

Job Title in English¹

First Author Name, Institution, Country, Email

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Abstract

This document contains indications regarding the format to be followed in the articles to be submitted to the Conference of the Portuguese Association of Information Systems (CAPSI). The content of the article should be understandable to any researcher in the field of Information Systems, regardless of their area of expertise. The article must respect the formatting presented in this *template*. The abstract in Portuguese must have a maximum of 150 words.

Keywords: (maximum of 5, separated by semicolons ";")

1. INTRODUCTION

Papers submitted to the 25th Conference of the Portuguese Association of Information Systems (CAPSI'2025) must respect the format described in this document.

All articles will be subject to a *double blind review* process, so when submitting the article on the platform for evaluation, it cannot contain any reference that identifies the authors.

The following sections describe the recommended dimensions and formats for conference submission.

This document is formatted according to the rules defined for the conference, so it can and should be used as a template for the construction of the article.

2. ARTICLE AND PAGE DIMENSIONS

Articles must be presented in A4 format, measuring all margins 2 cm (left, right, top, base).

Full *papers* should be between 4000 and 6000 words. *Research-in-progress papers* should be between 2000 and 4000 words long. Posters should have in the body of the article only a section with a summary of the work with 500 to 1000 words.

¹ Only for articles in Portuguese.

3. FORMATS

The "Times New Roman" font is the one adopted in all titles and texts in the document, with only variations in size, style and effects.

Therefore, the formatting described in this section should be followed (note: you can use the AutoStyles already created in this document and which begin with "CAPSI").

The title of the work is written in size 14, bold, centered alignment. In articles in Portuguese, there must be a second title in English. The title of the work in English must be written in size 14, italics and centered alignment. After the title there should be a blank space in size 11, with single spacing and preceded by 6 points.

The block made up of the authors, with their respective institutions, country of origin and e-mail contact, must be written in size 11, with single spacing and preceded by 6 periods. The version that will be subject to review cannot contain the authors' data to ensure anonymity during the process. Only in the final version should the authors' data be included.

After this block there should be a blank space in size 11, with single spacing and preceded by 6 points.

The next block corresponds to the Abstract of the article. The title of this Abstract section should be used in size 12, bold, centered alignment, with single spacing, preceded by 12 points and followed by 6 points.

The body of the abstract should use size 10, justified alignment, with single spacing and indentation of 1 cm to the left and 1 cm to the right. This abstract should have a maximum of 150 words.

After the abstract, *some keywords* that characterize the content of the article *should be indicated*. Keywords/*keywords* should be a maximum of five (5), separated by semicolons (";") and should be formatted in size 9, justified alignment, with single spacing and indentation of 1cm to the left and 1 cm to the right.

In articles submitted in Portuguese, it is mandatory to also include the English version of the abstract and keywords. The *abstract* and *keywords*, and their titles, must be in Italics and use the other rules of formatting the abstract and keywords.

At the end of this block there should be a blank space in size 11, with single spacing and preceded by 6 points.

Sections should be numbered sequentially (1, 2, ..., n).

The title of the sections should be in size 12, bold, small capitals, justified alignment to the left, single spacing, preceded by a spacing of 18 points and followed by a spacing of 6 points.

Subsections should also be numbered sequentially and multi-level in relation to their section (1.1, 1.2, ..., 1.n; 2.1, ..., 2.n; ...; n.1, ..., n.n).

The title of the subsections should be used in size 11, bold, italics, justified alignment to the left, single spacing and preceded by a spacing of 12 points and followed by a spacing of 6 points.

It is not encouraged for a section to have only one subsection, as a third level of section (subsection of the subsection) is also strongly discouraged. If sub-sub-subsections are really necessary, they should be numbered sequentially and multi-level in the subsection in question.

The "Normal" body text of the entire document should use size 11, justified alignment with a line spacing of 1.5 lines and preceded by 6 points.

3.1. *Figures and tables*

Figures and tables must be centered and numbered and captioned below the figure, in size 10, centered, with single spacing, preceded by a spacing of 6 points and followed by a spacing of 12 points. Figure 1 shows the recommended formatting.



