PAPER TITLE HERE

Type of submission

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Abstract:

This document presents the style guide for submissions to the 2024 SIGED International Conference on Information Systems Education and Research. The information presented here is paraphrased from the official style guide for CAIS, which can be downloaded from: http://cais.aisnet.org/format.asp. It describes the order in which material appears, page layout, figure and table formats, reference formats, and other style considerations. Material is presented both in the form of specifications and in the definition of sections in the order in which they are to appear. In addition, Appendix I discusses the preferred writing style.

This publication style follows the rules it establishes. It can be used as a template for preparing manuscripts.

Keywords: publication style, SIGED Conference, formats, references

I. INTRODUCTION

To make articles as widely accessible as possible, it is important that these can easily be read and printed by computers without multimedia capability. Authors are encouraged, however, to include multimedia material where appropriate. Such material is made accessible through hyperlinks.

NOTE: Appendix I contains the writing style used by CAIS. Potential authors should consult this Appendix when preparing their articles.

II. ORDER OF APPEARANCE OF MATERIAL

The order in which sections appear is:

- Title
- Author identification
- Abstract
- Keywords
- Text, typically beginning with introduction and ending with conclusions.
- Each major section numbered in Roman numerals
- Acknowledgements
- References [[including notice on URL's, if applicable]]
- *   Appendices
- About the author(s)

Sections labeled with an asterisk (*) are optional. They should be included only where appropriate

III. PAGE LAYOUT

Page Margins

- 1" from top and bottom of page.
- 1.25" from left and right margins
- Note: 1 inch = 2.54 cm. = 6 picas
- 1.25 inches = 3.54 cm. = 7.5 picas

Page Width

60 spaces

Spacing

1 line

Paragraph Indent

0.5 inches

Type Font

Arial (or equivalent Helvetica)

Page Numbers

- Include in footer at the bottom right.
- Start numbering pages on the first page.
- Use Arabic numerals 1,2,3… for page numbers.

Footnotes

- Numbered in sequence.
- Referred to by superscript number.
- Appear on the same page as referred to in text.
- 8 point type
- Arial
- Single spaced

In-Text References

- Items included in the list of references should be referred to in text by author name and year within square brackets.
  Example: [Gray, 1997]

- For two authors, show both names and year. Use 'and' rather than &
  Example: [Gray and Ein-Dor, 1998].

- For more than two authors, show first name and et al.
  Example: [Gray et al., 1995]

- If a given author published multiple papers in a given year, use a,b,c… to differentiate among papers
  Example: [Gray, 1992a]

Formats for the list of references are discussed later in Section IV.

Paper and Sections Headings

Table 1 lists the specifications for headings and text.

Table 1: Specifications for Headings and Text

	Point Size	**Capita-lization**	**Location**	**Spaces**	**Emphasis**	**Microsoft Word Style**
Title	12	UC	Left Margin	12 pt. before, 6pt. after	Bold	Title
Subtitle	12	UC	Left Margin	Included with title and separated from title with a :	Bold	Title
First Order (e.g., , I, II, …)	12	UC	Left Margin	12 pt. before, 6pt. after	Bold	Heading 1
Second Order	11	UC +LC	Left Margin	12 pt. before, 3pt. after	Bold	Heading 2
Third Order	10	UC+LC	Left Margin	6 pt. before, 3pt. after	Bold	Heading 3
Fourth Order	10	UC+LC	Left margin	None. Part of paragraph	Italic	Heading 4
Appendices	12	UC	Left Margin	12 pt. before, 6 pt. after	Bold	Heading 1
About the Author	12	UC	Left Margin	12 pt. before, 6 pt. after	Bold	Heading 1
Text	10	UC+LC	Justified	9 point at end of paragraph. No indent	Normal	Normal
Table Text	10	UC+LC	Center	None	Normal	Table Text
Table Name	10	UC+LC	Center above table	None	Normal	Table Name
Figure Name	10	UC+LC	Center below table	None	Normal	Figure name
Footer	8	UC+LC	Left	None	Normal	Footer
References	12	UC	Left Margin	None	Normal	Reference

NUMBERING OF SECTIONS

- First order heads (other than Abstract) receive Roman numerals.
  Example: **II. METHODOLOGY**

- Appendices receive Roman numerals.
-

Example: **APPENDIX II. DETAILED DATA**

- All other headings are unnumbered.

