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# ABSTRACT (REQUIRED)

This document describes the formatting requirements for ACIST. You ***must*** use this document as a template for submitting papers to ACIST. You should use the template at the outset of your project, or you should copy and paste your manuscript content directly into the template. This will ensure that your paper is formatted in accordance with the ACIST submission guidelines. Moreover, your adherence to the formatting requirements ensures that your paper will be a camera-ready version from which a PDF file can be generated directly for publication. Please note that: (1) your **abstract should be a single paragraph of no more than 150 words**, and (2) the body of the article should represent **a stand-alone document**. Links and multimedia supplements may be included in one or more appendices. Readers will have the option of downloading articles with such appendices as HTML documents.

## Keywords (Required)

Guides, instructions, length, conference publications.

# INTRODUCTION

We wish to give the conference a consistent, high-quality appearance. We therefore ask that authors follow the specified guidelines. In essence, you should format your paper exactly the same way this document is. The easiest way to use this template is to download it and replace the content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, Table Text, References, Title, Author, Affiliation) that will reduce the work in formatting your final submission.

# PAGE SIZE

Most people (49.5%) set their computer resolution at 800x600 (Bernard, 2003). To avoid a scrolling, set your usable size at 750 x 425 pixels (Bernard, 2003). To conform to these rules, your material (not including the header and footer) should fit within a rectangle of 18 x 23.5 cm (7 x 9.25 in.), ***left justified*** on a US letter page, beginning 1.9 cm (.75 in.) from the top of the page. Right margins should be fluid, not justified. Beware, especially when using this template on a Macintosh; Word may change these dimensions in unexpected ways.

# LENGTH

Paper length limitations are intended to encourage authors to publish full-length papers in journals or other outlets at a later date.

* Complete/full papers: Must not exceed 10 pages all-inclusive (approx. 5,000 words, including author names, abstract, figures, tables, references, appendices).
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Prepare your submissions on a word processor or typesetter. Please note that page layout may change slightly, depending upon the printer you have specified.

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Your paper’s title should be in Ariel 18-point bold. Authors’ names should be in Times New Roman 12-point bold, and affiliations in Times New Roman 12-point

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Every submission must begin with an abstract of no more than 150 words, followed by a set of keywords. The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should state clearly the paper's contribution to the field.

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Please use a 12-point Times New Roman font or, if it is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 12-point. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text.

The body of the article may include text, tables, and figures only in order to ensure the widest accessibility even in less technologically endowed environments. The body of the article should represent a stand-alone document. Links and multimedia supplements may be included in one or more appendices. Readers will have the option of downloading articles with such appendices as HTML documents.

Submission of an article to the AJIS implies the authors’ certification that the manuscript is not copyrighted and is not currently under review by any other journal or conference proceedings. If it is found that this requirement has not been followed, the paper will be rejected.

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Please use the reference format that you see illustrated at the end of this paper. If you are using EndNote, you are urged to upgrade to Version X9 because it will allow you to add the APA 7th edition reference formatter. However, even if you are using EndNote, check your references to ensure that they have been formatted correctly. Likewise, if you are using different software to format your references, double-check output for APA 7th edition style consistency.

In the text, cite by authors’ last names followed by the year of publication. If there are two authors, list both of names in every instance, whether in the signal phrase, as in: Jones and Smith (2019) say . . ., or parenthetically: (Jones & Smith, 2019). Note that the word “and” is used in the signal phrase, and the ampersand (&) is used parenthetically. If there are three or more authors, then, in every instance, list only the last name of the first author, followed by et al., in both the signal phrase and parenthetically. If this creates ambiguity, then list enough names, followed by et al., to negate the ambiguity. If multiple articles are cited at the same time, order them alphabetically by the first author’s last name and separate the citations by semicolons. If the same author(s) has/have more than one article being cited, use chronological order and separate the year of publication of the articles by commas. For example: (Agarwal & Karahanna, 2000; Ajzen, 1988, 1991; Zhang et al, 2002). Later in the paper, you may cite some of them again, along with others, as follows: (Agarwal & Karahanna, 2000; Ghani et al, 1991; Shneiderman, 1998; Tractinsky, 1997; Zhang et al., 2002). Please note that the APA 7th edition rules regarding such things as the number of authors to include in citations differs for the reference section, hence, it is best to consult the *APA Style Manual,* 7th edition, for guidance.

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# SECTIONS

The heading of a section should be in Ariel 12-point bold, all in capitals (Heading 1 Style in this template file. Sections should not be numbered.

