Instructions (Use style: Title)

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Abstract (Style: Abs heading)

For all submissions for review, you will be asked to submit (1) title, abstract, and keywords on the front page and (2) the body of the submission starting on a new page. This is so the page count comprises only the body of the paper, references, and appendices. This template used the ACIS style, with defined page size, margins, and styles. In these Instructions for Authors each part of the paper is in the correct style, and the style is stated. It is easiest to apply the style from the Home tab, otherwise instructions are included in the body of the text. Please observe the flush left alignment paragraph style on headings. The paper title should be in 16 point, Ariel Rounded MT Bold.

The author's name should be in 12 points Arial rounded, and affiliation should be in 10 points Georgia. Leave 12 points of space before and 6 points after the paper title, 6 points of space before the author's name(s) and no points of space before and after the author's affiliation(s) (or email address).

The abstract should summarise the contents of the paper in between 40 and 150 words. The abstract should be in 10 points Georgia and should be justified. Leave 6 points of space before the abstract. (Use style: Jnl body)

**Keywords** (Use style: Jnl body style, manual bold of the title Keywords only as shown), a set of keywords must be included, include no more than five keywords, separated by commas.

# Introduction - Body of the Submission (Style: Heading 1)

This document provides detailed instructions for nominees on the form, presentation and layout of PhD proposal submissions.

Submissions should not exceed 10 pages in length; this includes the body of the submission, all figures and tables, references, and appendices, but excludes the cover page (i.e. the main abstract, students’ details). Page size should be A4. Allow for a 25 mm margin on both sides of each page, a 25 mm margin at the top of each page and a 25 mm margin at the bottom of each page.

Submission should be made electronically via the ACIS website.

Please do not password protect your document.

# Document Layout

Paragraphs should commence at the left margin and should not be indented. Leave 6 points of space prior to each paragraph. All text should be in 10 points Georgia and justified. All text is to be single-spaced.

## Headers, Footers and Page Numbering (Style: Heading 2)

The page header should be 11 point Arial Narrow. Note page numbers are already provided in the footer of this template.

# Major Heading (Style: Heading 1)

Major headings should be in upper case, 14 points Arial Rounded MT Bold, with 12 points of space prior to the heading and 6 points after. For headings, words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.

## Minor Heading (Heading 2)

Minor headings should be 12 points Arial Rounded MT Bold with the initial letters capitalised and 6 points space prior to the heading and 6 points after.

### Very Minor Heading (Heading 3)

Very minor headings should be in lower-case, 11 points Arial Rounded MT Bold, with 6 points space before the heading and 6 points space after.

Within paragraphs, sub-points may be distinguished by bullets, dashes, bracketed letters or bracketed roman numerals, as follows:

* First option (Bullet 1 style).
* Second option (Bullet 2 style).

1. Third option (Bullet 3 style).
2. Fourth option (Bullet 4 style).

# Figures and Tables

Any exhibits (tables, figures, illustrations etc.) should be placed as close as possible to the first reference made to it and must be referenced in the text. Exhibits should be centred and numbered, and identified by a brief description. Captions should be 11 points Georgia italic (Jnl caption style) and numbered consecutively (eg, “Table 1” or “Figure 1”). Captions should be placed below the exhibit. Please note that the words “Figure” and “Table” should be spelled out (i.e., “Figure” rather than “Fig.”) wherever they occur. For example, see Figure 1.

## Figures

Please avoid inserting diagrams in the native format of graphic applications such as MS Visio. These can cause problems when converting the file to pdf. Diagrams should be inserted in a common graphic format such as jpeg or gif. The proceedings will be delivered in electronic format, and thus support colour for your figures. However, you are advised to refrain from using colour to deliver important information in your figures – not everyone has access to colour printers.



