Instructions for Authors (Use style: Title)

<Include all author details as follows>

Jane Austin (Style: Auth name)

School of Information Systems (Style: Auth affiliation)

University of Southern New Zealand

Mainland, New Zealand

Email: jane.austin@usnz.ac.nz

Joseph Bloggs (Style: Auth name)

School of Computer Science (Style: Auth affiliation)

St Bernard University

Coopers, Victoria

Email: jbloggs@stbernard.edu.au

Abstract (Style: Abs heading)

For all submissions, you will be asked to submit in separate files:

(1) title, authors, abstract, and keywords on the front page and

(2) the body of the submission without author details (including the running header).

This template is in the correct AJIS style, with defined page size, margins, and styles. In these Instructions for Authors each part of the paper is in the correct style, and the style is stated. It is easiest to apply the style from the Home tab, otherwise instructions are included in the body of the text. Please observe the flush left alignment paragraph style on headings. The paper title should be in 16 point, Ariel Rounded MT Bold.

After revision the author's name should be in 12 points Arial rounded, and affiliation should be in 11 points Palatino Linotype. Leave 12 points of space before and 6 points after the paper title, 6 points of space before the author's name(s) and no points of space before and after the author's affiliation(s) (or email address).

The abstract should summarise the contents of the paper in a single paragraph of between 150 and 200 words. The abstract should be in 11 points Palatino Linotype and should be justified. Leave 6 points of space before the abstract. (Use style: Jnl body)

Keywords (Use style: Jnl body style, manual bold of the title Keywords only as shown), a set of keywords must be included, include no more than five keywords, separated by commas. Keywords capitalised.

# Introduction - Body of the Submission (Style: Heading 1)

Start a new page for the body of the paper here. This document provides detailed instructions for authors on the form, presentation and layout of papers. Adherence to the instructions will both help the reviewers and editorial team focus on the content of your submission as well as ease the copywriting process once the paper is accepted for publication. Papers that diverge from these instructions may not be accepted. (Style: Jnl Body)

Research articles should not exceed the following layout requirements:

* Front page to include title, author details, abstract and keywords as shown on the previous page. This page does not count as part of the 20 to 30 page body of the paper.
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# Major Heading (Style: Heading 1)

Major headings should be in upper case, 14 points Arial Rounded MT Bold, with 12 points of space prior to the heading and 6 points after. For headings, words like ‘the’, ‘of’, ‘a’, ‘an’ are not capitalized unless it is the first word of the heading.

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Minor headings should be 12 points Arial Rounded MT Bold with the initial letters capitalised and 6 points space prior to the heading and 6 points after.

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Within paragraphs, sub-points may be distinguished by bullets, dashes, bracketed letters or bracketed roman numerals, as follows:

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Any exhibits (tables, figures, illustrations etc.) should be placed as close as possible to the first reference made to it and must be referenced in the text. Exhibits should be centred and numbered, and identified by a brief description. Captions should be 11 points Palatino Linotype italic (Jnl caption style) and numbered consecutively (eg, “Table 1” or “Figure 1”). Captions should be placed below the exhibit. Please note that the words “Figure” and “Table” should be spelled out (i.e., “Figure” rather than “Fig.”) wherever they occur. For example, see Figure 1.

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Figure 1: AAIS’s outstanding chapter award (Jnl caption style)

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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). 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 looks better if it has equal spacing above and below it, as in Table 1.)

|  |  |  |
| --- | --- | --- |
|  | **Sample 1** | **Sample 2** |
| Item 1 | 100 | 60 |
| Item 2 | 120 | 325 |
| Item 3 | 150 | 40 |

Table 1. A Sample Table (Jnl caption style)

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# Conclusion

This submission guideline is intended to help guide you in the presentation of your work. By adhering to the guideline, you will help the conference organizers tremendously in reducing our workload and ensuring that your conference paper is well-presented. We thank you very much for your assistance and look forward to receiving the camera-ready version of your paper.

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Appendix 1 (Style: Abs heading)

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Acknowledgements

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