

Author's Paper Specifications ICIQ 2012



Each submission **must** be identified as **one** of the following:

- **Completed academic paper OR research-in-progress paper:** The authors need to have an interesting problem that is clearly motivated and the submission should stand on its own. The authors are expected to have some preliminary results to report on by the time of their presentation (**minimum 8 pages; maximum 15 pages**)
- **Practice-oriented paper:** A Practice-oriented paper may be submitted as a research paper (**minimum 8 pages; maximum 15 pages**)
- **Case study:** A Case study may be submitted as an abstract (**minimum 3 pages, maximum 5 pages**) or as a Microsoft PowerPoint file (**minimum 10 slides maximum 30 slides**)
- **Poster Session:** Poster proposals can range from two pages, but must not exceed 5 pages long. These page limits include all parts of the paper: title, abstract, body, and bibliography. Accepted posters will be presented in a 5 min poster flash session and will appear in the final proceedings of the conference. (**minimum 2 pages, maximum 5 pages**)

Note: Because ICIQ is not a commercial conference, we request that presentations have **NO LOGOS**.

IMPORTANT:

- **Double-Blind review:** PLEASE DO NOT include name and affiliation on the cover sheet of the file you upload to the submission tool. This will ensure that your reviewers will review your submission without bias one way or the other. Because you will not know who your reviewers are as well, it is referred to as "double-blind". Double-blind review is the gold standard for top-tier conference in the Information Technology field. Because we now fast-track high-quality papers to ACM JDIQ, in addition to the Madnick Best Paper Award, it is imperative that you DO NOT include your name and affiliation in the file you upload to CMT.
- **Registration:** At least one of the authors of the accepted paper or accepted poster must be a registered participant at the conference, and attend the paper/poster session to present the work.

Please submit your paper using the formatting specified below. We have created an example/template to use along with these specifications¹.

GENERAL PAPER SPECIFICATIONS:

Medium: electronic file in Microsoft® Word

Paper Size: Letter (8.5 x 11 in.) (215.90 mm x 279.18 mm)

Maximum number of Pages: 15, including references and appendices

PAGE SETUP:

Margins: (see 'Tips', below) Top: 1"; Bottom: 1"; Left: 1"; Right: 1" (25.38 mm)

Header from edge: Keep U.S. default (0.5"/12.69 mm)

Footer from edge: Keep U.S. default (0.5"/12.69 mm)

¹ If you have questions regarding the paper format, or need assistance, please contact one of the ICIQ 2012 program Chairs.

TEXT & PARAGRAPH FORMATTING:

Font: Times New Roman

Line Spacing: Single (see 'Tips', below)

Title: 18 points, bold, small caps***, centered, 3 lines down from top (click the top of the page and press the 'ENTER' key on your keyboard 3 times)

Paper Category: 11 points, centered, in parentheses & following the title: identify your paper as "**Research-in-progress**," "**Research Paper**," "**Practice-Oriented**" or "**Case Study**"; press the 'ENTER' key 2 times before typing 'Author Name'

Topic Category: Select one or more topics from the list in the Call for Papers e.g. "*IQ Concepts, Tools, Metrics, Measures, Models, and Methodologies*" or else enter "*Other*" with a description of your choice.

Author Name: 11 points, bold, centered

Affiliation: 11: points, centered

E-mail Address: 10 points, centered, press the 'ENTER' key 2 times before typing 'Abstract'

Abstract: 10 points, centered, indented by .75"(11.42 mm) both left and right; press the 'ENTER' key 2 times before typing 'Key Words'

Key Words (optional): 10 points, left-justified; press the 'ENTER' key 3 times before 'Heading 1'

Heading 1: 16 points, bold, small caps (see 'Tips', below); leave 3 blank lines above Heading 1

Heading 2: 14 points, bold, italic; leave 1 blank lines above Heading 2

Heading 3: 11 points, bold, leave 1 blank line above Heading 3

Body Text: 11 points, justified

References: 10 points

SECTIONS

While the exact section titles may vary, your paper should incorporate the following organizational elements: Introduction, Background, Rationale & Purpose, Methods, Results, Discussion, Limitations, and Conclusion, Bibliography and Appendices.

