

SIGBPS 2019 Munich Paper Title

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Abstract

*All information about the formatting requirements is contained in this document. Please review it carefully. You may use the document as a template and copy/paste your paper content here – this is probably the easiest option. Several styles have been included in this template to facilitate formatting – you may find it easier to use them instead of formatting each segment differently. Note that it is important to adhere to the requirements exactly, as this will form the camera-ready version that will be used to produce the Proceedings. The limitations on the length of the document are as follows. For all types of papers (complete research, research in progress, and teaching cases), the abstract should not exceed 150 words; further, the title, authors, abstract, keywords are included in the overall page counts given next. For completed research papers and teaching cases, the limitation is seventeen (17) single-spaced pages. For short papers, the limitation is nine (9) single-spaced pages. Please note that references **are** included in the page count.*

Keywords: Template, formats, instructions, length, conference publications

Introduction

We ask that authors follow these basic guidelines when submitting to SIGBPS 2019. In essence, you should format your paper exactly like this document. The easiest way to use this template is to replace the placeholder content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, References, Title, Author, Affiliation) that are designed to reduce the work in formatting your final submission.

Originality

Submissions to SIGBPS 2019 must be original; submissions cannot have been published or accepted in a journal or conference proceedings, nor presented at another conference. If you have any questions about whether your submission is or is not sufficiently different from another publication, please review the discussion of self-plagiarism in the AIS Code of Research Conduct carefully, and discuss it with a more experienced scholar if you are still unsure. Further, submissions must not be concurrently under consideration for publication or presentation elsewhere. If your paper has previously been published as a working paper or a preprint, you will be asked to describe this as part of the submission process.

Page Size

On each page, your material (not including the header and footer) should fit within a rectangle of 18 x 23.5 cm (7 x 9.25 in.), centered on a US letter page, beginning 1.9 cm (.75 in.) from the top of the page. Please adhere to the US letter size only (hopefully Word or other word processors can help you with it). If you cannot do so, please contact the review coordinator for assistance. All final publications will be formatted and displayed in US letter size. Right margins should be justified, not ragged. All margins must measure 1" (2.5 cm) around. Beware, especially when using this template on a Macintosh, Word may change these dimensions in unexpected ways.

Length

Each type of submission (completed research papers, short papers, teaching cases, and panels) has specific page length requirements. See [additional requirements](#) for revisions specific to each type of submission. Any submission that exceeds page length limits will be rejected without review.

Completed research papers must not exceed seventeen (17) single-spaced pages. The 17-page count includes the title, authors, abstract, keywords, text, figures, tables and appendices. Note that this page count **includes references**.

This paper length is intended to encourage authors to publish full-length papers in journals or other outlets at a later date.

Title

Your paper's title should be in Georgia 20-point bold. Ensure proper capitalization within your title (i.e. "The Next Frontier of Information Systems" versus "the next frontier of Information systems."

Authors

Authors' names should be in Georgia 13-point bold, and affiliations and emails in Georgia 13-point. To position names and addresses, use a table with invisible borders, as in this document. Multiple authors with the same affiliation may be combined one cell. Additional authors beyond 4 may warrant another row in the table. Note that the author information that was removed during the review process must be included here.

Abstract and Keywords

Every submission should begin with an abstract, followed by a set of keywords. The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should clearly state the paper's contribution to the field. The abstract header is Georgia 13-point bold centered (`AbstractHeader` style), while the abstract text is Georgia 10-point italic, full justified with left and right indents of 0.5 in. (1.25 cm) `AbstractText` style. Keywords are to appear in Georgia 10-point (`Keyword` style)

Normal or Body Text

Please use a 10-point Georgia font (similar to Times New Roman, but more easily read online) or, if it is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 10-point. On a Macintosh, the similar font will be named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as source code text (`SpecialStyle`). [References to Georgia font from this point forward should be interpreted as “Georgia or equivalent.”]

Sections

The heading of a section should be Georgia 13-point bold, left justified (`Heading 1` Style in this template file). Sections should not be numbered.

Subsections

Headings of subsections should be in Georgia 11-point bold italics with initial letters capitalized (`Heading 2`). (Note: for sub-sections and sub-subsections, words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.)

Sub-subsections

Headings for sub-subsections should be in Georgia 10-point bold with initial letters capitalized (`Heading 3`). Please do not go any further into another layer/level.

Figures, Tables & Captions

Place figures and tables close to the relevant text (or where they are referenced in the text).

