

## <Teaching Case or Activity> - Student Materials

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# Title – Guidelines for Manuscript that will be Distributed to Students and Published in Journal/Proceedings

18 point Verdana

Note that any additional instructor supporting materials (PowerPoints, Exercise Answers, videos, data sets, etc.) should be in a separate file(s). See [Case Supporting Materials for details](#)

Initial Submission: Leave space (5 lines for each other) for Author Information to be inserted later. Please make sure you update all author information in the papers system as you submit and upload (or reupload). Your final accepted submission should detail author information as: Name, Email, College, City, State, Country as in

sampleAuthor Name  
sampleAuthor@email.edu  
Sample Author University  
College City, State, Zip, Country

12 point heading

### Hook

12 point headings For  
Hook & Abstract

"Hook" statement that generates interest in the case or activity. Think of this like a phrase that you might see on a poster advertising a motion picture.

9 point Verdana  
this point forward

### Abstract

The abstract should summarize the content of the paper. Make it a single paragraph. Try to keep it below 250 words and do not include equations or references in it. If you use abbreviations in the paper, i.e., CIS, use the full meaning of the abbreviation in the abstract or at first use, i.e., Computer Information Systems.

**Keywords:** Select four to six keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right, with commas between the key word concepts. Also enter the Keywords into the papers system when submitting.

### Overall Guidelines to help make your paper accepted sooner:

1. Check your line spacing under paragraph, and check that it is SINGLE as the default on some versions of Word is 1.15.
2. Check your header / footers to ensure they are .4 inches (from top/bottom), not .5 as we receive from many people.
3. The text of the conference is English. Your paper must not contain corrections, nor should they contain page numbers, headers or footers.

*Please place no information in the header/footer, should be .4" from top/bottom*

4. **Please avoid using the built-in styles**, especially if you are using a MAC, as the styles don't always translate back to PCs with the same look and feel.
5. Avoid using text boxes for images or figure/table numbers. Insert them in the 'flow' of your normal paragraphs. The reason is when we insert author names and other information, the position of text boxes generally does not move and then overlap your content.
6. Paper submissions must be limited to 5000 words (max), excluding appendices and references

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## **Page 2: Insert your Case Title here in Verdana - 14 font.**

*Leave this line here to insert author names in the final formatted submission*

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### **Overall Guidelines**

The appearance of the ISCAP Conference proceedings and the ISCAP journals are greatly enhanced by standardized formatting. Formatting is the same for both Conference and Journal submissions. This template is needed only for Conference submission, as you'll be asked to make updates to your final Conference proceedings paper (returned to you with the Journal invite) for the Journal review.

The only format accepted will be Microsoft Word documents. Please submit in .docx format (if your file is above 4 MB, please prepare the document in Word and then Zip the file).

For initial submission, please remove personal identifying information from document content and metadata. To remove Word metadata: File > Info > Check for Issues > Inspect Document > Document Inspector > Document Properties and Personal Information > Remove All.

The entire document layout (every page) should be set to **1.0 top margin, 1.0 bottom margin, 1.0 left margin, and 1.0 right margin**. While on the **Page Layout Tab**, change the **Hyphenation Option to NONE**.

Set your pages to full justification. Do not use any headers, footers, page numbers or footnotes in your document. If you have any headers/footers, please delete them as they will interfere with the conference information we will place in the header/footer when published to the web.

Set the font to Verdana, 9pt., if you have it available. Use a 9 pt font for the body of the paper. If you do not have Verdana use Times New Roman.

Use the **paragraph / spacing** options to set paragraphs to **alignment justified, indent zero, spacing before to 0pt, spacing after to 0pt, and line spacing zero**. Please check your paragraph line spacing as the newer MS templates default the line spacing to 1.15, please revise to single.

Place a single blank line between paragraphs. Use a single space at the end of each sentence and a single space after colons.

### **Title**

The title should be Verdana 18 pt font on the first page and 14 pt font on the second page, Mixed Case (not UPPER CASE), not bold. You may insert soft returns (shift enter) into long titles to improve readability. Center your title. Because the first page top margin is 1.0 inches, please add a blank line (18 pt) before the title.

### **Abstract**

The word "Abstract" should be centered in Verdana 9 pt bold. The rest of the abstract and the keywords should be Verdana 9 pt font. The word "Keywords:" should be bold. The abstract should not exceed 250 words.

**Keywords:** Select four to six keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right.

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## 1. MAJOR SECTION HEADINGS

Major headings are to be centered, numbered, in a capitalized bold font as shown in this document. Leave a blank row before and after Major Section Headings. **Do not use the Microsoft Paragraph Numbering Option as it will not center the heading properly.**

### 1.1 Subheadings

Subheadings should be bold font with initial capitals and left-justified. Insert one line before the subheading title, and one line after the subheading. Number the subsections manually and do not use the MS numbering option.

Both major headings and subheadings should be set to "Keep with Next" so that they stay with their content as the paper may be slightly edited.

