(Adapted from ICIS. 2017. Submission Guidelines. Available: http://archives.aisconferences.org/icis2017/wp-content/uploads/2017/04/ICIS\_2017\_Submission\_Template.docx [2018, October 29].)

Enter your iD4A-2019 Paper Title

\*

Extended Abstract†

|  |  |  |
| --- | --- | --- |
| FirstName Surname†  Department Name  Institution/University Name  City State Country  email@email.com | FirstName Surname†  Department Name  Institution/University Name  City State Country  email@email.com | FirstName Surname†  Department Name  Institution/University Name  City State Country  email@email.com |

NB! Authors SHOULD NOT BE in the file that contains the body of the paper — they are added during the submissions process.

# Introduction

We ask that authors follow these basic guidelines when submitting to iD4A-2019. 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 and Spacing

Please adhere to the A4 size only. **Right margins should be justified**, not ragged. All margins must measure 1” (2.54 cm) around. Beware, especially when using this template on a Macintosh, Word may change these dimensions in unexpected ways.

Please ensure your manuscript complies with the following instructions:

* Line spacing should be single (exactly 1.0);
* Margins should be 1 inch (2.54 cm);
* Do **not** change character or word spacing;
* Please do **not** use double spaces between sentences – this is a tradition no longer necessary on modern word processors;
* Please ensure all text is justified, not “ragged” ( = left-aligned).

# Length

All submissions will be in the form of an extended abstract of no longer than 4 pages. **Any submission that exceeds page length limits will be rejected without review**.

The 4-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 using the “Title” style in this template (which is configured as 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.”

All proper nouns should be capitalized. Articles (the, a), coordinating conjunctions (and, but, or, for, nor, etc.) should not be capitalized, unless, of course, they are used as the first word in the title. Likewise for prepositions (on, at, to, from, by, etc.).

## Normal or Body Text

Please use the “Normal” style for normal text – this style is configured as 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. Please use sans-serif or non-proportional fonts (such as Arial or Courier) 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 using the “Heading 1” style – configured as Georgia 13-point bold, left justified. Sections should not be numbered.

## Subsections

Headings of subsections should be using the style “Heading 2” – configured as Georgia 11-point bold italics with initial letters capitalized. (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 using “Heading 3” – configured as Georgia 10-point bold with initial letters capitalized. 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 using the “Caption” style – configured as Georgia 10-point bold. 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.

# Acknowledgements (optional)

Please do ***not*** add acknowledgements to your original submission because it will help identify authors. Acknowledgements may be added afterward, if the paper is accepted.

## References and Citations

References are to be formatted using the **Harvard referencing style.** 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. Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

References should be ordered in alphabetic order.

# 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 a professional looking, camera-ready version!