

TITLE OF THE WEIZENBAUM CONFERENCE PAPER

1st Author Name

Affiliation

City, Country

e-mail address

2nd Author Name

Affiliation

City, Country

e-mail address

ABSTRACT

This template describes the formatting requirements for the proceedings of the Weizenbaum Conference 2019. Please review this document carefully. Abstracts should be no longer than 150 words and are required. The abstract should be a concise statement of the problem, approach, and conclusions of the work described.

KEYWORDS

One; Two; Three; separated; by semicolons; commas, within terms only; Keywords are required

1 INTRODUCTION

The accepted papers of the conference are published in the proceedings. Authors can opt out from publishing their paper in the proceedings. To give this volume a consistent, high-quality appearance, we ask that authors follow some simple guidelines. In essence, you should format your paper exactly like this document. The easiest way to do this is to replace the placeholder content with your own material.

2 GENERAL INSTRUCTIONS

Manuscripts must be in two-column format. Exceptions to the two-column format include the cover page with the title, authors' names and complete addresses and affiliation, which should run across the full width of the page in a single column 17.8 cm wide. The font in the entire document, including Hyperlinks, is black and the font Times New Roman. The title should be 18-point bold with a 6-point line spacing after paragraph. Authors' names should be in 12-point bold, and affiliations in the font as 12-point regular.

To position names and addresses, use a single-row table with invisible borders, as in this document. Put a 16-point line between the table and the beginning of the two-columns. If you have less than six authors, delete the respective cells by right-click in the unwanted cell, click "Delete Cell," then click "OK." Repeat if necessary.

3 PAGE SIZE

On each page your material should fit within a rectangle of 17 x 25.7 cm, centered on a DIN A4 page (21 x 29.7cm), beginning 2 cm from the top of the page, with a 0.85 cm space between two columns. Please be sure your document is DIN A4 and the complete text has 1.15 line spacing. Hyphenation is required.¹

¹ Footnotes are 10-point Times New Roman regular, single-line spacing, numbered and separated from the text by a line at the bottom of the page.

4 LENGTH

Regular papers must not exceed seven (7) pages, and short papers must not exceed two (2) pages. These page limits include all text, figures, tables, and appendices. The cover page, abstract, keywords, and references are excluded from this page count. Submissions that exceed this limit will be automatically rejected.

5 BODY TEXT & HIGHLIGHTS

Please use 12-point Times New Roman regular or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 12-point. *To highlight specific words, use italic.*

6 SECTIONS AND SUBSECTIONS

The heading of a section should be Times New Roman 16-point bold small capitals and the headings of subsections should be 14-point bold small capitals. Both have 12-point spacing before paragraph and 6-point spacing after paragraph. Sections and subsections should be numbered.

7 REFERENCES AND CITATIONS

References must be the same style as Body Text, numbered and complete, i.e., include, as appropriate, name, initials of all authors, year, title, editors, publisher, volume, number, month, city, etc. Please order references alphabetically by last name of first author. Krasnova et al. 2015 References in text should be of the format (Krasnova et al. 2015; Gronau and Maasdorp 2016; Wagner et al. 2018) and must be included in Reference section and vice versa.

8 PAGE NUMBERING, HEADERS AND FOOTERS

Final submission should not contain page numbers, footer or header information. Page numbers will be added to the PDF when the proceedings are assembled.

weizenbaum institut

Figure 1: Weizenbaum Logo. Use high-resolution images, 300+ dpi, legible if printed in color or black-and-white. Number all figures and include captions below, using Insert > Caption.

9 FIGURES, TABLES, IMAGES AND CAPTIONS

Place figures, tables and images at the top or bottom of the appropriate column, on the same page as the relevant text. They may fit in one column with a width of 8.1 cm (see Table 1) and may extend across both columns to a maximum width of two columns, 17 cm (see Figure 1). The words “Figure” and “Table” should be spelled out wherever they occur. All figures should also include alt text for improved accessibility. In Word, right click the figure, and select Format Picture > Layout > Alt Text. You may use colors, but it must be usable when printed in black-and-white in the proceedings.

Type of Text	Size	Style
paper title	18	bold
authors' names	12	bold
authors' affiliations	12	bold
section titles	16	numbered (excluding Abstract and Keywords), bold, small caps
subsection titles	14	numbered, bold, small caps
body text	12	regular
footnotes	10	numbered, regular
captions	9	numbered, bold
table content	10	regular
references	12	numbered, regular

Table 1: Font guide. Table captions should be placed centered below the table.

10 LANGUAGE, STYLE AND CONTENT

The written and spoken language of Weizenbaum Conference is English. With regard to spelling and punctuation you may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Write in a straightforward style with common vocabulary and avoid complex sentence structures. Briefly explain all technical terms and acronyms the first time they are mentioned in your text. Use inclusive language that is gender-neutral and be particularly aware of considerations around writing about people with disabilities. Operate with unambiguous forms for times, dates, currencies, and numbers and the full alphabetic character set for names.

11 CONCLUSION

Write for a general audience. State clearly what you have done and explain how your work is different from previously published work, i.e., the unique contribution that your work makes to the field. Please consider what the reader will learn from your submission.

12 ACKNOWLEDGMENTS

The acknowledgments should go immediately before the references.

13 REFERENCES

1. Gronau, N. and C. Maasdorp, eds. (2016). *Modeling of Organizational Knowledge and Information*. Berlin: Gito.
2. Krasnova, H. et al. (2015). “Research Note – Why Following Friends Can Hurt You: An Exploratory Investigation of the Effects of Envy on Social Networking Sites among College-Age Users”. In: *Information Systems Research* 26.3, pp. 585–605.
3. Wagner, A. et al. (2018). “From ‘Privacy Calculus’ to ‘Social Calculus’: Understanding Self-Disclosure on Social Networking Sites”. In: *Proceedings of the International Conference on Information Systems (ICIS 2018)* (San Francisco, USA).