### 1.2 Figures / Tables

Figures and tables should be placed in the manuscript on the page where they are referenced (if they fit). Please attempt to have your figures and tables to span only one page. Larger tables and figures should be moved to the appendix. Use Section Breaks (Continuous) to maintain the location to of your tables and figures. Do not place the descriptions of figures / tables in text boxes.

Place the identifying information about tables and figures **below the Figure or Table in bold and centered**. Do not use *italics*. Use a period to separate the table or figure number from a brief and descriptive caption. They should be numbered consecutively throughout the text.

### 1.3 Formulae

All equations must be typed utilizing a suitable processor. They should be numbered consecutively throughout the text, at the flush-right edge of the equation, enclosed in parentheses. It is acceptable to present formulas as images if necessary.

### 1.4 Teaching / Supplemental Materials

For teaching cases, it is recommended that authors include supporting materials. These should be materials that make it easier for a reader to adopt the case. Examples of materials include, but are not limited to, instructor notes, PPTs, spreadsheets, worksheets, etc.

Metadata for these materials should be removed in the same manner as the case itself: File > Info > Check for Issues > Inspect Document > Document Inspector > Document Properties and Personal Information > Remove All.

Supplemental materials should be in separate file(zip) and uploaded after you submit the case. Please note your zip file must be less than 4 MB to be uploaded, if it is larger than 4 MB send directly to the case editor (cases@isedj.org) with the case # in your email.

## 2. CONCLUSIONS

The enhancements to information systems and computing educators are identified. DO NOT repeat the abstract or portions of it.

## 3. ACKNOWLEDGEMENTS

Place before the references.

## 4. FOOTNOTES

**Do not use footnotes, use Endnotes instead, however both are discouraged.**

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## 5. REFERENCES

We request you follow the APA (American Psychological Association) 7th Edition, guidelines to cite sources and to create the reference list (for EndNote users, this is the style named "APA 7th. Please include Digital Object Identifiers (DOI) links for all references where possible. DOI citations should follow the [APA guidelines](#).

Following are examples of typical citation items:

Ashby, W. R. (1956). *An Introduction to Cybernetics*. Methuen Press, London. (Book)

Harris, A. (2009). Publishing in JISE. *Journal of Information Systems Education*, 7(1), 12-15. <https://doi.org/xxxxx> (Journal with 1 Author and DOI reference).

Harris, A., & Harris J. (2010). Publishing in JISE. *Journal of Information Systems Education*, 7(1), 12-15. <https://doi.org/xxxxx> (Journal with 2 Authors)

Harris, A., Harris J., & Colton D. (2011). Publishing in JISE. *Journal of Information Systems Education*, 7(1), 12-15. <https://doi.org/xxxxx> (Journal with 3 or more Authors)

Hunsinger, S. (2010). My life with Word Press. In M. Smith (Ed.), *Word Press in the 21<sup>st</sup> Century*. High Point Press. (Book Chapter with Editor)

Sample, P., & Canary, W. (2008). Why Web 2.0 implies I should get a raise. *New England Online Education* 7(12). Retrieved June 6, 2010 from <https://giveaddress.com/xxx> (Online Journal or Publication or Article)

White, B. (2009, June 1). Why June is a great month to submit an article to ISCAP. *Chronicle of Higher Education*, 22(7), 15-16. (Magazine Article)

**When citing references in the text**, include the last name and year. The citation should appear in parentheses such as (Ashby, 1956) or, if you need to comment about Ashby (1956) stated we are great.

Two author papers should be cited in the document as (Harris & Witman, 2009).

Three or more authors in a paper should be cited with the name of the first author and "et al." in each instance, including the first citation: (Harris et al., 2009). The only exception would be if doing so would create ambiguity.

If two or more papers are cited by the same author, separate the years with commas. Identical years for the same author should appear as (2009a) and (2009b) in the body of the document as well as the references.

If the author of a paper is not provided, alphabetize according to the title of the work. If the first word in the title is a number, alphabetize as if the number were a written word, for example, "10 Best Practices" would be alphabetized as though it were written as the word "ten."

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## **Appendices**

Typically, an appendix or annexure will include actual handouts given in class, or questionnaires used for surveys, or **other presentation graphics and tables** that do not fit readily into the body of the paper but are still important for clarity or completeness. Often these items were prepared for other purposes than presentation as a part of your paper, and it is acceptable that they do not adhere to font face, font size, and column requirements observed elsewhere in your paper.

**In appendices, you are allowed to have margins that are larger but not smaller than the generally required margins, which are** 1.0 top margin, 1.0 bottom margin, 1.0 left margin, and 1.0 right margin

So long as you adhere to the margin requirements, appendices may be presented in any format that you desire.

Rotated pages (landscape orientation) are not allowed in the body of the document, but they are permitted in the appendices. This will allow the entire page to be rotated anti-clockwise 90 degrees for final formatting.

Please label each appendix section with a serially lettered heading in all caps/bold, e.g., **APPENDIX A**. The following line should give title of that appendix section, in mixed case/bold, e.g., **Title of Content for this Part of the Appendices**.

### **APPENDIX A**

**Describe what is in the appendix**