  Example of 2nd order heading: **Infrastructure**

  Example of 3rd order heading: **Network Configuration**

- Example of 4th order heading: *Intranet.*

FIGURES

Figures should be inserted at the end of the paragraph in which they are first referenced. However, if the Figure would be divided among pages, it should appear on the next page.

If several figures are referenced in the same paragraph, they should be presented one after the other.

Figure Titles

- place below the figure
- the word Figure is followed by the Arabic figure number and a period.
- leave one blank line before the figure title and two blank lines before the   next text or the top of the next figure.
- use 10 point Arial as the typeface.
- use upper and lower case.
- center.

Example:

Figure 1: A Cellular Mobile Network

TABLES

Tables should be inserted immediately after the end of the paragraph in which they are first referenced. However, if the Table would be divided among pages, it should appear on the next page.

- The type font for tables is Arial.
- The type size for tables is 10 point.
- Borders should be drawn around each table element. Table 1 on page 4 of this style guide is an example of how these borders should be drawn.
- If several tables occur, they should be presented one after the other
- Leave one blank lines before the next text or the top of the next table.

Table Titles

- should be placed above the Table.
- should have the word Table followed by the Arabic number of the table and a period.
- should have one blank line before and after the table title
- should be the same type size and typeface as the text
- should be upper and lower case
- should be centered

Example:

Table 3: Summary of Findings

Bulleted and Numbered Lists

The template provides for bulleted and numbered lists.

Bulleted lists are indented 0.5 inches from the margin and are hanging 0.2 inches.

Numbered lists are indented 0.3 inches from the margin and are hanging 0.2 inches.

Cross References within a Document

Cross-references to text within an article are by section number only, using Roman numerals.

Example: As discussed in Section VI,

Cross-references to figures and tables are shown with the words Figure or Table. Both words are spelled out whether they appear in text or in parentheses

Example: As shown in Figure 6,

Example: The summary findings (Table 3) emphasize…

IV. FORMAT FOR REFERENCES

This section first describes the various components of individual references and then shows the order in which these components are put together.

Components of references

Author
Single Author: Last Name, First Initials.

Example: Smith, A.

Two Authors: Last Name, First initials, and First initials, Last Name

Example: Gray P. and P. Ein-Dor

Three or more authors: Last Name, First initials, followed by First initials, Last Name

Example: Gray, P., P. Ein-Dor, and A. G. Smith.

Four or more authors: Last name, First initials followed by et al.

Example: Gray, P. et al.

[NOT: Gray,P., P. Ein-Dor, S. Neumann, and L. Olfman]

Note: When listing multiple authors, use "and", not &

Year of Publication
- Single publication in year: (year)
  Example: (1996)

- Multiple publications in year by same author(s): (year followed by sequence letter)
  Example: (1997a)

Title
Book: Initial Capitals and *italics*

Example: *Wealth of Nations*

Journal Article: "Initial Capitals Enclosed in Quotes"

Example: "The Demand for Telecommuting"

Publisher
Book: Location: Name of Publisher

Example: Upper Saddle River, NJ: Prentice-Hall

Journal: Name of Journal, volume, issue number, and pages

Journal name is in italics with initial capitals, followed by volume number in parenthesis, issue number or month, and then pages on which the article appears.

Example: *IEEE Computer* (25)3, pp. 256-267.

Edited Book

Entire book: Show name of editor followed by (ed.)

Example: Gray, P. (ed.)

Or (eds.) for multiple editors

Example: P. Gray and J. Jurison (eds.)

