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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. (Please enter the abstract into the papers system as the HTML pages are pulled from the database)

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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).

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 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. 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 blank row between paragraphs. Place only 1 space after the period ending a sentence.

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. Widow/orphan should set pagination to "keep with next."

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.

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. 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 identify information about tables and figures, **below the Figure or Table** (centered).

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

Footnotes are not permitted, please use endnotes instead.

9. REFERENCES

We request you follow the APA (American Psychological Association) guidelines 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 21st 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 (On line 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."

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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. The margin requirements for them are 1.5 inches above, 1.0 inches below, 1.1 inches left, and 1.0 inches right. This will allow the entire page to be rotated anti-clockwise 90 degrees for final typesetting.