

Preparation of a Paper for the Journal

First-Name Last-Name, First-Name Last-Name **Corresponding author*
University Department, University Name, City, State ZIP/Zone, Country
First author email, second author email

or

First-Name Last-Name ^{*1}, First-Name Last-Name ^{*2}
^{*1} University Department, University Name, City, State ZIP/Zone, Country
^{*2, Corresponding author} University Department, University Name, City, State ZIP/Zone, Country
First author email, second author email

Abstract

The abstract should summarize the contents of the paper using Italic Times New Roman font. Try to keep the abstract between 100 and 150 words. Do not have references or displayed equations in the abstract. The Journals will be printed by photo-offset from the same sized copy prepared by you. Your article should be formatted for Letter format - 8.5" x 11" (21.6 cm x 27.9 cm) paper. It is imperative that the margins and style described below be adhered to carefully. This will enable us to maintain uniformity in the final printed copies of the Journals. Please keep in mind that the paper you prepare will be published as it was received. Please include a set of keywords relevant to your paper below.

Keywords

Author Guide, Article, Camera-Ready Format and Paper Specifications.

1. Introduction

1.1 General Appearance

The text must be in English. The submitted typeset scripts of each contribution must be in their final form and of good appearance because they will be printed directly without any editing. It is essential that the "camera-ready copies" be absolutely clean and unfolded. Your paper must be printed actual size (exactly how it is to appear in the Journals) in two columns. The document you are reading is printed in the format that should be used in your paper.

1.2 Specifications

As part of the printing process your document will be photographed. To ensure that this can be done with one camera setting for all papers and to ensure uniformity of appearance for the Journals, your paper should conform to the following specifications. If your paper deviates significantly from these specifications, the printer may not be able to include your paper in the Journals.

- 1) For all pages the Top Margin should be exactly 1.18 inches
- 2) Your article should be formatted for Letter format - 8.5" x 11" (21.6 cm x 27.9 cm) paper
- 3) The left, bottom and right margins should be 1 inch.
- 4) The width of each column should be 3.09 inches characters.
- 5) The distance between the two columns of text should be 0.32 inches.
- 6) The line spacing should be single. With no additional spaces before or after the paragraphs.
- 7) The indentation for all new lines should be exactly 0.19 inches from the left.

2. Recommended Font Sizes

We recommend a font of 10 points. The main text of this document is set in 10 point Times New Roman.

The font sizes go as following:

- 1) Paper Title – 16 points - Bold
- 2) Author Information – 12 points
- 3) Abstract – 10 points - Italic
- 4) Main text – 10 points
- 5) First Level Heading – 12 points - Bold (1,2)
- 6) Second level heading - 11 points - Bold (1.1, 1.2)
- 7) Third level heading – 10 points - Bold (1.1.1, 1.1.2)
- 8) Tables and Figures captions – 10 points

9) References list – 9 points

Times New Roman is preferred for all the contents (except for formulas)

Some technical formatting software prints mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size. This is acceptable.

3. Headings

Major headings are aligned on the left in a bold font. First letters of headings need to be capitalized. All level headings do not need a left margin. They must be numbered, "3. Headings" at the top of this paragraph is a major heading. There should be a blank line before and after them.

3.1 Subheadings

Subheadings should be in a bold font and in lower case with initial capitals. There should be no left margin for them as well. There should be a blank line before and after them.

3.1.1 Sub-subheadings

Subheadings should be in a bold font and in lower case with initial capitals. There should be no left margin for them as well. There should be a blank line before and after them. The top of this paragraph illustrates a sub-sub-heading.

3.1.2 Title

The title should be centered across the top of the first page and should use 16 point type. It should be in a bold font and in each word should be capitalized. Please leave one blank line after author's information, apart from that there should be no additional spacing before or after the title and author information section.

3.1.3 Figures - illustrations or pictures

All illustrations should be original drawings or photographic prints of originals. Photocopies are often not good enough and should be avoided. All illustrations must be numbered consecutively (i.e., not section-wise). Center both the figure and figure captions beneath the figure. Write the word "Figure" and the number in bold. Please try not to exceed the column width. Leave one blank line before and after the figure.

If possible, do not assemble figures at the back of your article, but place them as close as possible to where they are mentioned in the main text. Figures can span the two columns if needed. Refer to Figure 1.

4. Formulae

All equations must be typed or written neatly in black. They should be numbered consecutively throughout the text. Equation numbers should be enclosed in parentheses and flushed right. Equations should be referred to as Eq. (X) in the text where X is the equation number. In multiple-line equations, the number should be given on the last line. Please use a consistent position for numbers of the equations (all on the right or all on the left etc.)

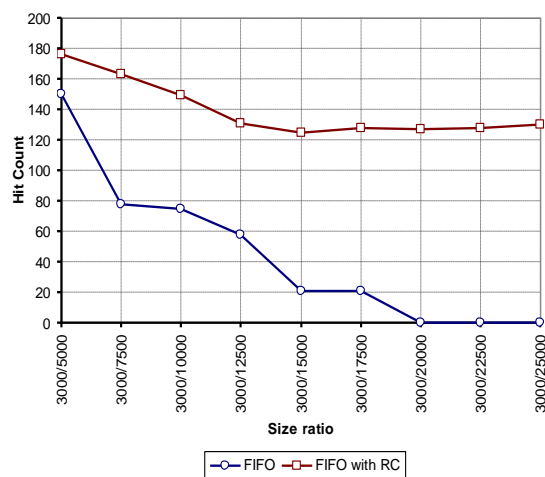


Figure 1. A sample figure

5. Tables

Table 1. Table sample

Notation	Description
x, y	an unknown quantity
C	Constant
S	Size of data
F()	Function

All tables must be numbered consecutively. Table headings should be placed above the table. Tables should be as close as possible to where they are mentioned in the main text.

Center both the table and table captions. Write the word "Table" and the number in bold. Please try not to exceed the column width. Leave one blank line before and after the table. Tables can span the two columns if

need be (for those who use two-column format.) Refer to Table 1.

7. Finalization

Please do not number your pages as the numbering will be revised for publishing purposes.

8. References

List and number all bibliographical references at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. The following is an example of the recommended style for references.

- [1] C.W. Churchman, *The Design of Inquiring Systems*, New York: Basic Books Inc. Pub., 1971.
- [2] J. Ivari, "A Paradigmatic Analysis of Contemporary Schools of IS Development", *European Journal of Information Systems*, Vol. 1, No. 4, 1991, pp. 249-272.