nsk.hr/urn:nbn:hr:191:912418>

*Document on the World Wide Web with an organizational group author:* Surname of authors, Initials (date). *Title*. URL

e.g. CBI Ministry of Foreign Affairs (2022, May 2). *The European market potential for cycling tourism*. <https://www.cbi.eu/market-information/tourism/cycling-tourism/market-potential>

*Webpage on a website with a retrieval date:* Surname of authors, Initials (date). *Title*. Date of retrieved page, URL

*e.g.* Opatija riviera. (n.d.). *Opatijska rivijera*. Retrieved November 4, 2020, from <https://www.visitopatija.com/opatijska-rivijera-c305>

*Report:* Surname, Initials (year). *Title of report*. URL

e.g. Lufthansa Group (2020). *Annual report 2019*. <https://investor-relations.lufthansagroup.com/fileadmin/downloads/en/financial-reports/annual-reports/LH-AR-2019-e.pdf>

**Please include DOIs in your references where it is possible!**

The following link will provide you more details and examples of the *apa citation style*: [*https://apastyle.apa.org/style-grammar-guidelines/references/examples*](https://apastyle.apa.org/style-grammar-guidelines/references/examples).

**TEACHING NOTES FOR EDUCATORS/TRAINERS**

* **Course name**: Define the name of the course
* **Target group:** Indicate the target learning group, for example, undergraduates, postgraduates, executive.
* **Learning objectives and outcomes:**
* **Teaching strategy**: Suggest discussion questions, problems, tasks and/or scenarios; List of questions to promote discussion and time management framework
* **Further reading and relevant links**