Article in Edited book: Show name of author and title as for journal article, followed by 'in', the name of the editor(ed.), and then the name of the book. Note the example is incomplete. See below for full specifications, which include publisher and pages:

Example: Bikson, T.K. "Groupware in the World Bank" in C.U. Ciborra   (ed.) *Groupware & Teamwork* …

Electronic Publications

Author name and paper title as for journal articles, followed by the URL and date of referenced version. URL's can be shown in 10 point type if they are long.

Example: Burka, L. P. (1995) "A Hypertext History of Multiuser Dimen-

sions", MUD History, http://www.ccs.neu.edu/home/home/lpb/mud-history.html

(current Dec. 5,1995).

Personal Communication

Name of Source (date), Personal Communication

Example: W.R. King (June 1997), Personal Communication

Full References

Full references are single spaced, with lines after the first one indented by 5 spaces.

To achieve this indented format, use the Paragraph format in Word. Select Special: Hanging

Book

The format is: Single Space, Hanging: Author(s) (date) Title in Italics, edition in italics (if appropriate), Place of Publication: Publisher, pages(if appropriate)

Example:

McNurlin, B.C. and R.H. Sprague (1998) *Information Systems Management in Practice*, *6th edition*, Upper Saddle River, NJ: Prentice Hall pp. 133-170.

Journal or Magazine Article

The format is: Single Space, Hanging: Author(s) (date) "Title", Journal Name in Italics, (Volume) Issue, pages

Examples:

Lee, O. and P. Gray (1998) "Knowledge Base Clustering in KBS Maintenance", *Journal of Software Maintenance,* (10)2, pp. 395-414

Sambamurthy, V. and W. W. Chin (1994) "The Effects of Group Attitudes toward Alternative GDSS Designs on the Decision-making Performance of Computer-Supported Groups", *Decision Science* (25)2, pp. 215-239.

Edited Book

The format is: Single Space, Hanging: Editors(s) (ed.) (date) Title in Italics, Publication: Publisher, pages (if appropriate)

Example:

Coleman, D. and R. Kanna (eds.) (1995) *Groupware Technology and Applications*, Upper Saddle River, NJ: Prentice Hall PTR.

Article in Edited Book

The format is: Single Space, Hanging: Authors(s) (date) "Title of Article" in Editor name(ed.) Title in Italics, Place of Publication: Publisher, pages

Example:

Nunamaker, J.F., R.O. Briggs, D.D. Mittleman (1995) "Electronic Meeting Systems: Ten Years of Lessons Learned" in Coleman, D. and R. Kanna (eds.) *Groupware Technology and Application*s, Upper Saddle River, NJ: Prentice Hall PTR, pp. 146-193.

Newspaper or Magazine Article

Author(s) (year) "Title of Article", Name of Newspaper or Magazine in Italics, date, pages.

For newspapers and magazines, the year should be put in parenthesis after the name of the author. The exact date (but not the year) should be given after the name of the publication.

Example:

Brown, J. (1997) "Who, When, Why?" *The New York Times*, April 15, p. B3

V. DEFINITION OF SECTIONS IN THE ORDER IN WHICH THEY ARE TO APPEAR

This section expands on the list given in Section II. For each section, it describes what should be in the section and/or how it should appear. Only sections supplied by authors are discussed.

TITLE AND SUBTITLE OF PAPER

- The title shall be all caps, 12 point, bold, left margin
- If a subtitle is used, place a colon after the title. Continue the subtitle in upper case on the same line.

Example:

NEW DEVELOPMENTS IN DATA WAREHOUSING

Example:

DATA WAREHOUSING: A MANAGERIAL APPROACH

AUTHOR IDENTIFICATION FOLLOWING TITLE

- Information about the authors should appear under the title
- Author information is aligned left

- The author should be identified with up to 3 lines of information, single spaced as follows:

Name
Department or school (if appropriate)
Affiliation
 E-mail address

Example:

John Smith
School of Computer Information Systems
Alaska State University
John.Smith@alaska.edu

Note: For multiple authors, show only the e-mail address of the author with whom readers should correspond. E-mail addresses for co-authors can be included in the About the Author section (see below)

Abstract

The abstract should define the problems and summarize the result. It should be more than a table of contents. The reader should want to read the rest of the article, based on what the abstract says.

