

Final Publication Style and Format: Requirements for ISECON Papers

First Author

author@institution.edu

Second Author

colleague@institution.edu

University Department, University Name
City, State PostalCode Country

Third Author

third@university.edu

Group, Company, Address
City, State PostalCode Country

ABSTRACT

The abstract should summarize the content of the paper. Make it a single paragraph. It **must** fit on the first page. Only the first 1500 characters or so will appear in conference summaries, so make sure the most important information appears early. It should stand on its own, without any footnotes, citations, or unexplained uncommon abbreviations. If you use abbreviations in the paper, i.e., CIS, it is recommended that you use the full spelling of the abbreviation in the abstract, i.e., Computer Information Systems. Starting with the abstract and continuing throughout the document, format font Verdana regular 9pt and format paragraph with alignment justified, indentation none, spacing 6pt before, 0pt after, line spacing exactly 11pt.

Keywords: author guide, manuscript, camera-ready format, instructions for authors, paper specifications, Not Initially Capped Unless Proper Nouns

1. INTRODUCTION

We are delighted to consider your paper for inclusion in ISECON, the Information Systems Educators Conference, and publication in ISEDJ, the Information Systems Education Journal. You have something interesting and important to say, and you have carefully researched it to develop your presentation.

Our publication goal is a consistent and professional appearance for your document and the other documents that we will publish. The appearance of the ISECON conference proceedings and the ISEDJ journal is greatly enhanced by standardized formatting.

The language of the conference is English. Other languages may appear in examples or

appendices, but the content of your paper must be accessible to persons who only speak English.

There are two main formats used in the ISECON and ISEDJ publication process. First there is a review format (described elsewhere). Documents for review are blinded, double spaced, and limited to 25 pages of content. Second there is a publication format. That is the topic of this present document.

This document is written in the same publication style and format that should be used by your paper.

2. DOCUMENT REQUIREMENTS

For our convenience and uniformity of processing, the only document format accepted for conference papers is Microsoft Word doc (not docx). The eventual publication format is PDF, Adobe's portable document format.

Our experience has shown that when we open your Word document, it will not always look the same as when you saved it. There are several reasons for this. First, you may have composed your document with a different printer in mind. The choice of printer can affect how text is displayed on the page. Second, you may have a special font that we do not have. This should be prevented by your use of Verdana. Third, there is just that mysterious strangeness that keeps documents from being identical. Fourth, we often must make adjustments to improve appearance or to correct something that the author overlooked. All these factors can throw your spacing off.

Many of the requests and requirements stated below are to make your document less fragile so we can make any necessary adjustments without having the document go crazy on us.

For editing convenience, please turn off TRK ("track changes"). Commit all edits. Set View to Print Layout and Zoom to 100%.

Set the font to Verdana everywhere if you have it available. Otherwise try to match it with a sans serif font. Formerly Times Roman was accepted, but it is more difficult to read and is strongly discouraged. Try hard to find Verdana. It looks much better. Appendices do not need to follow this rule.

Body text should be Verdana 9pt throughout. Some technical formatting programs print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size. This is normally acceptable. If the font produces a page that is difficult to read, we may apply a slightly larger font size to your paper.

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 one or two spaces between sentences; avoid three or more spaces.

Page setup for your entire document including appendices must be 1.2 inch top margin, 1.1 inch bottom margin, 1.5 inch left margin, and 1.0 inch right margin. Set Paper size to Letter (not A4). Try very hard to avoid landscape pages for wide tables.

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

Do not use any automatic page headers or footers in your document. Especially do not include automatic page numbering.

Do not use footnotes on each page. Try to incorporate such materials directly inline (perhaps as a parenthetical comment).

3. FIRST PAGE

The title, authorship, abstract, and key words must be in a single one-column section at the top of the first page. It is followed by the body of your paper in two-column format, of which the first ten lines (five on each side) must appear on the first page.

Because the overall top margin for the document is 1.2 inches, at your discretion you may add a blank line above your title to improve appearance.

Title: The title must be Mixed Case (not ALL CAPS), Verdana 18pt, single spaced, centered, not hyphenated. You can insert hard returns (shift enter) to improve readability. Your title should be no more than four lines long. Long titles are frequently truncated in printed conference guides and indexes, so try to include the most important things first.

Authorship: The authorship information should be 12pt centered. If two or more authors are from the same institution, you can list the individual author names above the common affiliation. Do not use the word "and" between authors. We discourage but do not forbid the listing of titles such as Dr or Professor, and degrees such as PhD in conjunction with the name.

If you have many authors, you can shrink the font as small as 9pt and you can put multiple authors on each line. If you still cannot get at least ten lines of body text onto the first page, you should trim your title and/or abstract.

Email: Email addresses are strongly encouraged but not required for each author, and should appear immediately after the author name and before the institutional affiliation. They 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.

