Paper Title

*Keep one for your paper: Completed Research or Emergent Research Forum (ERF)*

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# Abstract

In this document we describe the formatting requirements for the Proceedings of the AMCIS Conference. Please follow instructions carefully. Please be sure to adhere to the formatting requirements as this will be your camera-ready version. Any papers that do not comply with the template will NOT be included in the conference proceeding. When you submit at [PCS](https://new.precisionconference.com/ais) **only a PDF format will be accepted**. Use this document as a template. You can copy/paste your paper content here (this might be the best or easiest way). Your abstract should be no more than 150 words.

## Keywords

Guides, instructions, length, conference publications.

# Introduction

The accepted papers of the conferenceare published in the *Proceedings*. We ask that authors follow these basic guidelines when submitting to AMCIS. 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

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. 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.

# Length

Each type of submission has specific page length requirements. Paper length limitations are intended to encourage authors to publish full-length papers in journals or other outlets at a later date.

* **Completed Research**: Must not exceed **10** pages all-inclusive (approx. 5,000 words, including author names, abstract, figures, tables, references, appendices).
* **Emergent Research Forum (ERF)**: Must not exceed 5 pages all-inclusive (approx. 2,500 words, including author names, abstract, figures, tables, references, appendices).

**Title**

Your paper’s title should be in 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.”

## 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. The Georgia font is also available on Macintosh. Please use sans-serif or non-proportional fonts 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 Georgia 13-point bold, left justified (Heading 1 Style 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 (Heading 2). (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 (Heading 3). 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... You can use a table to hold an image. 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.

## Table Style

See Table 1 below. 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.)

|  |  |  |
| --- | --- | --- |
|  | Treatment 1 | Treatment 2 |
| Setting A | 125 | 95 |
| Setting B | 85 | 102 |
| Setting C | 98 | 85 |
| Table 1. A Very Nice Table |

# 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., “Digital Library (DL)”.
* 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*).

# 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 your nice looking, camera-ready version!

# Acknowledgements (Optional)

Please do *not* add acknowledgements to your original submission because it may identify authors. Add any acknowledgements to the revised, camera-ready version of your paper.

## References and Citations

References are to be formatted using the **new** *MIS Quarterly* style (<http://www.misq.org/manuscript-guidelines> under MISQ References Format). 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. If you use EndNote, be aware that different versions of the software change the styles, creating some inconsistencies. Please also be aware that the *MIS Quarterly* style provided by default in the EndNote X4 software (and all earlier versions) is for the **old** *MIS Quarterly* style. You may download the Endnote Style [here](http://ais.site-ym.com/resource/resmgr/Files/MISQ-Revised.zip). Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

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