

MESD 2015 SUBMISSION TEMPLATE

The layout of this format is based on formats of ICIS2008 conferences. For all submissions, you will be asked to submit (1) title, abstract, and keywords (2) the body of the submission without any author information.

Introduction

The accepted papers will be published in the Proceedings. We wish to give the proceedings a consistent, high-quality appearance. We therefore ask that authors follow these basic guidelines. In essence, you should format your paper exactly like this document. The easiest way to use this template is to download it from the conference webpage and replace the content with your own material. The template file contains specially formatted styles (e.g., `Normal`, `Heading`, `Bullet`, `Table Text`, `References`, `Title`, `Author`, `Affiliation`) that are designed to reduce the work in formatting your final submission.

Page Size

The proceedings are formatted for standard US letter paper (8.5 x 11 inches or 21.6 x 28 cm). The page margins, excluding headers and footers are 1 in. (2.5 cm) all around. It is assumed that your word processor will accommodate this paper size and layout. All final publications will be formatted and displayed in US letter size. Margins should be full justified, not ragged right (use the `Normal` style). Beware, especially when using this template on a Macintosh, as Word may change these dimensions in unexpected ways.

Typeset Text

Prepare your submissions on a word processor or typesetter. Please note that page layout may change slightly depending upon the printer you have specified.

(1) Title, Abstract, and Keywords

In addition to the title, every submission should include an abstract and a set of keywords. The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should clearly state the paper's contribution to the field. The abstract header is Times New Roman 13-point bold centered (`AbstractHeader` style), while the abstract text is Times New Roman 10-point italic, full justified with left and right indents of 0.5 in. (1.25 cm) `AbstractText` style. Keywords are to appear in Times New Roman 10-point (`Keyword` style)

Abstract

This document specifies the formatting requirements for the Proceedings of the second MESD Conference, Lisbon, Portugal, 2015. All information about the formatting requirements is contained in this document. Please review this document carefully. You may use the document as a template and copy/paste your paper content here – this is probably the easiest option. Several styles have been included in this template to facilitate formatting – you may find it easier to use them instead of formatting each segment differently. Note that it is important to adhere to the requirements exactly, as this will form the camera-ready version that will be used to produce the PDF document.

Keywords: Template, formats, instructions, length, conference publications

(2) Body of the Submission

NOTES: The length of the body of the Submission is limited to 16 single-spaced pages. These page counts include all text, figures, and tables; authors, abstract, keywords, and references are excluded from this page count.

The review process is double-blind. When using this template during the review process, you must ensure that the document contains no author information at all. You can change the document properties via Tools>Options>Security>'Remove personal information from the file properties on save'.

Title

The body of the submission should include the title of the submission. Your paper's title should be in Times New Roman 20-point bold small caps, centered. Initial letters of words are to be capitalized with the exception of words like 'the', 'of', 'a', 'an' unless it is the first word of the title.

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Normal or Body Text

Please use a 12-point Times New Roman font or, if it is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 12-point. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as source code text (SpecialStyle).

References and Citations

Although references are not part of the page count, they must be included in the submitted file. Please make sure that all cited work appears in the references. References are to be formatted using the MIS Quarterly style (<http://www.misq.org/roadmap/standards.html> 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. The MIS Quarterly style for EndNote can be located at <http://www.isworld.org/endnote/index.asp>.

References in the text must be included in Reference section and vice versa. References in text should include the authors' last names and year of publication. Use et al. for more than two authors, and if you need to use multiple citations at the same time, order them alphabetically and separate them by a semi-colon, e.g. (Jones et al. 1995; Smith 1996). References are to be ordered alphabetically according to authors' or editors' last names, or the title of the work for items with no author or editor listed. For references to items in periodicals, include the author, title, journal, volume, number, month, year, pages. For authors, last names are given first, even for multiple authors. For references to reports or proceedings, use the author's name and title of report (same style as above), report number, source, editor and/or publisher as appropriate, city and state/country of publisher OR full name of conference as appropriate, including date and pages. For references to books, use the author's name (same style as above), title, publisher, city, state/country, year, page, or chapter. The use of "et al." in the list of references is prohibited. The names of all authors and editors must be listed. If you are using EndNote, please check your references to ensure that the settings are correct and that all authors are listed in the references. Several different types of references are illustrated at the end of this document.

Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

Sections

The heading of a section should be Times New Roman 14-point bold, left justified (Heading 1 Style in this template file). Sections should not be numbered.

Subsections

Headings of subsections should be in Times New Roman 13-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 Times New Roman 10-point bold with initial letters capitalized (Heading 3). Please do not go any further into another layer/level.

Figures and Tables

Place figures and tables close to the relevant text (or where they are referenced in the text). Captions should be Times New Roman 12-point bold and centered within the frame (FigureCaption Style or TableCaption Style in this template file). Figures and tables should be numbered consecutively (e.g., "Table 1" or "Figure 2"), and placed next to the figure or table. For figures, the caption appears below the figures. In the case of tables, the caption should appear above the table. Please note that the words "Figure" and "Table" should be spelled out (e.g., "Figure" rather than "Fig.") wherever they occur. The proceedings are delivered in electronic format, and thus support color figures. However, you are advised to refrain from using

colors to deliver important information in your figures – not everyone has access to color printers.

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...

As indicated in Figure 1, using tables to hold places can work very well in Word. If you want to copy a figure from another application (such as PowerPoint) and then paste to the place where you want your figure to be, 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.

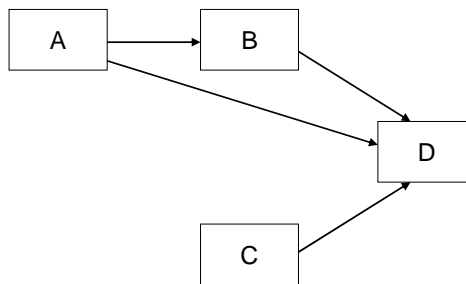


Figure 1: Modified Research Model

Table Style

Inserting a table in the text can work well. See Table 1 below. The text of tables will format better if you use the special TableText style (in this template file). If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. (In Word, use Format | Paragraph... and then the Line and Page Breaks tab. 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.)

Table 1: A Sample Table

	Treatment 1	Treatment 2
Setting A	125	95
Setting B	85	102
Setting C	98	85

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. Avoid hyphenation at the ends of lines. 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., “corporate social responsibility (CSR)”.
- 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., *she or he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).

Page Numbering, Headers and Footers

Please submit your final version with the pre-defined header and footer. (For the Proceedings, headers in odd pages should include the authors’ last name (only the first author’s last name, and use “et al.” after that if the paper has more than two authors) and a short title of your paper in the header. Headers in even pages should specify the name of the track in which the paper appears. Leave the footer untouched.

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!

References

(Ensure that all references are present, complete, and accurate as per the examples.)

- Ackoff, R. L. "Management Misinformation Systems," *Management Science* (14:4), December 1967, pp. 147-156.
- Beer, S. *The Heart of the Enterprise*, John Wiley, Chichester, England, 1979.
- Keen, P.G.W. “MIS Research: Reference Disciplines and a Cumulative Tradition”, in *Proceedings of the First International Conference on Information Systems*, McLean, E.R. (Ed.), Philadelphia, Pennsylvania, December 1980, pp. 9-18.
- Trevino, L.K. “Business Ethics and the Social Sciences”, in *A Companion to Business Ethics*, Frederick, R.E. (Ed.), Blackwell Publishers, Oxford, England, 1999, pp. 218-230.