Abstract: The word "Abstract" and the major headings of the document should be font formatted in Verdana, Bold, 9pt, ALL CAPS. Their paragraph formatting should be centered, no indentation, space above 12pt, line spacing exactly 12pt, widow, keep together, keep with next, don't hyphenate.

Keywords: The word "Keywords:" should be bold, as it is on this line. Select keywords and phrases that capture the essence of the paper. Do not capitalize normal words; your capitalization is used directly in the indexes. Separate the keyword phrases by commas. If one or more keyword phrases include commas separate the keyword phrases by semicolons.

After the keywords, insert / break / continuous and format / column to two with spacing of 0.3 inches. That should result in each column being 2.85 inches wide.

4. HEADINGS

Major headings including the word Abstract, the section headings, Acknowledgments, References, and Appendices, are to be Verdana, Bold, 9pt, ALL CAPS. Their paragraph formatting should be centered, no indentation, space above 12pt, line spacing exactly 12pt, widow, keep together, keep with next, don't hyphenate.

Subheadings

Subheadings have the same formatting as major headings except: titles are in Mixed Case (not ALL CAPS), spacing before 6pt (not 12pt) and left justified (not centered). All other attributes are the same. They can be numbered (like 3.1) or unnumbered at your discretion.

Sub-subheadings: Sub-subheadings are to be in a bold font and should normally run in at the beginning of the paragraph. They can be numbered (like 3.1.1) or unnumbered at your discretion.

5. PAGE BREAKS

Avoid using the Insert / Break / Page command. Instead try to use the Format / Paragraph / Page Break Before command. It is much easier to adjust when needed.

Use Format / Paragraph / Page Break Before as needed at the top of appendices.

6. CITATIONS

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.

7. FIGURES, TABLES, ETC.

One of our biggest typesetting challenges is tables and figures. Please pay special attention here.

Try hard to avoid using text boxes. Text boxes are wonderful for many things, but it seems like for an even larger number of things, they contribute to document fragility.

Figures, tables, and pictures that appear in the body of your document should be formatted as follows. In most cases, please use the full width specified. It looks better.

Table 1 Body Tables, Figures, and Pictures	
Preferred Width	2.85 inches
Alignment	Center
Text Wrapping	None

Larger tables (6.00 and 8.70 inches wide) can appear in the appendix. See our appendix for details. If you wish you can include a note in the body of your document referring to the appendix.

[Tables 2 and 3 appear in the appendix]

Avoid inserting page breaks and column breaks, especially around tables and figures.

Our experience has shown that when we open your Word document, it will not always look the same as when you saved it. There are several reasons for this. First, you may have composed your document with a different printer in mind. The choice of printer can affect how text is displayed on the page. Second, you may have a special font that we do not have. This should be prevented by your use of Verdana. Third, there is just that mysterious strangeness that keeps documents from being identical. Fourth, we often must make adjustments to improve appearance or to correct something that the author overlooked. All these factors can throw your spacing off.

This results in problems. Particularly, the line breaks and page breaks can migrate. Occasionally whole figures will jump from page to page, or jump out into the margins, depending on where and how the "floating body" was anchored. It is not unusual for cleanup to take a long time.

The recommended way to attach titles and captions to tables is by creating an extra row at the top or bottom, merge the cells on that row, type your caption there, and set the border to transparent. This will keep your caption with your table.

We have had a lot of problems with text-boxes and other anchored items. These jump too much from page to page, or column to column, or end up centered on the page instead of in the column. The anchors are just problematic. It is a challenge.

8. ILLUSTRATIONS AND FORMULAE

Some illustration formats work better than others. I have not found a reliable general rule. The best rule I have is to install PrimoPDF on your computer and generate the PDF yourself. See if the figures worked. If not, generate the figure as a .jpg. Size should follow the rules for tables.

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.

9. CONCLUSIONS

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

10. ACKNOWLEDGEMENTS

Acknowledgements, if included, can be located just before the references.

11. 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. These references utilize the hanging indent format, with the indent set to 0.13 inches.

Generally your paper will be in columns of text that are full right-left justified, but sometimes in the reference section, this can look bad. If in your judgment it looks better for the references to be justified left, ragged right, you can do that.

The inclusion of Internet URLs in references can be difficult because the length is often long and there is no convenient way to break the line. In cases like that you can insert a space before or after any slash to allow a line break. The http:// notation can be included or omitted; do whatever improves readability the most.

Another option for URLs is to make them a separate paragraph immediately after the reference, indented the same as the reference, like this:

<http://isecon.org/2007/call.html>

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. You may need to shrink the pages to make them fit.

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

Table 2: Appendix Tables, Figures, and Pictures	
Preferred Width	6.00 inches
Alignment	Center
Text Wrapping	None

ROTATED PAGES

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.

There are some *really* wide tables for which 6 inches is still not enough. Place these at the *end* of your appendix and rotate the pages to landscape. At that point, the following rules apply.

Table 3: Appendix Landscape Tables, Figures, and Pictures	
Preferred Width	8.70 inches
Alignment	Center
Text Wrapping	None