

Visions in Leisure and Business

Volume 18 | Number 2

Article 7

1999

Back Matter

Visions Editors

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Recommended Citation

Visions Editors (1999) "Back Matter," *Visions in Leisure and Business*: Vol. 18 : No. 2 , Article 7.
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MANUSCRIPT PREPARATION

INTRODUCTION

VISIONS IN LEISURE AND BUSINESS is an international peer review journal devoted to exploring the topic of personal services, programming, and administration. The journal is primarily thematic and authors are usually invited. Manuscripts at times are solicited from authors.

Submission of a manuscript represents a certification on the part of the author(s) that it is an original work, and that neither this manuscript nor a version of it has been published elsewhere nor is being considered for publication elsewhere. A cover letter from the author(s) indicating a formal request to review a manuscript will serve as an informal transfer of copyright ownership to **Visions in Leisure and Business**. Copyright ownership of your manuscript must be transferred officially to **Visions in Leisure and Business**. All authors must sign the form and return the original to the Editor. Failure to return the copyright form in a timely fashion will result in delay in review and subsequent publication.

Many times a paper is accepted by the Editor contingent upon changes that are mandated by anonymous specialist referees and members of the Editorial Review Board. If the Editor returns your manuscript for revisions, you are responsible for retyping any sections of the paper to incorporate these revisions.

The official language is English. Articles will be accepted, reviewed, and printed in the native language of the author with an abstract in English. Articles submitted in languages other than English, after being accepted, must be submitted in a photocopy ready form for printing.

FORMAT

All papers must be typed, double-spaced, have wide margins and submitted in duplicate to Dr. David L. Groves, School of HMSLS, N210 Eppler Complex, Bowling Green State University, Bowling Green, Ohio 43403. Only original articles are accepted for publication. The title page should include the title of the article, the author's name(s), academic affiliation(s), and complete address(es). Proofs and reprint requests will automatically be sent to the first author unless otherwise specified. If the title contains more than fifty characters, submit a shortened version to be used in the running head. An abstract of 100 to 125 words is required. The paper should be clearly marked with appropriate headings and subheadings. The primary headings are bold in the center and all letters capitalized. The secondary headings are bold at the left side and the first letter of each word capitalized. The tertiary headings are at the left side and the first letter of each word capitalized. The only exception is listing and the primary and tertiary title system should be used. Figures, tables, and footnotes should be typed on separate pages and be placed at the end of the manuscript following the references.

REFERENCES

References should be placed at the end of the text and listed alphabetically. Each reference should be assigned a number based upon increasing numerical order. These reference numbers should be used in citing the reference in the text. Reference number(s) are to be enclosed in parentheses with a dash separating consecutive numbers (1-5) and a comma separating individual numbers (1,3,5). Where it is necessary to show the pages cited in the text, the following sample is used (1, p. 5). The following is a model of a reference listing:

Journal/Periodical

Sample

1. A. J. Smith, Title of Article, Visions in Leisure and Business. Vol. 1(1), pp. 1-6, 1981.
2. Title of referenced work: i.e. Title of Article
- *3. Editor's name: first and middle initials, surname (abbreviate word editor and place in parentheses after surname) i.e. B. J. Jones (ed.)
4. Title of journal/periodical: underlined, i.e. Visions in Leisure and Business.
5. Volume number: i.e. Vol. 1
6. Issue number: in parentheses, i.e. (2)
7. Pages: i.e. p. or pp. 1-6
8. Year of publication: i.e. 1981

Sample

1. A. J. Smith, Title of Article, Visions in Leisure and Business, Vol. 1(1), pp. 1-6, 1981.
- *Where applicable use this sample for editor inclusion:

1. A. J. Smith, Title of Article, Visions in Leisure and Business, Vol. 1(1), pp. 1-6, 1981.

Book

1. Author's name: first and middle initials, surname, i.e. A. J. Smith
- *2. Title of chapter: i.e. Title of Chapter
3. Title of book: underlined, i.e. Title
- *4. Editor's name: first and middle initials, surname, i.e. B. J. Jones (ed.)
5. Publisher: i.e. Appalachian Associates
6. Location: i.e. Bowling Green, Ohio
- *7. Page: i.e. p. 10
8. Year of publication: i.e. 1981

Sample

1. A. J. Smith, Title, Appalachian Associates, Bowling Green, Ohio, 1981.

*Where applicable, use this sample for editor:

1. A. J. Smith, Title of Chapter, Title, B. J. Jones (ed.), Appalachian Associates, Bowling Green, Ohio, p. 10, 1981.

ILLUSTRATIONS

Footnotes

Footnotes are commentary statements placed at the end of the text. They should be numbered with superior Arabic numbers without parentheses or brackets. Footnotes should be brief with an average length of three lines.