The abstract should be able to stand alone. It is shown whenever the article is selected in the journal's Table of Contents. It is advertising for the article because it often determines whether a reader decides to read the entire article.

Keywords

A list of keywords should follow the abstract.

For example: **Keywords:** databases, data mining, software, effectiveness

BODY OF THE PAPER

The paper should be divided into sections, with Section I typically being the introduction and the last section being the conclusion. Sections are given Roman numerals (I, II, III,…). Each section should be further subdivided with subheads. Multiple order subheads are desirable. All headings should be informative. To help navigate through the paper, the reader should not be faced with many pages of text without subheads

Subheads beyond sections are not numbered.

ACKNOWLEDGEMENTS

Authors may wish to acknowledge support from agencies of firms or input from colleagues. The Acknowledgment section should be brief and tasteful.

LIST OF REFERENCES

The list of references should appear after the main text (and acknowledgements) and before the appendices.

This list should include only items referred to in the text. All other items should be included in a bibliography (see below).

The list of references should show authors in alphabetical order. Where several papers are referenced by the same author(s), the papers should be listed in the order of publication.

Each reference should be in the form for references given in Section IV of this style guide.

If the list of references includes URL's, the following disclaimer should be put immediately after the heading **References**. The disclaimer should be indented 5 spaces on the right and on the left. The words "Editor's Note:" should be in italics.

> *Editor's Note:* The following reference list contains hyperlinks to World Wide Web pages. Readers who have the ability to access the Web directly from their word processor or are reading the paper on the Web, can gain direct access to these linked references. Readers are warned, however, that
>
> 1. these links existed as of the date of publication but are not guaranteed to be working thereafter.
>
> 2. the contents of Web pages may change over time. Where version information is provided in the References, different versions may not contain the information or the conclusions referenced.
>
> 3. the author(s) of the Web pages, not CAIS, is (are) responsible for the accuracy of their content.
>
> 4. the author(s) of this article, not CAIS, is (are) responsible for the accuracy of the URL and version information.

APPENDICES

Appendices are optional. They are particularly appropriate for material which, if included in the text, would break the continuity of the discussion. Examples are mathematical developments, survey questionnaires, detailed data, or descriptions of methodologies where these items are not the major point of the article.

LIST OF ACRONYMS

When a large number of specialized acronyms are used in a paper, a list of acronyms should be included at the end of the paper. The list of acronyms is optional.

Acronyms are abbreviations, typically using the initial letters of the words in their definition. They should be used sparingly. They must be defined the first time they are used in the text by spelling out the names of the technical term, followed by the acronym in parenthesis. Once defined, an acronym can be used in the entire paper thereafter

Example:

LIST OF ACRONYMS

AACSB American Assembly of Collegiate Schools of Business

API   Application Program Interface

WWW   World Wide Web

ABOUT THE AUTHORS

This brief description of each author appears at end of the article. The following guidelines should be followed:

- No more than one paragraph of fewer than 150 words.
- Tasteful and factual
- For multiple authors, one paragraph each. Names in alphabetical order
- Name of each author Bold, Initial Caps the first time they are mentioned.

Example:

ABOUT THE AUTHOR

Hugh J. Watson is Professor of MIS and holder of a C. Herman and Mary Virginia Terry Chair of Business Administration at the University of Georgia. He is the author of 22 books and over 100 journal articles. His work focuses on the use of information technology to support decision-making. He is currently studying data warehousing. Hugh is the Senior Editor of the *Journal of Business Intelligence* and a Fellow of The Data Warehousing Institute.

