

Papers formatting

The submission should comprise a single **Acrobat Reader file (pdf)** following the guidelines. These include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts.

Basic Formatting

Page set up: A4

Top margin: 3 cm

Bottom margin: 3 cm

Left margin: 3 cm

Right margin: 2 cm

Typefaces: Text: Times New Roman, 11 pt

Heading 1: Times New Roman, 12 pt, Bold (Major sections)

Heading 2: Times New Roman, 11 pt, Bold (sections within major sections)

Title Page

A title page should be supplied bearing the title of the paper and Author(s) name(s). Then follow Abstract and Main Text.

Main Title

The main title should be centred in Times New Roman 16-point bold, all capitalised. Leave two blank lines after the title. The main title should appear on top of the title page.

Author Name(s) and Affiliation(s)

Author names are to be centred beneath the title and printed in Times New Roman 11-point, bold. Affiliations are centred below authors' names, italicised, not bold. Include e-mail addresses if possible. After Author name(s) and Affiliation leave two blank lines.

Abstract

The paper must have an abstract. The abstract should be self contained and understandable by the general reader outside the context of the full paper. The abstract is to be in fully justified italicised text, below the main title. Use the word "Abstract" as the title, in 12-point Times New Roman, boldface type, arrange left, capitalised. The abstract is to be in 11-point Times New Roman, single-spaced type, and may be up to 900 words in length. Leave two blank lines after the abstract, then begin the main text.

Main Text

Type your main text in 11-point Times New Roman, paragraph spacing: before - 6 pt, line spacing: single-spaced. Do not use double-spacing. Be sure your text is fully justified - that is, flush left and flush right, without a first-line indent.

First-order Headings

For example, "1. INTRODUCTION", should be Times New Roman 12-point boldface, capitalised, flush left, paragraph spacing: before - 12 pt and after - 12 pt, line spacing: single-spaced with. Use a period (".") after the heading number, not a colon.

Second-order Headings

For Example, "2.2 Title page" should be Times New Roman 11-point boldface, initially capitalised, flush left, paragraph spacing: before - 11 pt and after - 11 pt, line spacing: single-spaced with.

Do NOT Use Third-order Headings

Third-order headings, are strongly discouraged. However, if you must use them, use 10-point Times, italics, initially capitalised, flush left, preceded by one blank line, followed by your text on the next line.

Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the page on which they are referenced. Use Times New Roman 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

Figures and Tables

Figures should be numbered consecutively as they appear in the text. Figures that contain only textual rather than diagrammatic information should be designated tables. Tables should be numbered consecutively as they appear in the text.

References

References in the text are indicated by authors' names and year of publication in parentheses. If a referenced paper has three or more authors the reference should always appear as the first author followed by et al. The references are listed alphabetically at the end of the manuscript. Journal titles should not be abbreviated.

Below you can find examples of references.

Journal

Ciborra, C. and G. Lanzara (1994). Formative Contexts and Information Technology: Understanding the Dynamics of Innovation in Organisations. *Accounting, Management & Information Technology*, 4 (2), 61-86.

Book

Avison, D.E. and G. Fitzgerald (1995). *Information Systems Development: Methodologies, Techniques and Tools*. 2nd Edition. McGraw-Hill, London.

Conference paper or contributed volume

Kautz, K. and T. McMaster (1994). The failure to introduce systems development methods: A factor-based analysis. In *Proceedings of the IFIP TC8 Working Conference on Diffusion, Transfer and Implementation of Information Technology* (Levine, L. Ed.), p. 275, IFIP Transactions A-45, North-Holland, Amsterdam.

Unpublished reports/theses

Wrycza, S. (2001). A Comparative Analysis Methodology for New Economy Indicators, Research Report RR9, Department of Information Systems, University of Gdansk.

Submission length

The expected length of the research papers is a maximum of 20 pages, including abstracts, attachments, charts (within the text) and bibliography.