Author Guide for Preparing Your JISE Paper for Publication

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University Department

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City, State Zip, Country

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Third Author's Name

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ABSTRACT

The abstract should summarize the content of the paper. The abstract should not exceed 250 words and should not include equations or references. If you use abbreviations in the paper, e.g., CIS, use the full meaning of the abbreviation in the abstract, e.g., Computer Information Systems. The manuscript should be printable on 8.5" x 11" paper. All tables, figures, etc. must be in black and white only since the Journal does not print in color. Remove all HTML and XML formatting. The electronic readability of your submitted copy is of critical importance. We may edit your final, submitted copy to fit the journal's needs.

Keywords: Author guide, Manuscript, Camera-ready format, Instructions for authors, Paper specifications

1. IMPORTANT INFORMATION

The paper typically should be limited to no more than eighteen (18) single-spaced pages. This includes the bibliography, figures, diagrams, tables, appendices, etc. Contact the editor if your paper exceeds 18 pages.

The final revised paper should be sent via email directly to the editor at editor@jise.org.

2. PREPARATION OF MANUSCRIPTS

2.1 General Appearance
The text of the Journal is English. Your paper must not contain corrections or page numbers, headers, or footers. This document is printed in the format that should be used in the paper.

Please note that the first paragraph of every section and subsection is left flush and all other paragraphs are indented by .2" as shown in this section and in Section 1.

2.2 Document Setup
Use the Page Setup menu to prepare the entire document. Figure 1 shows the required Page Setup settings for Margins. These settings include:

1. Set Pages, Multiple Pages to "Mirror Margins."

2. Set Margins as follows:

   (a) Top margin = 1"

   (b) Bottom margin = 1.1"

   (c) Inside margin = 1.25"

(d) Outside Margin = .9"

3. Orientation is Portrait

4. Apply to the Whole Document
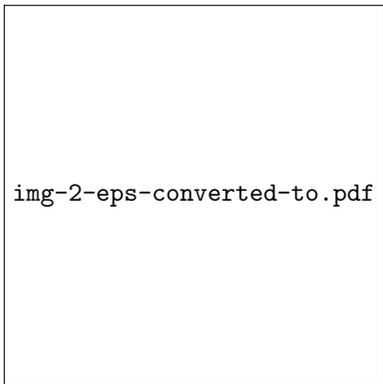

Figure 1. Page Setup

2.3 Specifications
The printing process may require that the paper be photographed. To ensure that all papers give an appearance of consistency and uniformity, you should adhere to the following specifications.

1. Font is Times New Roman for all text.

2. One (1) 18-point blank line should be before the title.

3. The title should be in 18-point **bold** type.

4. Two (2) 12-point blank lines should appear next.

5. The names, mailing addresses, and e-mail addresses of all authors should appear next. Names should be in **bold** type.

6. All type from this point on should be in 9-point typeface.

7. Two (2) 9-point blank lines should appear next.

8. The abstract title and text appears next.

9. One (1) 9-point blank lines should appear next.

10. The word "**Keywords:**" should appear next in bold type, followed by 4-6 keywords that describe the paper's theme. List the words in decreasing order of importance from left to right. All keywords should start with a capital letter.

11. Two (2) 9-point blank lines should appear next.

12. The text is to be in two equal columns, with a 0.2-inch column separation. The width of each column should be about 3.08 inches and justify.

13. The paper should NOT contain any page numbering, header, or footer.

3. HEADINGS

Major headings are to be column centered, numbered, and in a capitalized **bold** font, as shown in this document. Manually insert numbers; do NOT use the Bullets and Numbering feature of Word. Do NOT indent the first line of the paragraph immediately following the heading, but DO indent all subsequent paragraphs by .2".

3.1 First Level Subheadings
First Level Subheadings are to be numbered, left justified, bold font, and title case. No blank line is to appear between the sub-heading and the text. Do NOT indent the paragraph immediately following the subheadings, but DO indent all subsequent paragraphs by .2".

3.1.1 Sub-subheadings: Sub-subheadings are to be in a bold font, numbered, and run in at the beginning of the paragraph.

3.2 References
List all references at the end of the paper in alphabetical order by primary author last name. When citing references in the text, type the last name and date. The citation should appear in parentheses (Dumdum and Tastle, 1998). Groups of citations should appear in a single set of parentheses separated by semi-colons and ordered alphabetically by author last name (Ashby, 1956; Harris, 1995). If two or more papers are cited that were written by the same author, separate the years with commas (Harris, 1995, 1996). List all last names of references with three or fewer authors. If there are more than three authors, list the last name of the first author, followed by et al. for the citation (Ngai et al., 2005), but list all authors in the reference section. No spaces should appear between references. Format is APA and should utilize the hanging indent format with .13" indent.

3.3 Figures and Tables
Figures and tables should be original and placed in the manuscript on the page where they are referenced or on the beginning of the following page. Titles should be centered, **bold** type, and below the

figure or table in a text box without borders or fills. Figures and tables that will not fit in one column should span the entire page and should be located at the top or bottom of the page. Section breaks should not be used when adding tables or figures.To achieve this, format figures and tables with text wrapping and position the item where you desire.

4. CONCLUSIONS

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

5. ACKNOWLEDGEMENTS

Acknowledgements should follow the text just before the references.

6. ENDNOTES

Endnotes should be in single-space type at the end of the paper just before References. Endnotes should be rare and are generally discouraged. **Footnotes are NOT allowed**.

7. REFERENCES

Cappel, J. J. & Schwager, P. H. (2002). Writing IS Teaching Cases: Guidelines for JISE Submission. *Journal of Information Systems Education*, 13(4), 287-293.

Lending, D. & Vician, C. (2012). Writing IS Teaching Tips: Guidelines for JISE Submission. *Journal of Information Systems Education*, 23(1), 11-18.

Schneider, D. (2011). An Introduction to Programming using Visual Basic 2010. (8 ed.). Upper Saddle River: Prentice Hall.

Initial Submission of Manuscripts, Teaching Tips, and Teaching Cases for the Review Process (2010). Retrieved October 27, 2012, from http://jise.org/Initial.html

AUTHOR BIOGRAPHIES
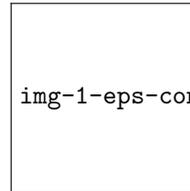
Albert L. Harris is a Professor . . . Authors are required to submit brief biographies and a black and white passport type photo for inclusion in the journal (approximate size shown on the left). Author biography and photograph (head only) are printed at the end of the article but before any appendices. Pictures should be in .jpg format and 1.25" wide by 1.5" tall. Each author's name is to be in **bold** type.

APPENDICES

Appendices are presented beginning on the page following the author biographies. They should be clearly labeled (e.g. Appendix 1) and titled. Appendices should be a single column width.