ELECTRONIC APPENDICES AND HYPERLINKS

 Authors are encouraged to add appendices containing sound, video, and multimedia as special appendices. The body of the article should be standalone and capable of being read and printed on computers that do not have multimedia capabilities. Electronic appendices will be stored on the CAIS server. Readers will be able to hyperlink to them.

APPENDIX I. WRITING STYLE

CAIS uses the following guidelines to create articles that are easy to read and understand.

WORDS TO AVOID

CAIS tries to avoid words that contain little meaning or are hyperbole, imprecise, or colloquial. Table A1 shows some examples:

Table A1. Bad Words

Word	Discussion
Dramatic	Hyperbole. Use large, significant, major
Exponential	Meaningless since exponent is not defined.
Utilize	Use is sufficient
Recent, Recently	CAIS is a journal of record. When the article is read several years from now, the information is no longer recent. Preferable to give date
Players	Colloquial.
Effectively and efficiently (used together)	Unfortunately, few examples exist where both effectively and efficiently are true simultaneously. They usually involve some tradeoff.
Gigantic	Hyperbole. Give a number
Reveals, revealed	Reveals is hyperbole that comes out of the press and out of mystery novels. Usually, shows is a good alternative.
According to	A form of journalistic writing. Replace with reference style. Example: the second version is preferred: According to Jones [2002], the original mouse was round. The original mouse was round [Jones 2002].
In the year 20xx	Sufficient to say 20xx. Example: The second version is preferred:

	The number of users increased in the year 2003.
	The number of users increased in 2003.
Arena	Colloquial when used as a way of specifying a field (e.g., the investment arena)

PASSIVE VOICE

CAIS uses the active rather than the passive voice. In active voice, the subject that does the action appears first, whereas in passive voice the result of the action appears first. Thus, for example,

"Traces of spyware were found by the software" should be replaced by "The software found traces of spyware"

"The new ERP system was installed successfully" should be replaced by "Computer operators successfully installed the new ERP systems"

HAS, HAD, HAVE

In English, the perfect tenses (past, present, and future) require has, had, or have. Although widely used, the results in dull, academic sounding prose that often puts readers to sleep. Often, these words are combined with passive voice to create even duller text. Therefore, avoid constructions involving has, have, had unless absolutely necessary.

Example: Delete has from "The business philosophy itself has changed"

Example: The following sentence uses has and is passive voice. "The availability of video on the Internet has resulted in increased offerings of online courses."   Change to: "Online course offerings increased because video became available."

THIS, THESE

When used without an antecedent, the words 'this' and 'these' are often difficult to understand. CAIS therefore explains what these words point to.

EXAMPLE: This phenomenon results in ….

rather than: This results in…

A, B, AND C RATHER THAN A, B AND C

When listing a number of items in text, put a comma before the 'and'.

EXAMPLE: Red, white, and blue

rather than: Red, white and blue

THERE IS, THERE ARE

Starting sentences with "there is" or "there are" should be avoided. For example, "There is no empirical evidence concerning what practitioners actually do." can be written as: "No empirical evidence shows what practitioners actually do."

SENTENCE STRUCTURE

Split infinitives
CAIS tries to avoid split infinitives.

Example: "to critically examine the merits…" should be written "to examine the merits critically ,,,,

Long Sentences

CAIS tries to avoid overly long sentences. Such sentences are usually difficult to read and tend to become convoluted.

Run-On Sentences

Avoid run-on sentences (usually two sentences connected into one by the use of and). Example: "This document follows the CAIS Publication Style and can be downloaded from http://cais.aisnet.org/format.asp."   should be replaced by: "This document follows the CAIS Publication Style. It can be downloaded from http://cais.aisnet.org/format.asp. "

BRITISH SPELLING AND USAGE

Being an international journal, CAIS follows English usage in the authors' country. Thus, whilst, bespoke, and similar words are perfectly all right as are spellings such as traveller.