Southern Association of Information Systems Conference  
Publications Format Template

*(Note: Please include this section below and leave the author information blank on initial submissions to facilitate blind review)*

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| Third author’s name  Affiliation  e-mail address | |

# ABSTRACT *(required)*

In this document we describe the formatting requirements for the Proceedings of the SAIS Conference. Please review this document carefully. **Use this document as a template to compose** or copy/paste your paper content here. Please be sure to adhere to the formatting requirements as this will be your camera-ready version. You must submit your document as a Word .docx file. Papers with errors or formatting issues will be sent back to the author to fix. Please note several limitations on length: (1) your abstract should be no more than 150 words as the abstract will also be used for the conference program, (2) your entire paper should be no more than 6 single spaced pages, including all materials and sections such as figures, tables, and references. This abbreviated paper length is intended to encourage authors to publish full-length papers in journals or other outlets at a later date.

## Keywords *(required)*

Guides, instructions, length, conference publications

# INTRODUCTION

The accepted Papers, Panel**,** Tutorial and Workshop statements of the conferenceare published in the *Proceedings*. We wish to give the proceedings a consistent, high-quality appearance. We therefore ask that authors follow some basic guidelines. In essence, you should format your paper exactly like this document. The easiest way to use this template is to download it from the conference webpage and replace the content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, Table Text, References, Title, Author, Affiliation) that will reduce the work in formatting your final submission.

## SUBMISSION TYPE

**When submitting, please select the appropriate submission type.** For example, accepted submission types for this conference include completed research, research in progress, student (student authors only) and workshop/tutorial/panel. Additionally, when submitting, please select the most appropriate category for your 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 Microsoft Word or other word processors can help you with it). If you cannot do so, please contact the Program Chair for assistance. The final publication will be formatted and displayed in US letter size. Right margins should be justified, not ragged. Beware, especially when using this template on a Macintosh as Microsoft Word may change these dimensions in unexpected ways when saved as a PDF file format.

# TYPESET TEXT

Prepare your submissions on a word processor or typesetter. Please note that page layout may change slightly depending upon the printer you have specified.

## Title and Authors

Your paper’s title should be in Arial 18-point bold in small caps. Authors’ names should be in Times New Roman 12-point bold, and affiliations in Times New Roman 12-point

To position names and addresses, use a table with invisible borders, as in this document. Alternatively, if only one address is needed, use a centered tab stop to center all names and the address text; for two addresses, use two centered tab stops, and so on. If the single row cannot hold all authors’ information (for example, a paper has 4 or more authors), you can have another row under the first row.

**When submitting for review, the templated author section should NOT be removed**. Once accepted, the templated author information should be replaced with the non-blinded information.

## Abstract and Keywords

Every submission should begin with an abstract of no more than 150 words, 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.

## Normal or Body Text

Please use a 10-point Times New Roman font 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, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text.

## References and Citations

# References should be provided using APA 6th edition. Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

# SECTIONS

The heading of a section should be in Ariel 9-point bold, all in capitals (Heading 1 Style in this template file). Sections should not be numbered.

## Subsections

Headings of subsections should be in Ariel 9-point bold with initial letters capitalized (Heading 2). (Note: for sub-sections and sub-subsections, a word like ‘*the’* or ‘*of’* is not capitalized unless it is the first word of the heading.)

### Sub-subsections

Headings for sub-subsections should be in Ariel 9-point italic with initial letters capitalized (Heading 3). Please do not go any further into another layer/level.

# FIGURES/CAPTIONS

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

|  |
| --- |
|  |
| Figure 1. Georgia Tech Hotel and Conference Center, Atlanta, GA |

Captions should be Times New Roman 9-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. However, you are advised to refrain from using colors to deliver important information in your figures – not everyone has access to color printers.

## 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. See Table 1 below. The text of tables will format better if you use the special Table Text style (in this template file). If you do not use this style, then 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.)

# 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., “Digital Library (DL)”.
* 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., *she* *or* *he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).

|  |  |  |
| --- | --- | --- |
|  | Treatment 1 | Treatment 2 |
| Setting A | 125 | 95 |
| Setting B | 85 | 102 |
| Setting C | 98 | 85 |
| Table 1. A Very Nice Table | | |

# Page Numbering, Headers and Footers

Please submit your final version with the pre-defined header and footer. Insert your name (only the first author’s last name, and use “et al.” after that if the paper has more than one author) and a short title of your paper in the header. Leave the footer untouched.

# 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 your nice looking, camera-ready version!

# ACKNOWLEDGMENTS *(optional)*

We thank all authors, committee members, and volunteers for their hard work and contributions to the conference. The layout of this format was adapted from a workshop document created by Ping Zhang. The content was adapted for the SAIS proceedings template. The references cited in MIS Quarterly format in this paper are included for illustrative purposes only.

# REFERENCES

1. Agarwal, R., & Karahanna, E. (2000). Time flies when you're having fun: Cognitive absorption and beliefs about information technology usage. *MIS quarterly*, 665-694.
2. Ajzen, I. (1991). The theory of planned behavior. *Organizational behavior and human decision processes*, *50*(2), 179-211.
3. Ghani, J. A., Supnick, R., & Rooney, P. (1991, January). The Experience of Flow in Computer-mediated and in Face-to-face Groups. In *ICIS* (Vol. 91, No. 6, pp. 229-237).
4. Tractinsky, N. (1997, March). Aesthetics and apparent usability: empirically assessing cultural and methodological issues. In *Proceedings of the ACM SIGCHI Conference on Human factors in computing systems* (pp. 115-122). ACM.