

Author Guide for Preparing Your ISECON / CONISAR Paper

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Abstract

The abstract should summarize the content of the paper. Make it a single paragraph. Try to keep it below 250 words and do not include equations or references in it. If you use abbreviations in the paper, i.e., CIS, use the full meaning of the abbreviation in the abstract, i.e., Computer Information Systems.

Keywords: author guide, manuscript, camera-ready format, instructions for authors, paper specifications

Columns: 2.85",
with .3 between

1. IMPORTANT INFORMATION

The appearance of the conference proceedings and the ISEDJ journal are greatly enhanced by standardized formatting.

The only format accepted will be Microsoft Word documents. You may submit in .doc or .docx format (if your file is extremely large, prepare the document in Word and then Zip the file).

The entire document layout (every page) should be set to **1.2 top margin, 1.1 bottom margin, 1.5 left margin, and 1.0 right margin**. After the keywords, insert a section break - continuous and **format column to two (2.85 inch) with spacing of 0.3** inches between columns. In addition set your pages to full justification.

Do not use any headers, footers, page numbers or footnotes in your document.

Set the font to Verdana, if you have it available. Use 9 point font for the body of the paper. If you do not have Verdana available use Times New Roman.

Use tools / language / hyphenation to automatically hyphenate all words in the document.

Use format / paragraph to set normal paragraphs to alignment justified, indent zero, spacing above 6pt, spacing below zero, and line spacing zero. The font should be Verdana 9pt. Put two spaces between sentences. **Please check your paragraph line spacing as the newer MS templates makes the line spacing 1.15 and it should be single.**

Title

The title should be Verdana 18pt font, Mixed Case (not UPPER CASE), not bold. You may insert hard returns (shift enter) into long titles to improve readability. Center your title. Because the first page top margin is 1.2 inches, please add a blank line before the title.

Author names and Addresses

The authors' names and addresses should be centered below the title. These lines should be in 12-point size. Email addresses may be set in a courier font to help clarify the identity of confusable characters. Sometimes it helps to remove coloration and underlining from email addresses. All email addresses should be formatted the same way. If two or more authors are from the same institution, list the individual author names above the common affiliation. Do not include any titles before the author names, or any degree or certification letters after them. Separate the Zip code from the state with two spaces

Abstract

The word "Abstract" should be centered in Verdana 12pt bold. The rest of the abstract and the keywords should be Verdana 9pt font. The word "Keywords:" should be bold. The abstract should not exceed 250 words.

Keywords

Select four to seven keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right.

2. PREPARATION OF MANUSCRIPTS

Major section headings should have alignment centered, indent zero, all caps- and bold as shown below. Widow/orphan should set pagination to "keep with next."

General Appearance

The text of the conference is English. Your paper must not contain corrections nor should they contain page numbers, headers or footers. This document is printed in the format that should be used in the paper.

3. RECOMMENDED POINT SIZES

For the text we require a font size of 9 points. Some technical formatting programs print mathematical formulas in italic type, with subscripts and superscripts in a slightly

smaller font size. This is acceptable. If the font produces a page that is difficult to read, we may apply a slightly larger font size to your paper.

4. HEADINGS

Major headings are to be column centered, numbered, in a capitalized bold font as shown in this document.

Subheadings

Subheadings should be in bold font with initial capitals, and left justified.

5. FIGURES/TABLES

Illustrations/Figures

All illustrations should be .gif or .jpg files. Small illustrations should be 2.85 inches wide to exactly fill one column. **If your illustration does not fit in the normal column width (2.85 inches), move the figure/illustration to the appendix.**

Tables:

Tables should not exceed the normal column width of 2.85 inches. **Tables in excess of one column should be placed in an appendix.**

6. FORMULAE

All equations must be typed utilizing a suitable processor. They should be numbered consecutively throughout the text, at the flush-right edge of the equation, enclosed in parentheses. It is acceptable to present equations as .jpg or .gif files, 2.85 inches wide.

7. CONCLUSIONS

The enhancements to information systems education is identified or repeated here. DO NOT repeat the abstract or portions of it.

8. ACKNOWLEDGEMENTS

Place before the references.

9. FOOTNOTES

Use endnotes instead. Author email addresses are encouraged to appear as part of the authorship information, together with the author name. However, at your discretion you can include them as endnotes. DO NOT use footnotes.

10. REFERENCES

List all references at the end of the paper in alphabetical order by primary author last name. When citing references in the text, type the last name and date. The citation should appear in parentheses such as is shown here (Ashby, 1956) or, if we need to comment about Ashby's (1956) paper. Groups of citations should appear in a single set of parentheses separated by semicolons. If two or more papers are cited by the same author, separate the years with commas.

Samples

Ashby, W. Ross (1956) *An Introduction to Cybernetics*. Methuen Press, London.

Dumdum, U. Rex and William J. Tastle (1998) "Towards a Broader Competency-Based IS Education: A proposed Improvement Package for Analysis of Case Studies." *Proceedings of ISECON'98*, October 15-18, pp. 28-33.

Notice that papers are enclosed in quotation marks. The primary author is listed by last name and secondary authors by first name. In the event all authors are co-equal, list them in alphabetical order. These references utilize the hanging indent format, with the indent set to 0.25 inches.

Appendices and Annexures

Typically an appendix or annexure will include actual handouts given in class, or questionnaires used for surveys, or **other presentation graphics and tables** that do not fit readily into the body of the paper but are still important for clarity or completeness. Often these items were prepared for other purposes than presentation as a part of your paper, and it is acceptable that they do not adhere to font face, font size, and column requirements observed elsewhere in your paper.

In appendices, you are allowed to have margins that are larger but not smaller than the generally required margins, which are 1.2 inches above, 1.1 below, 1.5 left, and 1.0 right.

So long as you adhere to the margin requirements, appendices may be presented in any format that you desire.

Rotated pages (landscape orientation) are not allowed in the body of the document, but they are permitted in the appendices. The margin requirements for them are 1.5 inches above, 1.0 inches below, 1.1 inches left, and 1.2 inches right. This will allow the entire page to be rotated anti-clockwise 90 degrees for final typesetting.