Instructions for Authors (Use style: Title)

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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.
* Body of paper is 20 to 30 pages in length (excluding Title page, References, Appendices, Acknowledgements and Copyright statement). Page size should be A4. Allow for a 25 mm margin on both sides of each page, a 25 mm margin at the top of each page and a 25 mm margin at the bottom of each page.
* Acknowledgements and Copyright statement are added after revision and are excluded from the 20 to 30 pages paper length.

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# Document Layout

Paragraphs should commence at the left margin and should not be indented. Leave 6 points of space prior to each paragraph. All text should be in 11 points Palatino Linotype and justified. All text is to be single-spaced.

## Headers, Footers and Page Numbering (Style: Heading 2)

The page header should be 11 point Arial Narrow:

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* add the author’s last name (eg, “Smith” or “Smith & White”) to the page header section; if the paper has three or more authors, then enter first author’s last name followed by “et al” (eg, Smith et al).
* complete the copyright release at the end of this document and the acknowledgements section if needed.

# 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.

## Minor Heading (Heading 2)

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.

### Very Minor Heading (Heading 3)

Very minor headings should be in lower-case, 11 points Arial Rounded MT Bold, with 6 points space before the heading and 6 points space after.

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

* First option (Bullet 1 style).
* Second option (Bullet 2 style).

1. Third option (Bullet 3 style).
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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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Please avoid inserting diagrams in the native format of graphic applications such as MS Visio. These can cause problems when converting the file to pdf. Diagrams should be inserted in a common graphic format such as jpeg or gif. The proceedings will be delivered in electronic format, and thus support colour for your figures. However, you are advised to refrain from using colour to deliver important information in your figures – not everyone has access to colour printers.

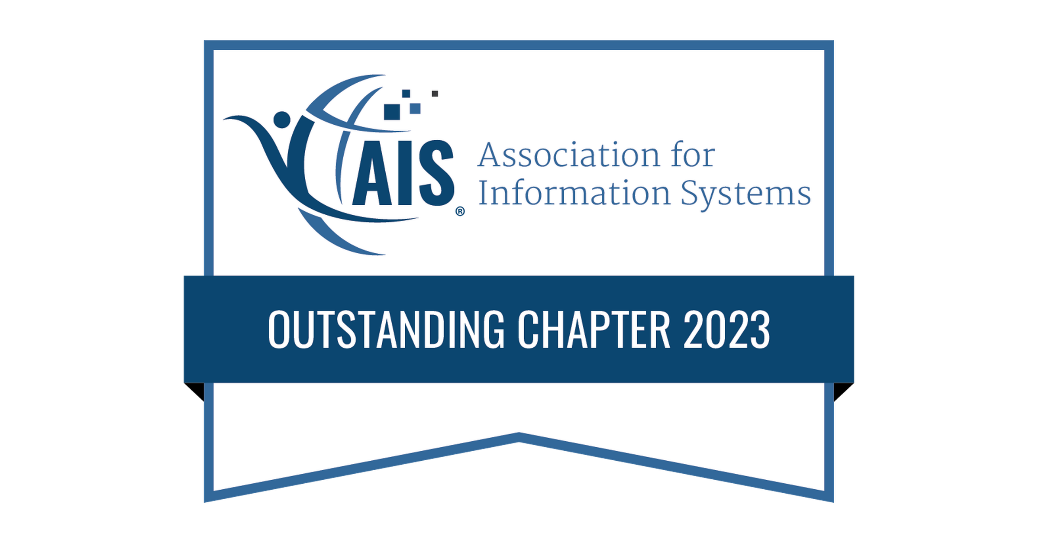


Figure 1: AAIS’s outstanding chapter award (Jnl caption style)

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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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Citations should be in the *APA 7* style.

Citations in the text should include the authors’ last names and year of publication. This involves references to Ajzen (1991) or to a publication (Ajzen 1991). When citing articles with two authors, both names should be cited in the text, for example, Ajzen and Fishbein (1980). Use “et al.” when citing articles with three or more authors (Applegate et al. 1996). When using multiple references, these should be ordered alphabetically, and separated by a semi-colon (Agarwal and Karahanna 2000; Ajzen and Fishbein 1980; Taylor and Todd 1995a; Vander Wal 2007). Multiple publications by the same author within the same year are differentiated as Taylor and Todd (1995a; 1995b). Where the author is unknown (Anonymous 2001), or is an organisation, an appropriate name, organisation name or acronym should be used, for example (ACS 2007; OECD 2003).

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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.

References (Style: Abs heading)

The references should by in *APA 7* style. They should immediately follow the last section in the text. Do not start a new page.

References in the text must be included in Reference section and vice versa. Sufficient descriptions should be given to enable the reader to locate all publications referred to in the text. They should be arranged in alphabetical order by surname of first-named author (or the title of the work for items with no author or editor listed) then date. 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, 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, title, publisher, city, state/country, year, page, or chapter. It is preferable that your references comprise only of published materials accessible to the public. However, if it is necessary to use unpublished works or private communications, these are to be mentioned within the text and included in the reference list. References to electronic documents should include an appropriate DOI if available, or Universal Resource Locator (URL) if not. 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.

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Appendix 1 (Style: Abs heading)

Appendices are the last section of the paper body. Do not start a new page. The style “Abs heading” is used for this and the following numberless headings.

Acknowledgements

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