Title – ISCAP Proceedings Submissions
Upper and Lower Case

Leave space 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 manuscript.

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. (Enter the Abstract into the papers system)

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. (Enter the Keywords into the papers system)

1. IMPORTANT INFORMATION

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 extremely large, 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.

Page Layout Options
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. After the keywords, insert a section break (use - Breaks) - continuous and format column to two (3.1 inch) with spacing of 0.3 inches between columns. While on the Page Layout Tab, change the Hyphenation Option to NONE.

In addition, please 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 all as they will interfere with the conference information we will place there when published to the web.

Set the font to Verdana, if you have it available. Use 9 point 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 below zero, and line spacing zero, except for the citation section. Please check your paragraph line spacing as the newer MS templates defaults the line spacing to 1.15, please revise to single.
The font should be Verdana 9 pt. Please put a single blank line between paragraphs. Use a single space at the end of each sentence. Please use a single space after colons.

**Title**
The title should be Verdana 18pt font, 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 before the title.

Templates of each of these formats can be found in Appendix 1. Because the templates are title page examples, a screen capture illustrating how to refer to an appendix item is provided in Figure 1.

**Abstract**
The word “Abstract” should be centered in Verdana 12pt bold. The rest of the abstract and the keywords should be Verdana 9pt font. The word “Keywords:” should be bold. The abstract should not exceed 250 words.

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

2. **PREPARATION OF MANUSCRIPTS**

Major section headings should have alignment centered, indent zero, all caps- and bold as shown below.

Place the identify information about tables and figures, **below the Figure or Table** in **bold**. Do not use *italics*. Use a colon to separate the table or figure number from its brief and descriptive caption, and use initial caps for the caption words, as for the title and subheadings.

You also have the option to place large tables and figures in the appendix.

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 equations as .jpg or .gif files, 3.1 inches wide.

4. **CONCLUSIONS**

The enhancements to information systems education is identified or repeated here. DO NOT repeat the abstract or portions of it.

5. **ACKNOWLEDGEMENTS**

Place before the references.

6. **REFERENCES**

We request you follow the APA (American Psychological Association) guidelines to cite sources. 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:


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

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


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.”
Appendices and Annexures

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 typesetting.

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

You may place a table or figure that spans both columns in the body of the document as shown below. Please place the two-column table or figure at the top or bottom of a page.

<table>
<thead>
<tr>
<th></th>
<th>Avg. # of Program Hours</th>
<th>Avg. # of Required Courses</th>
<th>Avg. # of Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>20.95</td>
<td>5.49</td>
<td>1.60</td>
</tr>
<tr>
<td>R2</td>
<td>24.43</td>
<td>5.92</td>
<td>2.05</td>
</tr>
<tr>
<td>Other</td>
<td>25.91</td>
<td>6.17</td>
<td>2.16</td>
</tr>
<tr>
<td>Total</td>
<td>24.04</td>
<td>5.98</td>
<td>1.93</td>
</tr>
</tbody>
</table>

Table 2: Number of credits required for the IS major

The IS2010 model recommends seven core courses, one of which is the Introduction to Management Information Systems course. As this course is generally required of all business majors in AACSB schools, it was excluded from the analysis because most universities do not list this as a required course specifically under the major or concentration. A list of the remaining core courses can be found in Table 3.

The top three required courses adopted across AACSB schools as part of their core classes include: Data and Information Management (90%), System Analysis and Design (85%) and Infrastructure Architecture (52%). The least adopted required courses were Project Management (37%), IS Strategy (18%) and Enterprise Architecture (17%). These percentages only include programs that have core courses as required for major/concentration.

<table>
<thead>
<tr>
<th>Model Curriculum Core</th>
<th>Data and Info Mgt</th>
<th>System Analysis and Design</th>
<th>Infrastructure Architecture</th>
<th>Project Mgt</th>
<th>IS Strategy Mgt and Acquisition</th>
<th>Enterprise Architecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>Required 67 89%</td>
<td>61 81%</td>
<td>35 47%</td>
<td>27 36%</td>
<td>14 19%</td>
<td>11 15%</td>
</tr>
<tr>
<td></td>
<td>Elective 1 1%</td>
<td>3 4%</td>
<td>11 15%</td>
<td>13 17%</td>
<td>8 11%</td>
<td>2 3%</td>
</tr>
<tr>
<td>R2</td>
<td>Required 70 92%</td>
<td>66 87%</td>
<td>35 46%</td>
<td>30 39%</td>
<td>12 16%</td>
<td>15 20%</td>
</tr>
<tr>
<td></td>
<td>Elective 2 3%</td>
<td>3 4%</td>
<td>11 14%</td>
<td>16 21%</td>
<td>4 5%</td>
<td>5 7%</td>
</tr>
<tr>
<td>Other</td>
<td>Required 53 91%</td>
<td>52 90%</td>
<td>39 67%</td>
<td>21 36%</td>
<td>11 19%</td>
<td>9 16%</td>
</tr>
<tr>
<td></td>
<td>Elective 1 2%</td>
<td>1 2%</td>
<td>7 12%</td>
<td>11 19%</td>
<td>6 10%</td>
<td>5 9%</td>
</tr>
</tbody>
</table>

Table 3 – Adoption of IS 2010 Model Curriculum Recommended Core Courses by AACSB Schools in order of the total percentage of adoption