

# <Teaching Case or Teaching Activity> - Student Materials

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## Title – Guidelines for manuscript that will be distributed to students and published in journal/proceedings

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Note that any additional instructor supporting materials (PowerPoints, Exercise Answers, videos, data sets, etc.) should be in a separate file(s). See [Case Supporting Materials for details](#)

Leave space for Author Information to be inserted later.  
Please make sure you update all author information in the papers system as you submit and upload (or reupload) your manuscript.

### Hook

12 point headings For Hook & Abstract

“Hook” statement that generates interest in the case or activity. Think of this like a phrase that you might see on a poster advertising a motion picture.

9 point Verdana  
this point forward

### 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 or at first use, i.e., Computer Information Systems.

**Keywords:** Select four to six keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right, with commas between the key word concepts.

### 1. IMPORTANT INFORMATION

The appearance of the Conference proceedings and the ISCAP journals are greatly enhanced by standardized formatting. Formatting is the same for both Conference and Journal submissions. This template is needed only for Conference submission, as you'll be asked to make updates to your final Conference proceedings paper (returned to you with the Journal invite) for the Journal review.

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

Columns: 3.1", with 0.3 between

Remove personal identifying information from document content and metadata. To remove Word metadata: File > Info > Check for Issues > Inspect Document > Document Inspector > Document Properties and Personal Information.

#### Page Layout Options

The entire document layout (every page) should be set to **1.0 top margin, 1.0 bottom margin, 1.0 left margin, and 1.0 right margin**. After the keywords, insert a section break (**use - Breaks**) - continuous and **format column to two (3.1 inch) with spacing of 0.3** inches between columns. While on the **Page Layout Tab**, change the **Hyphenation Option to NONE**.

In addition, please set your pages to full justification. Do not use any headers, footers, page numbers or footnotes in your document. If you have any headers/footers, please delete all as they will interfere with the conference information we will place there when published to the web.

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 use Times New Roman.

Use the **paragraph / spacing** options to set paragraphs to **alignment justified, indent zero, spacing before to 0pt, spacing below zero, and line spacing zero, except for the citation section. Please check your paragraph line spacing as the newer MS templates defaults the line spacing to 1.15, please revise to single.**

The font should be Verdana 9 pt. Please put a single blank line between paragraphs. Use a single space at the end of each sentence. Please use a single space after colons.

#### **Title**

The title should be Verdana 18pt font, Mixed Case (not UPPER CASE), not bold. You may insert soft returns (shift enter) into long titles to improve readability. Center your title. Because the first page top margin is 1.0 inches, please add a blank line before the title.

#### **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.

**Please note that paper submissions must be limited to 5000 words (max), excluding appendices and references.**

#### **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. HEADINGS**

Major headings are to be column centered, numbered, in a capitalized bold font as shown in this document. Do not use the Microsoft List Item Numbering as it will not center properly.

#### **Subheadings**

Subheadings should be in bold font with initial capitals, and left-justified. Insert one line before the subheading title, but not after.

Both major headings and subheadings should be set to "Keep with Next" so that they stay with their content as the paper may be slightly edited.

## **4. FIGURES/TABLES**

Figures and tables should be placed in the manuscript on the page where they are referenced (if they fit). Figures and tables that will not fit in one column should span the entire page and should be located at the top or bottom of the page (see Appendix D). Section breaks should not be used when adding tables/figures. To achieve the proper formatting, format figures and tables with text wrapping (tight) and position the item at the top or bottom of the page.

Place the identifying information about tables and figures, **below the Figure or Table in bold and centered**. Do not use *italics*. Use a colon to separate the table or figure number from its brief and descriptive caption, and use initial caps for the caption words, as for the title and subheadings.

You also have the option to place large tables and figures in the appendix.

## **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, 3.1 inches wide.

## **6. CONCLUSIONS**

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

## 7. ACKNOWLEDGEMENTS

Place before the references.

## 8. FOOTNOTES

Use endnotes instead.

## 9. REFERENCES

We request you follow the APA (American Psychological Association) guidelines, 7<sup>th</sup> edition, to cite sources. Please include Digital Object Identifiers (DOI) links for all references where possible. DOI citations should follow the [APA guidelines](#).

Following are examples of typical citation items:

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

Harris, A. (2009). Publishing in JISE. *Journal of Information Systems Educators*, 7(1), 12-15. <https://doi.org/xxxxx> (Journal with 1 Author and DOI reference).

