**Instructions for preparing your proposal for the CAIS/ACSI Conference:**

Please adhere to these formatting guidelines for submission of your paper or poster proposal.

**See the enclosed template (next page):** Times New Roman, 12 pts, 2.54 cm (1”) margins on all sides. Use headings as appropriate.

**Preparation of copy:**Use italics rather than underlining where applicable. Use endnotes rather than footnotes.

**Tables and figures:**Prepare tables as simply as possible. Tables and figures should be numbered and integrated into the proposal, each appearing after the paragraph in which it is mentioned.

**Format and references:**All references to sources are to be identified in the text by the surname of the author(s), year of publication, and page number(s) where applicable. Examples: (Greenberg 2008, 48); (Olson 2006, 19–21); (Fogel 2004a). For journal articles please provide a DOI rather than a URL if possible. The references list should be placed at the end of the main text, and ordered alphabetically by author and by year of publication.

**Proposals must be submitted in PDF format.**

**For the initial submission to the conference for peer-review, please remove your author, institution, and location information at the top of the template below, but please include this in your final version.**

**<Author Name>**

**<Institution>, <City, Prov, Country>**

TITLE (Paper/Poster)

**Abstract or Résumé:**

Please insert a 50-100-word abstract.

1. **Heading (e.g., Introduction)**
2. **Heading**

**Reference List:**