

This document contains the formatting requirements for the body of a paper, figures, tables, and references.

Authors SHOULD NOT BE in the file that contains the body of the paper -- they are added during the submission process.

SIGPRAG 2023 Paper Title

Full Research Paper, Position Paper, Conceptual paper, Research-in-Progress (Choose one)

Abstract

All information about the formatting requirements is contained in this document. Please review it carefully. You may use the document as a template and copy/paste your paper content here – this is probably the easiest option. Several styles have been included in this template to facilitate formatting – you may find it easier to use them instead of formatting each segment differently. Note that it is important to adhere to the requirements exactly, as this will form the camera-ready version that will be used to produce the Proceedings. The limitations on the length of the document are as follows. For all types of papers (complete research, research in progress, and position papers), the abstract should not exceed 150 words; further, the title, authors, abstract, keywords, and references are excluded from (but all text, figures, tables, and appendices are included in) the overall page counts given next. For completed research papers and teaching cases, the limitation is sixteen (16) single-spaced pages. For research-in-progress papers, the limitation is eight (8) single-spaced pages.

Keywords: Template, formats, instructions, length, conference publications

Introduction

We wish to give the proceedings a consistent, high-quality appearance. We therefore ask that authors follow these basic guidelines when submitting to SIG Prag. In essence, you should format your paper exactly like this document. The easiest way to use this template is to download it from the conference webpage 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 are designed to reduce the work in formatting your final submission.

Page Size

SIGPRAG papers are formatted for standard US letter paper (8.5 x 11 inches or 21.6 x 28 cm). The page margins, excluding headers and footers are 1 in. (2.5 cm) all around. Margins should be full justified, not ragged right (use the Normal style). Beware, especially when using this template on a Macintosh, as Word may change these dimensions in unexpected ways.

Typeset Text

Prepare your submissions on a word processor. Please note that page layout may change slightly depending upon the printer you have specified.

Normal or Body Text

Please use a 10-point Georgia font (similar to Times New Roman, but more easily read online) or, if it is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 10-point. On a Macintosh, the similar font will be named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as source code text (SpecialStyle). [References to Georgia font from this point forward should be interpreted as “Georgia or equivalent.”]

References and Citations

References are to be formatted using the **new MIS Quarterly** style (<http://www.misq.org/manuscript-guidelines> under MISQ References Format). References must be complete, i.e., include, as appropriate, volume, number, month, publisher, city and state, editors, last name & initials of all authors, page numbers, etc. If you use EndNote, be aware that different versions of the software change the styles, creating some inconsistencies. Please also be aware that the *MIS Quarterly* style provided by default in the EndNote X4 software (and all earlier versions) is for the **old MIS Quarterly** style. The new style is available [here](#). References in the text must be included in Reference section and vice versa. References in text should include the authors' last names and year of publication. Use et al. for more than two authors, and if you need to use multiple citations at the same time, order them alphabetically and separate them by a semi-colon, e.g. (Jones et al. 1995; Smith 1996). References are to be ordered alphabetically according to authors' or editors' last names, or the title of the work for items with no author or editor listed. For references to items in periodicals, include the author, title, journal, volume, number, month, year, pages. For authors, last names are given first, even for multiple authors. For references to reports or proceedings, use the author's name and title of report (same style as above), report number, source, editor and/or publisher as appropriate, city and state/country of publisher OR full name of conference as appropriate, including date and pages., For references to books, use the author's name (same style as above), title, publisher, city, state/country, year, page, or chapter. The use of "et al." in the list of references is prohibited. The names of all authors and editors must be listed. If you are using EndNote, please check your references to ensure that the settings are correct and that all authors are listed in the references. Several different types of references are illustrated at the end of this document.

Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

Sections

The heading of a section should be Georgia 13-point bold, left justified (Heading 1 Style in this template file). Sections should not be numbered.

Subsections

Headings of subsections should be in Georgia 11-point bold italics with initial letters capitalized (Heading 2). (Note: for sub-sections and sub-subsections, words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.)

Sub-subsections

Headings for sub-subsections should be in Georgia 10-point bold with initial letters capitalized (Heading 3). Please do not go any further into another layer/level.

Figures and Tables

Place figures and tables close to the relevant text (or where they are referenced in the text). Captions should be Georgia 10-point bold and centered within the frame (FigureCaption Style or TableCaption Style in this template file). Figures and tables should be numbered consecutively (e.g.,

“Table 1” or “Figure 2”), and placed next to the figure or table. For figures, the caption appears below the figures. In the case of tables, the caption should appear above the table. Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur. SIGPRAG proceedings are delivered in electronic format, and thus support color figures. However, you are advised to refrain from using colors to deliver important information in your figures – not everyone has access to color printers.

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 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.

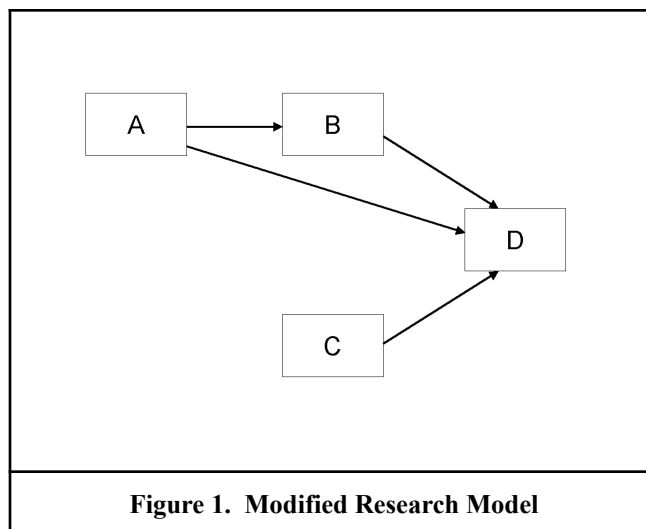


Table Style

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 TableText style (in this template file). 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.)

Table 1. A Sample Table		
	Treatment 1	Treatment 2
Setting A	125	95
Setting B	85	102
Setting C	98	85

Language, Style, and Content

With regard to spelling and punctuation, you may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style.
- Try to avoid long or complex sentence structures.
- Briefly define or explain all technical terms that may be unfamiliar to readers.
- Explain all acronyms the first time they are used in your text – e.g., “primary care provider (PCP)”.
- Explain local references (e.g., not everyone knows all city names in a particular country).
- 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*).

Conclusion

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. This guideline is intended to help you achieve that goal. By adhering to the guideline, you also help the conference organizers tremendously in reducing our workload and ensuring impressive presentation of your conference paper. We thank you very much for your cooperation and look forward to receiving a professional looking, camera-ready version!

Acknowledgements: Please do not add acknowledgements to your submission because it will help identify authors. Acknowledgements may be added afterwards if papers are accepted.

References

(Ensure that all references are present, complete, and accurate as per the examples)

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