

The Journal of Foodservice Management & Education

Guidelines for Authors

SCOPE OF THE JOURNAL

The purpose of the *Journal of Foodservice Management and Education* (JFME) 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 twice per year on the FSMEC website (www.fsme.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 including original research, pedagogical advancements and case studies. Each should be related to improving and advancing foodservice management education and/or operations.

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 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 screened by the Editorial Board and then reviewed by at least two reviewers 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.

Authors are requested to submit revisions within 45 days of notification. Extensions may be granted at the discretion of the editor upon request. Manuscripts submitted after the 45-day period without prior approval may be required to complete the full review process again.

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 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. To facilitate review, each page and line will be numbered by the editor prior to sending to the reviewers. Once accepted, authors will be required to format manuscripts based on the JFME manuscript template.

Manuscript Length

The *JFME* publishes manuscripts of any length. However, 5,000 words 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.

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 100 words or less and included on a separate page, with the title of the manuscript. 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 to six tables and/or figures per manuscript is recommended. Additional tables/figures are welcome, provided their use is warranted. Authors should carefully consider which information is best conveyed in table/figure format versus within the text. Information contained in tables and figures 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 7th 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 the editor 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 review of the literature and 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. Additionally, limitations of the study and future research recommendations should be included.
- **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 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)

ORGANIZATION OF FOODSERVICE & MANAGEMENT CASE STUDY CONTRIBUTIONS

Case study submissions will focus on improving and advancing foodservice and management education. Case study submissions should focus on topics related to commercial and non-commercial (healthcare, schools, universities, correctional facilities etc.) foodservice operations; foodservice education and training; sustainability and innovation in foodservice management/education; food safety; and other related topics. The manuscript should be organized as follows:

1. **Author Page** (as described above)
2. **Abstract** (as described above)
3. **Manuscript**

The manuscript should be comprised of the following sections:

- **Introduction:** context and background of the case including the purpose and relevance to foodservice management and education; brief summary of the case environment (organization, setting, time frame)
- **Case Description:** detailed narrative of the situation, challenge or event; key stakeholders involved; relevant data including timeline of events, actions taken, and decisions made.
- **Analysis and Discussion:** theoretical or conceptual frameworks used; analysis of key issues; successes, failures, and unexpected outcomes; implications for practice or education.
- **Lessons Learned and Recommendations:** practical takeaways for practitioners and/or educators; transferability of the case to other settings.
- **Conclusion:** summary of key findings and significance
- **References** (see discussion above)
- **Tables, Figures, and Illustrations** (see discussion above)

STATEMENT OF AUTHORSHIP & RELEASE OF COPYRIGHT FORMS

Upon acceptance to the journal, one of the editors 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 emailed directly to:

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