ICIS 2015 Forth Worth Paper Title

Research in Progress

Ryan Schuetzler
University of Nebraska at Omaha
rschuetzler@unomaha.edu

Test Author II
University of Arizona
test@arizona.edu

Test Author III
University of Awesome
everythingis@awesome.com

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, and references are excluded from (but all text, figures, tables, and appendices are included in) the overall page counts given next. For completed research papers and teaching cases, the limitation is sixteen (16) single-spaced pages. For research-in-progress papers, the limitation is eight (8) single-spaced pages.

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

Introduction

We ask that authors follow these basic guidelines when submitting to ICIS. 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.

Citations

Citations should be done in the MISQ style. For direction, see the MISQ website (http://www.misq.org/manuscript-guidelines), specifically the section on the MISQ references format. Getting bibtex to do that is one goal of this template. This is a test citation of a single author book (Bonini 1963), and a two author book section (Chenhall and Romano 1989). Next comes the scary 4 author et al. (Zhang et al. 2006), and a multi-cite cite (Ackoff 1961; Bonini 1963). I'll add a website (Ahlers 2013) and the R manual (R Core Team 2014) just to test things out. Check the references section at the end to see if these are properly arranged.

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, research-in-progress papers, teaching cases, and panels) has specific page length requirements. See additional requirements specific to each type of submission. Any submission that exceeds page length limits will be rejected without review.

Completed research papers must not exceed fourteen (14) single-spaced pages. The 14 page count includes all text, figures, tables and appendices. Note that this page count excludes the cover page, abstract, keywords and references.

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

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 (\texttt{}). [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 (\section{} 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 (\subsection{}). (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 (\subsubsection{}). 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. Look at Figure 1.
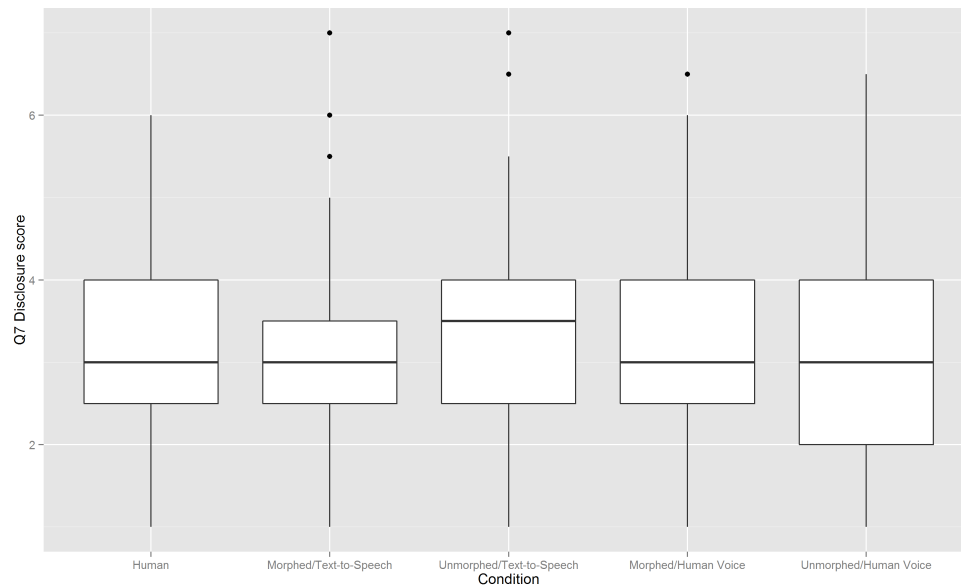

Figure 1. Sample caption. Should be bold, centered, and below

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.)

This is what a test table might look like.

Table 1. Test table with caption

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

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).

References

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