Figure 1: ACIS logo (Jnl caption style)

## Tables

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 Table Text 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 looks better if it has equal spacing above and below it, as in Table 1.)

|  |  |  |
| --- | --- | --- |
|  | Sample 1 | Sample 2 |
| Item 1 | 100 | 60 |
| Item 2 | 120 | 325 |
| Item 3 | 150 | 40 |

Table 1. A Sample Table (Jnl caption style)

# In-Text Citation

Citations in the text should include the authors’ last names and year of publication. This involves references to Ajzen (1991) or to a publication (Ajzen 1991). When citing articles with two authors, both names should be cited in the text, for example, Ajzen and Fishbein (1980). Use “et al.” when citing articles with three or more authors (Applegate et al. 1996). When using multiple references, these should be ordered alphabetically, and separated by a semi-colon (Agarwal and Karahanna 2000; Ajzen and Fishbein 1980; Taylor and Todd 1995a; Vander Wal 2007). Multiple publications by the same author within the same year are differentiated as Taylor and Todd (1995a; 1995b). Where the author is unknown (Anonymous 2001), or is an organisation, an appropriate name, organisation name or acronym should be used, for example (ACS 2007; OECD 2003).

# Conclusion

This submission guideline is intended to help guide you in the presentation of your work. By adhering to the guideline, you will help the conference organizers tremendously in reducing our workload and ensuring that your conference paper is well-presented. We thank you very much for your assistance and look forward to receiving the camera-ready version of your paper.

# References

The references should by in *MIS Quarterly* style. They should immediately follow the last section in the text. Do not start a new page.

References in the text must be included in Reference section and vice versa. Sufficient descriptions should be given to enable the reader to locate all publications referred to in the text. They should be arranged in alphabetical order by surname of first-named author (or the title of the work for items with no author or editor listed) then date. 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, 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, title, publisher, city, state/country, year, page, or chapter. It is preferable that your references comprise only of published materials accessible to the public. However, if it is necessary to use unpublished works or private communications, these are to be mentioned within the text and included in the reference list. References to electronic documents should include an appropriate DOI if available, or Universal Resource Locator (URL) if not. 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.

When formatting references, leave 6 points of space above each reference, and use a hanging indent of 1cm (On the horizontal ruler, drag the Hanging Indent marker to the position at which you want the indent to start or use Paragraph>Indentation>Special>Hanging to set the hanging indent).

The following are examples of entries for books, articles, proceedings, and websites:

Agarwal, R., and Karahanna, E. 2000. “Time Flies When You’re Having Fun: Cognitive Absorption and Beliefs About Information Technology Usage,” *MIS Quarterly* (24:4), pp. 665-694.

Ajzen, I. 1991. “The Theory of Planned Behaviour,” *Organizational Behaviour and Human Decision Processes* (50:2), pp. 179-211.

Ajzen, I., and Fishbein, M. 1980. *Understanding Attitude and Predicting Social Behaviour*. Englewood Cliffs, NJ: Prentice-Hall.

Applegate, L. M., Holsapple, C. W., Kalakota, R., Radermacher, F. J., and Whinston, A. B. 1996. “Electronic Commerce: Building Blocks of New Business Opportunity,” *Journal of Organizational Computing and Electronic Commerce* (6:1), pp. 1-10.

Bhattacherjee, A. 2000. “Acceptance of E-Commerce Services: The Case of Electronic Brokerages,” *IEEE Transactions on Systems, Man and Cybernetics - Part A: Systems and Humans* (30:4), pp. 411-420.

Lin, A. Y; Parinyavuttichai, N. 2015. “IS Project Management and Risk Escalation: Towards A Dynamic Model”. *Australasian Journal of Information Systems*, (19) (doi: 10.3127/ajis.v19i0.929).

Taylor, S., and Todd, P. 1995a. “Assessing It Usage: The Role of Prior Experience,” *MIS Quarterly* (19:4), pp. 561-570.

Taylor, S., and Todd, P.A. 1995b. “Understanding Information Technology Usage - a Test of Competing Models,” *Information Systems Research* (6:2), pp. 144-176.

Vander Wal, T. 2007. “Folksonomy Coinage and Definition.” ([vanderwal.net/folksonomy.html](http://vanderwal.net/folksonomy.html), accessed April 6, 2021)

Appendix 1 (Style: Abs heading)

Appendices are the last section of the paper body. Do not start a new page. The style “Abs heading” is used for this and the following numberless headings.

# Append Nomination Letter

There are a number of ways to append the Nomination Letter to this document. For example, it can be scanned and included as an image (on a new page), or converted and merged with the main submission document using e.g. Adobe PDF (this is not included in the page count)

While there is no specific format for the nomination letter, please ensure that the following are included: (i) confirmation of the student’s intention to participate in person and in ALL activities of the consortium (part-time attendance is not an option), and (ii) confirmation that adequate funding will be available to support their participation