Harris, A., & Harris J. (2010). Publishing in JISE. *Journal of Information Systems Educators*, 7(1), 12-15. <https://doi.org/xxxxx> (Journal with 2 Authors)

Harris, A., Harris J., & Colton D. (2011). Publishing in JISE. *Journal of Information Systems Educators*, 7(1), 12-15. <https://doi.org/xxxxx> (Journal with 3 or more Authors)

Hunsinger, S. (2010). My life with Word Press. In M. Smith (Ed.), *Word Press in the 21<sup>st</sup>*

*Century*. High Point Press. (Book Chapter with Editor)

Sample, P., & Canary, W. (2008). Why Web 2.0 implies I should get a raise. *New England Online Education* 7(12). Retrieved June 6, 2010 from <https://giveaddress.com/xxx> (Online Journal or Publication or Article)

White, B. (2009, June 1). Why June is a great month to submit an article to ISCAP. *Chronicle of Higher Education*, 22(7), 15-16. (Magazine Article)

**When citing references in the text**, include the last name and year. The citation should appear in parentheses such as (Ashby, 1956) or, if you need to comment about Ashby (1956) stated we are great.

Two author papers should be cited in the document as (Harris & Witman, 2009).

Three or more authors in a paper should be cited with the name of the first author and "et al." in each instance, including the first citation: (Harris et al., 2009). The only exception would be if doing so would create ambiguity.

If two or more papers are cited by the same author, separate the years with commas. Identical years for the same author should appear as (2009a) and (2009b) in the body of the document as well as the references.

If the author of a paper is not provided, alphabetize according to the title of the work. If the first word in the title is a number, alphabetize as if the number were a written word, for example, "10 Best Practices" would be alphabetized as though it were written as the word "ten."

## **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** 1.0 top margin, 1.0 bottom margin, 1.0 left margin, and 1.0 right margin

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. This will allow the entire page to be rotated anti-clockwise 90 degrees for final typesetting.

Please label each appendix section with a serially lettered heading in all caps/bold, e.g., **APPENDIX A**. The following line should give title of that appendix section, in mixed case/bold, e.g., **Title of Content for this Part of the Appendices**.

## APPENDIX A

### Example of a Two Column Table

	Avg. # of Program Hours	Avg. # of Required Courses	Avg. # of Elective Courses
R1	20.95	5.49	1.60
R2	24.43	5.92	2.05
Other	25.91	6.17	2.16
Total	24.04	5.98	1.93

**Table 2: Number of credits required for the IS major**

The IS2010 model recommends seven core courses, one of which is the Introduction to Management Information Systems course. As this course is generally required of all business majors in AACSB schools, it was excluded from the

analysis because most universities do not list this as a required course specifically under the major or concentration. A list of the remaining core courses can be found in Table 3.

The top three required courses adopted across AACSB schools as part of their core classes include: Data and Information Management (90%), System Analysis and Design (85%) and Infrastructure Architecture (52%). The least adopted required courses were Project Management (37%), IS Strategy (18%) and Enterprise Architecture (17%). These percentages only include programs that have core courses as required for major/concentration.

Model Curriculum Core	Data and Info Mgt		System Analysis and Design		Infrastructure Architecture		Project Mgt		IS Strategy Mgt and Acquisition		Enterprise Architecture	
R1												
Required	67	89%	61	81%	35	47%	27	36%	14	19%	11	15%
Elective	1	1%	3	4%	11	15%	13	17%	8	11%	2	3%
R2												
Required	70	92%	66	87%	35	46%	30	39%	12	16%	15	20%
Elective	2	3%	3	4%	11	14%	16	21%	4	5%	5	7%
Other												
Required	53	91%	52	90%	39	67%	21	36%	11	19%	9	16%
Elective	1	2%	1	2%	7	12%	11	19%	6	10%	5	9%
<b>Total of All Universities Adopting Core Courses</b>												
Required	190	90%	179	85%	109	52%	78	37%	37	18%	35	17%
Elective	4	2%	7	3%	29	14%	40	19%	18	9%	12	6%
Total	194	92%	186	88%	138	66%	118	56%	55	27%	47	23%

**Table 3 – Adoption of IS 2010 Model Curriculum Recommended Core Courses by AACSB Schools in order of the total percentage of adoption**