Presentation Title

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|  |  |

Abstract

For all submissions, you will be asked to submit (1) title, abstract, and keywords (2) authors names, affiliations, email addresses.

**Keywords**: A set of keywords **must** be included; include no more than eight keywords, separated by commas.

# Introduction

We ask that authors follow these basic guidelines when submitting your paper. 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.

# 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). 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

Papers must not exceed ten single-spaced pages. The 10-page count includes all text, figures, tables and appendices. Note that this page count excludes the cover page, abstract, keywords and references.

**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.”

## 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.)

# 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.

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|  |
| Figure 1. Modified Research Model |

## 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

# 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.

# Acknowledgements (optional)

If you have funding or students who you want to acknowledge, this is the place to do so.

## 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](http://start.aisnet.org/resource/resmgr/Files/MISQ-Revised.zip).

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)

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