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Headings of subsections should be in Ariel 12-point bold with initial letters capitalized (Heading 2). (Note: for sub-sections and sub-subsections, a word like ‘*the’* or ‘*of’* is not capitalized unless it is the first word of the heading.)

### Sub-subsections

Headings for sub-subsections should be in Ariel 12-point italic with initial letters capitalized (Heading 3). Please do not go any further into another layer/level.

## Inserting Images

Occasionally MS Word generates larger-than-necessary PDF files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File. As indicated in Figure 1, using tables to hold places can work very well in Word. If you want to copy a figure from another application (such as PowerPoint) and then paste it to the place where you want your figure to be, make sure that (1) the figure stays in the position, and (2) it does not take up too much space. You can ensure the former by double clicking the figure, then go to “Layout” tab, and select “In line with text.” To ensure the latter, use “Paste Special,” then select “Picture.” You can resize the figure to your desired size once it is pasted. Cite and reference the sources for images, tables, and figures if they were not generated by the author(s).

## 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). Note that vertical borders are not used between columns. 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 Format | Paragraph . . . and then the Line and Page Breaks tab. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1.)

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| **Table 1***This is a Nice and Tidy Table* |
|  | Treatment 1 | Treatment 2 |
| Setting A | 125 | 95 |
| Setting B | 85 | 102 |
| Setting C | 98 | 85 |
| *Note.* A table note such as this example is an option to explain, supplement, or calrify information in the table body. It also can be used to attribute the source of the table. |

# FIGURES/CAPTIONS

Place figures and tables close to the relevant text (or where they are referenced in the text). Captions should be Times New Roman 10-point bold (Caption Style in this template file). Table # and Figure # should be boldbaced (e.g., “**Table 1**” or “**Figure 2**”), and the caption should be italicized. These elements should be placed flush left over a table and, depending on the nature of a figure, placed flush left or centered over the figure. . Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur.

**Figure 1**

*The ACIST Logo*

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The proceedings will be made available online, thus color figures are possible. However, you are advised to refrain from using more than one emphasis (color, bold, italic, underline, caps, etc) at a time. For example, avoid underline and bold or italic and bold or italic and underline for the same word.

# LANGUAGE, STYLE AND CONTENT

With regard to spelling and punctuation, for the sake of consistency, you are required to use American English. To ensure suitability for an international audience, please pay attention to the following:

* Write in a straightforward manner which adheres to the *American Psychological Association Publication Manual* (APA) 7th Edition (2020).
* Try to avoid long or complex sentence structures.
* Insert Em dashes (—) without spaces between words. Create an em dash either by using two dashes (‑‑) or by using the Alt code (Alt + 051).
* Briefly define or explain all technical terms that may be unfamiliar to readers.
* Explain all abbreviations and acronyms the first time they are used in your text—e.g., “Digital Library (DL)”.
* Explain local references (i.e., not everyone knows all city names in a particular country).
* Avoid referring to African countries as “developing.” You may indicate that a certain aspect of an African country is developing, such as the economy (e.g., “developing economy” or “developing economies”).
* Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower*, *man-months*). Use inclusive language that is gender-neutral (e.g., *she* *or* *he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years; plural pronouns, such as they, them, and their may be used as a singular, non-gendered pronoun [e.g., Each author should prepare their manuscript carefully]*).

# Page Numbering, Headers and Footers

Please submit your final version with the pre-defined header and footer. Insert your name (only the first author’s last name, and use “et al.” after that if the paper has more than one author) and a short title of your paper in the header. Leave the footer untouched. Use the default page number shown in this document. Page numbers in the final document will be adjusted by the managing editors.

# Conclusion

It is important that you write for a general audience. It is also important that your work is presented in a professional manner. This submission template is designed to help you achieve that goal. By adhering to the template, you also help the managing editors tremendously by reducing their workload and ensuring the impressive presentation of your paper. ACIST thanks you very much for your cooperation and looks forward to receiving your attractive, camera-ready version!

# ACKNOWLEDGMENTS (Optional)

We thank all authors, committee members, and volunteers for their hard work and contributions to the conference. The layout of this format was adapted from a workshop document created by Ping Zhang (used here by permission from the author). The content was adapted for the ACIST template. The references cited in this paper are included for illustrative purposes only.

# REFERENCES(*Ensure that all referenceS are fully complete and Accurate as per the APA 7 examples; INCLUDE DOI NUMBERs IF AVAILABLE*)

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