Figure 1 – Figure legend

Before any figure and table, it is necessary to include a blank space, following the normal formatting of the text (size 11 with a line spacing of 1.5 lines and preceded by 6 points).

The table should preferably be in size 10, single spacing between lines and followed by 3-point spacing. The title lines of the tables must be differentiated from the other lines, and it is recommended to use text in size 10, bold, all letters in capital letters, centered, with 3-point spacing before and after, and with a gray background color of 15%. Table 1 uses the recommended formatting.

QUESTION	AVERAGE 1992	AVERAGE 1999
1 How do you consider...	3.4	3.7
2 How do you elaborate...	2.7	3.4
3 How...	3.9	3.6

Table 1 – Table legend

3.2. *Lists*

Lists should use the same format as the body text (size 11, justified alignment with a line spacing of 1.5 lines and preceded by 6 points).

- This is a complementary sentence;
- This is a complementary sentence; and
- This is a complementary sentence.

3.3. *Footnotes*

Footnotes are not recommended, however, if they are necessary, they should follow the following formatting²: size 9, justified and single-spaced.

4. **HEADERS AND FOOTERS**

Both the header and footer have specific padding characteristics and will be described in this section.

The header of the first page should be blank. The headings of the other pages must contain the surname(s) of the author(s) preceded by a short title of 5 to 8 words. If there are more than three authors, the surname of the first author should be placed followed by et al. (example: Smith et al.). The header should use size 10, italics, with single line spacing.

The footer on the first page contains event-specific information and is preformatted in this document.

5. **FORMATTING OF CITATIONS AND BIBLIOGRAPHIC REFERENCES**

This section illustrates how citations and bibliographic references should be made, as well as their formatting.

The bibliographic style adopted is the APA (*American Psychological Association*) style, 6th edition, establishing the general guidelines for citations and references in the papers submitted to the conference. Table 2 illustrates some examples of direct (transcription) or indirect (paraphrase) citations. It should be noted that the examples presented below do not replace the consultation of the APA manual for more detailed information, which can be found at: <http://www.apastyle.org/>

Citation Type	1st Indirect quotation (paraphrase)	Indirect following quotations (Paraphrase)	1st Direct quotation (transcription)	Indirect following quotations (Paraphrase)
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² Footnote example.

A work with 1 author	Mowday (1983)	Mowday (1983)	(Mowday, 1983)	(Mowday, 1983)
A work with 2 authors	Bacon and Fitzgerald (2001)	Bacon and Fitzgerald (2001)	(Bacon & Fitzgerald, 2001)	(Bacon & Fitzgerald, 2001)
A work with 3 to 5 authors	Silva, Costa and Martins (2012)	Silva et al. (2012)	(Silva, Costa & Martins, 2012)	(Silva et al., 2012)
A work with 6 or more authors	Falkenberg et al. (1996)	Falkenberg et al. (1996)	(Falkenberg et al., 1996)	(Falkenberg et al., 1996)

Table 2 – Examples of direct and indirect quotations in APA style, 6th edition

6. PRESENTATION OF PAPERS

Authors have a maximum of 20 (twenty) minutes to present their papers. The chairmen of the polling stations have instructions to scrupulously enforce this rule. 10 minutes are also planned for each presentation for discussion between the audience and the authors.

In any of the rooms, a computer and a video projector will be available. It is suggested that authors contact the organization to test their presentations in advance.

The authors of the accepted posters must prepare a poster in A0 size, with the description of the work, which must be printed for exhibition at the conference.

In order for the work to be published in the conference proceedings, at least one of the authors must register for the conference and present it.

7. CONCLUSION

Any other clarifications may be requested from the organizing committee or the program committee through the address capsi2020@upt.pt.

In the references section, the recommended training is as follows: the title of the "References" section follows the same formatting established for the other section titles (size 12, bold, small capitals, justified alignment to the left, preceded by a spacing of 18 points and followed by a spacing of 6 points), **but without numbering**.

Bibliographic references must be in size 10, justified, with single spacing and with a special indentation "hanging" of 0.63cm.

References included in the "References" section should be formatted according to the style selected for the conference (APA style, 6th edition).

REFERENCES

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