



AMCIS 2008 Submission Format and Guidelines
(Formatting Requirements for Accepted Materials that will Appear in the Proceedings)

All Submissions **MUST** be in MS Word .doc format. Submission files
in other word processing programs will not be considered.

Instructions for Authors

Submission of Accepted Papers and Panels for Publication in the Proceedings of the Americas Conference on Information Systems.

Format Guidelines
Format Specifications
Reference Format

Format Guidelines

Abstract

The objective of these instructions is to produce high quality proceedings at a reasonable cost. Authors in this field have access to IS technology and therefore should be able to submit machine-readable manuscripts and camera-ready art. We will not attempt complete uniformity of style, but we are requesting a uniform approach to references in the text and the list of cited references.

Keywords

Please provide keywords (more than two, less than 11).

Procedures

Submit an electronic file in Word (Word Perfect and other word processing programs are NOT to be permitted in the AMCIS 2008 submission process). The file should be submitted to <http://mc.manuscriptcentral.com/amcis2008>. You will receive acknowledgment that the file has been received. The word processing software must be MS Office Word format. Other formats will not be accepted. Authors and reviewers need to create an account on the submission system (see tab in the upper right corner) before they can upload papers or reviews.

Before you submit your final copy, please check spelling, completeness of references, and numbering of figures and tables. If you have been tracking changes, please accept/reject those changes. "AUTHOR NAMES and affiliations, or any other information that might identify the authors, MUST NOT APPEAR ANYWHERE IN THE DOCUMENT, as the review process for AMCIS 2008 is DOUBLE-BLIND."

Please remove uncited and/or unnecessary references from the list of references. Citations and references should be in the author and year format (see REFERENCE FORMAT).

Publication in the Proceedings

All accepted submissions will appear in the Proceedings. Completed research papers are expected to average about 5,000 words including references. Panel papers can be a maximum of 2 pages. Publication is contingent upon:

1. Changes requested by the program committee being made.
2. At least one author of an accepted paper must be registered for the conference by May 31.
3. Make sure the Camera ready copy of the paper is received by April 28, 2008 and uses the instructions outlined below and on this website.
4. Please note that all items are due April 28, and one of the author(s) should registration by May 31. If any items are missing, or if your paper does not reflect the changes that were required, or at least one of the authors is not registered for conference, your paper will not appear in the Proceedings and there will not be a scheduled for at the conference.

Please note: All questions regarding your paper or submission should be directed to your Mini-Track Chair(s), Track Chair(s), or the Program Co-Chairs.

Format Specifications

Illustration Format

All illustrations, charts and tables must be included in the machine-readable file. Any format that can be manipulated in Microsoft Word is acceptable. This excludes encapsulated postscript (.eps) files. Artwork may include color, however, the use of color should be limited as most printers will show only grayscale. Please remember to send any reference files (i.e., the original PowerPoint, source files, etc.) as attachments with the paper. Times Roman is the preferred typeface.

Page Format

Please set your formatting specifications to letter size (8.5 x 11 inch) paper. Using inches as the unit of measurement, the margins are 0.75 on the left and right, 0.5 on the top and bottom. Remember to allow for both a header and footer. Both should have a 0.35 inch separator. The header will include the author(s) last name(s) and a short title. Header font requirements are 9 point, Times Roman, italics. The footer will include the page number. Footer Alignment will be centered and the font will be 9 point, Times Roman.

Title and Author Information

Advance the page down .75 inch, centered, 20 point Bold Times Roman Small capitalized, the title of the paper. For long titles, an inverted pyramid is preferred (i.e., the top line is the widest). Triple space to the author(s) name in 13 point Times Roman bold, affiliation, and e-mail (not bold). Triple space to "Abstract" - 12 point Bold Times Roman, centered. Please indent the abstract .5 inch on both sides and use italics.

Title and Headings

Triple space before all first, second and third level headings; double space after. First level headings are 13 point Bold Times Roman, first letter capitalized. Second level headings are 11 point Bold Italics Times Roman, first letter capitalized. Third level headings are 10 point Bold Times Roman. Do not use a numbered heading scheme.

Text

The text of the paper should be in 10 point Times Roman.

Figures and Tables

Triple space before all figures and tables. All figures and tables must have a number and title (i.e., Figure 1. Title of Figure). The title in both figures and tables will have the first letter capitalized. The font for both will be 10 point, Bold, Times Roman and the

Alignment will be centered. Figure number and title will appear below the figure; Table number and title will appear above the table.

Reference Format

References and citations should show the surname of the author with the year date of the publication in parentheses (or year alone in parentheses if the author's name occurs in the sentence). This is the format currently being used in the MIS Quarterly. Please remember to include volume and issue numbers as well as page numbers in the citations for journal articles; the publisher and city of publication must be included for books.

Remember that "et al." is NEVER used *in citation references*, although it is acceptable as a reference *in text*. Please provide all authors and all editors in the references section. The use of et al. in the list of references is one of the most common errors and is unacceptable. The following examples illustrate the style.

One Author

- Reference in Text

Structural contingency theorists like Chandler (1962) postulate...
As pointed out by one theorist (Chandler 1962)...

- Citation

Chandler, A. D., Jr. Strategy and Structure: Chapters in the History of American Industrial Enterprise, Cambridge, Massachusetts: MIT Press, 1962.

Two Authors

- Reference in Text

Astley and Van de Ven (1983) have proposed an alternative scheme...

- Citation

Astley, G. A., and Van de Ven, A. H. "Central Perspectives and Debates in Organization Theory," *Administrative Science Quarterly* (28:2), June 1983, pp. 245-273.

Three or More Authors

- Reference in Text (Use et al. for three or more authors)

The view of organizations as organized anarchies (Cohen et al. 1972)...

- Citation

Cohen, M. D., March, J. G., and Olsen, J. P. "A Garbage Can Model of Organizational Choice," *Administrative Science Quarterly* (17:5), 1982, pp. 1-25.

Reference to Specific Parts of a Work

If it is desired to reference a specific part or parts of a work, i.e. page(s), table(s), illustration(s), the notation should be included in the textual reference as shown below.

Analysis of the paired-data variance (Goulden 1952, table 2) yields...

Ulrich (1927, p. 29) divided the pairs...