Figures

All line figures submitted must be original drawings in black ink on a good quality paper completed to professional standards. Photographs should be glossy black and white prints with high contrast. Figures submitted must be of high enough quality for direct reproduction. Drawings should be twice the desired size. All lettering and symbols should be included. All figures must be referenced in text and positioned at the end of the text. Figure captions must also be included. Figures appear in strict numerical sequence starting with Figure 1. Clearly indicate on manuscript page margin where each figure is to appear.

Tables

Tables must be cited in text in numerical sequence. Use Arabic numbers starting with Table 1. Tables will be placed at the end of the text. Each table must have a descriptive title. Footnotes to tables are indicated by superior lower case letters. Each table will have one opening rule, a rule under column heads, and a closing rule. Avoid vertical ruling.

SCHEDULING

After acknowledged acceptance by the editor and receipt of signed copyright agreement the manuscript is sent to the publisher for production editing and composition. After completion of these phases, proofs are sent to the editor and author for careful proofreading and checking. After author and editor review the proofs, corrections will be made as required, and the article is considered final.

It is mandatory that the author review proofs and mail them within 48 hours of receipt in order that the publisher may fulfill the rigorous scheduling requirements.

Authors may order reprints of their articles by completing the reprint order form enclosed with the proofs.

CHARGES

There is no charges for publication in the journal, nor is there a processing fee. Authors are also asked to facilitate the processing of their manuscript by: (1) submitting two copies of the article, (2) including a self-addressed postcard for acknowledgement of receipt of your manuscript, and (3) including a self-addressed envelope with postage for return of the manuscript.

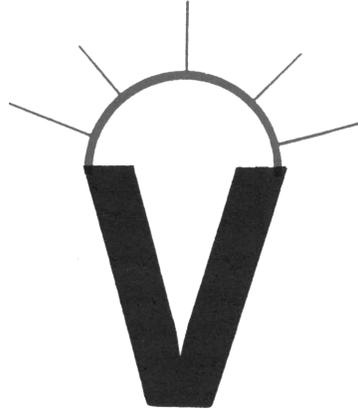
If there are a backlog of manuscripts for publication, journal subscribers will be given first priority. There will also be an early publication option for non-subscribers. There will be a fee associated with this option.

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Visions in Leisure and Business

Dear Colleague:

Many times the leisure professional finds himself/herself at a loss in understanding business principles needed to make operations more effective. In this same context, the business community could more effectively utilize personal services to help solve organizational and productivity problems.

VISIONS IN LEISURE AND BUSINESS is an interdisciplinary journal dedicated to addressing the interface between the leisure and business communities. The solution to many of the problems in each of these areas is the ability to obtain many ideas on a single issue. We are asking you to become involved in an idea exchange among the scholars and practitioners to share your experiences in a journal format. Another vehicle that is being used for the sharing process is that each member, program, and agency subscribing to the journal will be asked to complete a questionnaire and an annual directory of programs and services will be available as a resource. It will also be possible for those interested in particular programs to identify individuals who have similar interests through a computer search.

VISIONS IN LEISURE AND BUSINESS is different from other publications because it draws upon a number of disciplines to solve problems and is not locked into defending a particular position. It is a storehouse of information that can help you keep up-to-date on the latest leisure and business methods. The newest, innovative ideas will be presented in a 'how-to' format to help improve operations. Sharing your experiences can help improve other's professional operations.

VISIONS IN LEISURE AND BUSINESS can stimulate your thinking about how to improve your own expertise and skills, thereby, helping the organization with which you are affiliated. The key to professional advancement is competency and having the edge in performance, so that you are a leader not a follower in the profession. Many individuals have an ability to discern a good idea but many do not have an ability to predict trends and anticipate solutions in advance of the problem. Another important ability is seeing the bigger picture and being able to fit pieces together. Your expertise is needed because only through sharing can the perspective outlined above be achieved. No one individual has the complete perspective. Solutions will only come through group action.

This is a personal invitation for you to become a member of an innovative group to share and receive information that will help you and your organization to become leaders in the leisure and business disciplines.

**An International Journal of Personal Services,
Programming, and Administration**

VISIONS

Personal Services--the vehicles to helping the individual change his life, thereby, making a more positive contribution to organizations and society.