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Title – ISCAP Proceedings Submissions Upper and Lower Case

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Initial Submission: Leave space for Author Information to be inserted later.
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Final Submission include Name, Email, College, City, State, Country.

9 point Verdana this point forward

12 point heading

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)

Overall Guidelines to help make your paper accepted sooner:

1. 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.

2. Please 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.

3. Check your line spacing under paragraph, and check that it is SINGLE as the default on some versions of Word is 1.15.

4. If you are inserting a 2-column wide image, please use the Layout Option, then BREAK, then Continuous, and then change the # of columns to 1, insert your image and then another Layout, Break Continuous, back to 2 columns at 3.1" wide.

5. Check your header / footers to ensure they are .4 inches (from top/bottom), not .5 as we receive from many people.

Insert your paper title
here in Verdana - 14 font.

Leave this line here to insert author names in the final format

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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 in the header/footer when published to the web.

Set the font to Verdana, 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 below zero, and line spacing zero, except for the citation section. Please check your paragraph line spacing as the

newer MS templates default the line spacing to 1.15, please revise to single.

Columns: 3.1", with 0.3 between

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 18 pt 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 12 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 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.

Please note that paper submissions must be limited to 5000 words (max), excluding appendices and references.

General Appearance
The text of the conference is English. Your paper must not contain corrections, nor should they

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contain page numbers, headers or footers. This document is printed in the format that should be used in the paper.

3. HEADINGS

Major headings are to be column centered, numbered, in a capitalized bold font as shown in this document. Do not use the Microsoft List Item Numbering as it will not center properly.

Subheadings
Subheadings should be in bold font with initial capitals, and left-justified. Insert one line before the subheading title, but not after.

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.

4. FIGURES/TABLES

Figures and tables should be placed in the manuscript on the page where they are referenced (if they fit). 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 (see Appendix A). Section breaks (continuous) should be used for tables/figures that span more than one column. Do not place figures / tables and their description in text boxes.

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.

5. 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.

6. CONCLUSIONS

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

7. ACKNOWLEDGEMENTS

Place before the references.

8. FOOTNOTES

Use endnotes instead.

9. 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:

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

Harris, A. (2009). Publishing in JISE. *Journal of Information Systems Educators*, *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 Educators*, *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 Educators*, *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 21st 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 (On line 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."

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 i
n the body of the document as shown below. Please place the two column
table or figure at the top or bottom of a page**

	Avg. # of Program Hours	Avg. # of Required Courses	Avg. # of Elective Courses
R1	20.95	5.49	1.60
R2	24.43	5.92	2.05
Other	25.91	6.17	2.16
Total	24.04	5.98	1.93

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.

Model Curriculum Core	Data and Info Mgt		System Analysis and Design		Infra-structure Architec-ture		Project Mgt		IS Strategy Mgt and Acquisition		Enterprise Architec-ture	
R1												
Required	67	89%	61	81%	35	47%	27	36%	14	19%	11	15%
Elective	1	1%	3	4%	11	15%	13	17%	8	11%	2	3%
R2												
Required	70	92%	66	87%	35	46%	30	39%	12	16%	15	20%
Elective	2	3%	3	4%	11	14%	16	21%	4	5%	5	7%
Other												
Required	53	91%	52	90%	39	67%	21	36%	11	19%	9	16%
Elective	1	2%	1	2%	7	12%	11	19%	6	10%	5	9%
Total of All Universities Adopting Core Courses												
Required	190	90%	179	85%	109	52%	78	37%	37	18%	35	17%
Elective	4	2%	7	3%	29	14%	40	19%	18	9%	12	6%
Total	194	92%	186	88%	138	66%	118	56%	55	27%	47	23%

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