

Instructions for preparing your proposal for the CAIS/ACSI Conference:

Please adhere to these formatting guidelines for submission of your paper, panel, or lightning talk proposal. This not only helps our proceedings look neat and professional, but also reduces the chance for bias in the evaluation of your initial submission.

See the enclosed template (next page): Use Times New Roman, 12 pts, default 2.54 cm (1”) margins on all sides. Use headings as appropriate, in bold.

Preparation of copy: Use italics rather than underlining where applicable. Use endnotes rather than footnotes.

Tables and figures: Prepare tables as simply as possible. Tables and figures should be numbered and integrated into the proposal, each appearing after the paragraph in which it is mentioned.

References: All references to sources are to be identified in the text by the surname of the author(s), year of publication, and page number(s) where applicable. Any author-date style is fine to use. Examples: (Greenberg 2008, 48); (Olson, 2006, p. 19–21); (Fogel 2004a). For journal articles please provide a DOI rather than a URL if possible. The references list should be placed at the end of the main text, and ordered alphabetically by author and by year of publication.

Proposals and final submissions (after review) must be submitted in PDF format.

For the initial submission to the conference for peer-review, please remove your author, institution, and location information at the top of the template below, but please include this in your final version.

<Author Name>

<Institution>, <City, Prov, Country>

TITLE IN ALL CAPS (Paper/Panel/Lightning Talk - Indicate)

Abstract or Résumé:

Please include a 50-100-word abstract. This 50-word version will be used in the conference program.

1. Heading (e.g., Introduction)

2. Heading

References