Instructions for Authors (Title)

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Abstract (Abstract heading)
For all submissions, you will be asked to submit (1) title, authors, abstract, and keywords and (2) the body of the submission without any author information. The paper title should be in 14 points, Times New Roman bold. Author's name and affiliation should be in 10 points Times Roman plain. Leave 12 points of space before and after the paper title, 12 points of space after the author's name(s) and 12 points of space after the author's affiliation(s) (or email address). Note: for the review process leave the author/affiliation section as is. The abstract should summarise the contents of the paper in between 40 and 150 words. Note that paper title, author's name(s) and author’s affiliation(s) should be centred. The abstract should be in 10 points Times New Roman italic and should be justified (left and right flushed). Leave 24 points of space after the abstract. (Abstract style)

Keywords (Minor Heading)
A set of keywords must be included; include no more than five keywords, separated by commas.

INTRODUCTION - BODY OF THE SUBMISSION (MAJOR HEADING)
This document provides detailed instructions for authors on the form, presentation and layout of papers. Adherence to the instructions will help achieve a high quality of Conference Proceedings. Papers that diverge from these instructions may not be accepted. (This is Normal Style)
Papers should not exceed 10 pages in length including the abstract, author details, references, acknowledgments, appendices and copyright statement. 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.

All text should be formatted according to the details of these instructions. To reduce costs, authors should keep copies of their papers; reprints of final versions will not be supplied.

Submission of papers for review should be made electronically via the ACIS website. All submissions must be in Microsoft® Word .doc format, must be formatted using the styles illustrated in this document and must adhere to the guidelines specified on the ACIS website.

For recent Office versions, use the save as option ‘Word 97-2003 document’ so that it will be saved as a ‘.doc’ file rather than ‘.docx’. This will maximise compatibility. Please ensure that your filename has the appropriate extension - .doc and that there are no other periods (full-stops) in the filename. 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 Times New Roman and justified (left and right flushed). All text is to be single-spaced.
Headers, Footers and Page Numbering

The page header should be 10 points Times New Roman. Make sure that you:

- enter a short title for your paper in the document header (up to 50 characters including spaces).
- do not include page numbers on your document; these will be added later.
- do not include a page footer to your document. (Bullet para)

For the final submission only, be sure to:

- add the authors’ last name (e.g. “Smith” or “Smith & White”) to the page header section; if the paper has three or more authors, then enter first author’s last name followed by “et al.” (e.g. Smith et al.).
- complete the copyright release at the end of this document

MAJOR HEADING

Major headings should be in upper case, 12 points Times New Roman Bold, with 12 points of space prior to the heading.

Minor Heading

Minor headings should be 10 points Times New Roman Bold with the initial letters capitalised and 12 points space prior to the heading. (Note: for minor headings and very minor headings words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.)

Very Minor Heading (Heading – very minor)

Very minor headings should be in lower-case, 10 points Times New Roman, with 6 points space before the Heading. (Note: for minor headings and very minor headings words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.)

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

- First option
  - Second option

(b) Third option

(iv) Fourth option

FIGURES AND TABLES

Any exhibits (tables, figures, illustrations etc.) should be placed as close as possible to the first reference made to it. Exhibits should be centred between the left and right margins, and numbered and identified by a brief description. Captions should be 10 points Times New Roman and numbered consecutively (e.g., “Table 1” or “Figure 1”). Table captions should be placed above the table and figure captions should be placed below the figure. 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. 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.

![ACIS logo](image.png)

Figure 1: ACIS logo (Figure caption style)
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.

**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 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 click on 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.)

Table 1. A Sample Table (Table Caption Style)

<table>
<thead>
<tr>
<th>Item</th>
<th>Sample 1</th>
<th>Sample 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>100</td>
<td>60</td>
</tr>
<tr>
<td>Item 2</td>
<td>120</td>
<td>325</td>
</tr>
<tr>
<td>Item 3</td>
<td>150</td>
<td>40</td>
</tr>
</tbody>
</table>

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Citations should be in the MIS Quarterly style. For researchers who are using the Endnote Bibliographic software, be aware that different versions of the software change the styles, creating some inconsistencies. We therefore suggest that you download the ‘MISQ-Revised’ style file from: http://home.aisnet.org/displaycommon.cfm?an=1&subarticlenbr=395#styles

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).

When quoting text please use “smart quotes”.

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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 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 Universal Resource Locator (URL) and date of access. 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 0.5. (On the horizontal ruler, drag the Hanging Indent marker to the position at which you want the indent to start or use (Paragraph, under Special select Hanging and set By to 0.5.) You can also select References Style.

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


ACKNOWLEDGEMENTS

Acknowledgements should follow the references. Do not start a new page. This document was adapted from the Instructions for Authors from ICIS2007 (which in turn was adapted from the AMCIS templates), PACIS 2007, ACIS 2011, ACIS 2010, ACIS 2008, ACIS2007, ACIS 2006, and the ACIS 2005 Instructions, which were an extension of the ACIS 2004 instructions, much of which was adapted from the ACIS 2003 and ACIS 2002 Instructions, which were based on the ACIS’98 Instructions (which was adopted from ACIS’97 Instructions). These in turn were adapted from an “Instructions for Authors” written by Roger Clarke.

APPENDIX 1

Appendices are the last section of the paper. Do not start a new page.

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