PAGE NUMBERS:

NONE

FIGURES AND TABLES:

Caption: Title and figure number beneath figure/table, justified left

REFERENCES

In the *body* of the paper:

Place quotes in square brackets with number only, e.g., [2]

At the *end* of the paper:

Number all references in alphabetical order by author, for example:

Journal article:

[1] DeLone, W. H., McLean, E. R. "Information Systems Success: The Quest for the Dependent Variable." *Information Systems Research*, 3 (1). 1992. pp. 60-95.

Book:

[2] Bonini, C. P. *Simulation of Information and Decision Systems in the Firm*. Prentice-Hall. Englewood Cliffs, NJ., 1963. p. 137

Papers that do not conform to the guidelines may not be included in the conference proceedings.

***TIPS

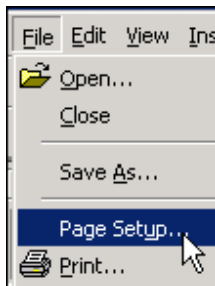
MARGINS

To Create 1" Margins in Microsoft® Word:

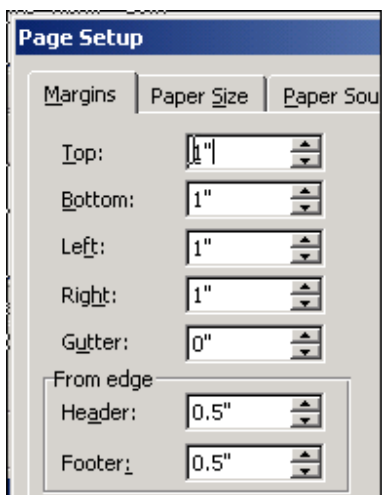
1. In the menu bar, click "File":



2. In the "File" drop-down menu, click "Page Setup":

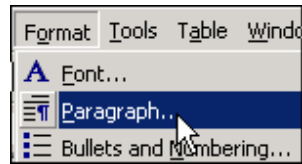
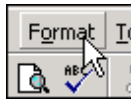


3. Click the cursor in the box across from "Top:" and type '1'; Repeat for 'Bottom, 'Left', 'Right'

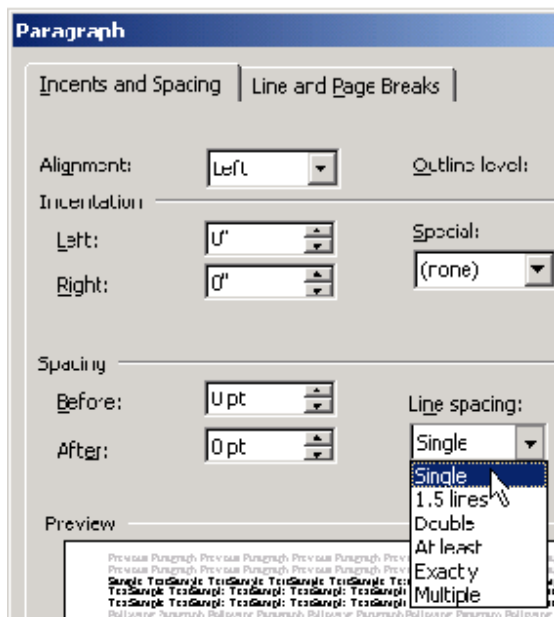


SINGLE SPACING

1. From the menu bar, click "Format" 2. From the drop-down menu, click "Paragraph"

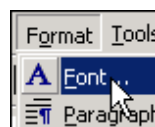
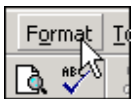


3. In the 'Paragraph' dialog box, under "Line spacing:" click "Single." Click the 'OK' button.



SMALL CAPS

1. From the menu bar, click "Format" 2. From the drop-down menu, click "Font"



3. In the 'Font' dialog box, click "Small caps". Click the 'OK' button.