Captions should be Georgia 10-point bold (`Caption` Style in this template file). They should be numbered (e.g., “Table 1” or “Figure 2”), centered and placed beneath the figure or table. Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur. The proceedings will be made available online, thus color figures are possible.

Inserting Images

Occasionally MS Word generates larger-than-necessary PDF files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File...

As indicated in Figure 1, using tables to hold places can work very well in Word. If you want to copy a figure from another application (such as PowerPoint) and then paste to the place where you want your figure to be, make sure that (1) the figure stays in the position, and (2) it does not take up too much space. You can ensure the former by double clicking the figure, then go to “Layout” tab, and select “In line with text.” To ensure the latter, use “Paste Special,” then select “Picture.” You can resize the figure to your desired size once it is pasted.

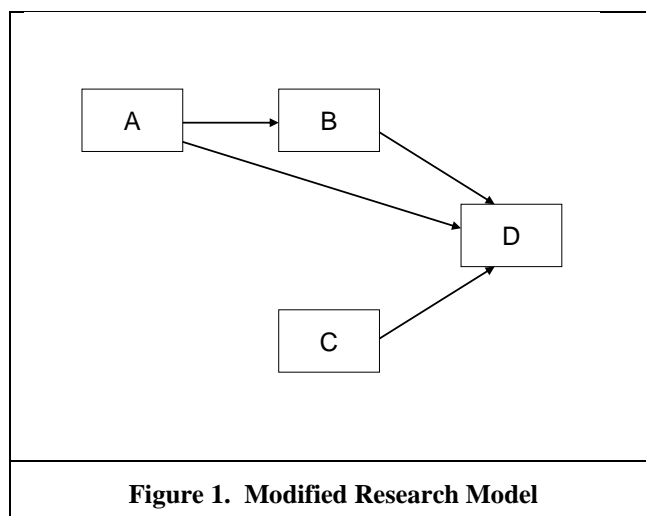


Table Style

Inserting a table in the text can work well. You may want to adjust the vertical spacing of the text in the tables. (In Word, use Format | Paragraph... and then the Line and Page Breaks tab. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1.)

Table 1. A Sample Table		
	Treatment 1	Treatment 2
Setting A	125	95
Setting B	85	102
Setting C	98	85

Table 1. A Very Nice Table

Other Visual Media (e.g., video clips)

The visual media portion of the submission should be no more than 15 minutes (in total) for a complete research paper and 7 minutes for a short paper. Given the limitations of the review system, the visual media portion of the paper must be hosted outside the review system. We ask each author to create his/her own account with an open access provider of choice (e.g., linked video could be hosted in Vimeo or YouTube). Please use a pseudo user name in order to maintain anonymity during the review process. The visual media portion of the submission must be playable in a generic Internet browser. Please fine-tune for Firefox. Please verify that all links to visual media work as expected in the system-generated PDF prior to submitting the paper to the review system. Do not change your online media after submitting the paper for review. We recommend using Creative Commons Licenses for the visual media portion of the submission. If you have any other questions, please contact the program co-chairs.

Language, Style, and Content

With regard to spelling and punctuation, you may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style.
- Try to avoid long or complex sentence structures.
- Briefly define or explain all technical terms that may be unfamiliar to readers.

- Explain all acronyms the first time they are used in your text – e.g., “primary care provider (PCP)”.
- Explain local references (e.g., not everyone knows all city names in a particular country).
- Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower*, *man-months*). Use inclusive language that is gender-neutral (e.g., *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).

Conclusion

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. This guideline is intended to help you achieve that goal. By adhering to the guideline, you also help the conference organizers tremendously in reducing our workload and ensuring impressive presentation of your conference paper. We thank you very much for your cooperation and look forward to receiving a professional looking, camera-ready version!

Acknowledgements (optional)

Acknowledgements may be added to the camera-ready version of your paper, if applicable.

References and Citations

References are to be formatted using the **new MIS Quarterly** style (<http://www.misq.org/manuscript-guidelines> under MISQ References Format). References must be complete, i.e., include, as appropriate, volume, number, month, publisher, city and state, editors, last name & initials of all authors, page numbers, etc. If you use EndNote, be aware that different versions of the software change the styles, creating some inconsistencies. Please also be aware that the *MIS Quarterly* style provided by default in the EndNote X4 software (and all earlier versions) is for the **old MIS Quarterly** style. You may access the End Note Style [here](#).

Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

References

(Ensure that all references are present, complete, and accurate as per the examples – please also ensure references are formatted using Georgia typeface)

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