

Author Guide for Preparing Your ISECON 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

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

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.

Do not use any headers or footers in your document.

Set the font to Verdana if you have it available.

The title, authorship, abstract, and key words should be in a single section at the top of the first page. Because the first page top margin is 1.2 inches, please add a blank line before the 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.

The authorship and the word "Abstract" should be 12pt font. 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.

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.

After the keywords, insert / break / continuous and format / column to two with spacing of 0.3 inches.

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

Major section headings should have alignment centered, indent zero, spacing above 12pt, spacing below zero, line spacing zero, and font all-caps bold. Widow/orphan should set pagination to "keep with next." The font should be Verdana.

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.

2. PREPARATION OF MANUSCRIPTS

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.

Specifications

To ensure that all papers give an appearance of consistency and uniformity to the Proceedings, you should adhere to the following specifications.

- 1) On the first page, the distance from the top edge of the paper to the top of the first line of type (the title) should be 1.5 inches. The title should be in 18-point type.
- 2) On the second and subsequent pages, the distance from the top edge of the paper to the top of the first line of type should be 1.2 inch.
- 3) The text is to be in two columns, with a 0.3-inch column separation. The width of each column should be 2.85 inches.
- 4) The bottom margin should be 1.1 inches on all pages. This is to allow for the insertion of page numbers.
- 5) The left margin should be 1.5 inches to allow for binding, and the right margin should be 1.0 inch.

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.

Sub-subheadings: Sub-subheadings are to be in a bold font, indented and run in at the beginning of the paragraph.

Title: The title should be centered across the top of the first page and should be of point size 18.

Author names and Addresses: The authors' names and addresses should be centered below the title. These lines should be in 12-point size. 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.

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.

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 semi-colons. If two or more papers are cited by the same author, separate the years with commas.

Illustrations: All illustrations should be .gif or .jpg files. Small illustrations should be 2.85 inches wide to exactly fill one column. Large illustrations should be exactly 6.00 inches wide to fill both columns, and must appear at the top or bottom of the

page. If there are an excessive number of two-column illustrations, most or all of them should be placed at the end of the document.

5. **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.

6. **ACKNOWLEDGEMENTS**

just before the references.

7. **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.

8. **CONCLUSIONS**

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

9. **REFERENCES**

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 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.