ECIS 2009
VERONA

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ECIS 2009 – INSTRUCTIONS TO AUTHORS

Paper submission

General
: Please use the paper submission system at the conference website to submit your paper. Refer to the submission guidelines section for further details. Comments or questions should be sent to info@ecis2009.it

Format
: The paper should be in a Word document (97 or higher), formatted according to the guidelines below. A Word document template called *ECIS2009.Word.template.dot* is available at the conference web site.

Paper length
: Completed research papers are limited to 12 pages in length, including all figures, tables, references, and the title and abstract page. Final papers MAY NOT exceed this limit.

Author information
: You should place the author information in the first page of the FINAL PAPER, between the main title and the abstract. Refer to the template for further details. Papers submitted for review MUST NOT contain any author information due to the double-blind review process.

Paper layout

The layout of the papers should follow the definitions below. The authors are strongly encouraged to use the *ECIS2009.Word.template.dot* template in preparing the manuscripts. The template has built-in all the necessary paragraph styles.

Page set up: A4, portrait.

Margins: Top 3 cm, Bottom 3 cm, Left 3 cm, Right 2 cm, Header 1 cm, Footer 0 cm.

Page numbers: No page numbering.

Paragraph formats are defined in the following table.

Paragraph	Definition	Style in the template
Basic text *All other paragraphs are formatted like Basic text if not defined otherwise below*	Times New Roman 11 pt, Alignment justified, Single spacing, Space before 6 pt	Basic text
Main title	Font 16 pt, All caps, Alignment centred, Space after 24 pt	Main title
Subtitles	Font 14 pt, Space before 18 and after 6 pt, Keep with next, Alignment left	Subtitle
Authors	Font 12 pt, Hanging 0,5 cm, Alignment left	Authors
Abstract text	Italic	Abstract
Heading 1	Font 14 pt, Bold, All caps, Hanging 1,5 cm, Numbered, Keep with next, Alignment left	Heading 1
Heading 2	Bold, Hanging 1,5 cm, Numbered, Keep with next, Alignment left	Heading 2
Heading 3 (discouraged)	Italic, Hanging 1,5 cm, Numbered, Keep with next, Alignment left	Heading 3
Figure and table titles	Italic, Alignment left, Hanging 2,5 cm, Space after 6 pt	Figure title
Figures	Space before 12 pt, Keep with next, Alignment left	Figure
Table cells	Font 10 pt, Alignment left, Space before 0 pt	Table
Bulleted list	Bulleted, Hanging 0,5 cm, Space before 0	Bullet
Bulleted list, second level	Bulleted, Left indent 0,5 cm, Hanging 0,5 cm, Space before 0	Bullet 2
Footnotes (discouraged)	Font 9 pt, Alignment left	Footnote text
Reference list	Hanging 0,5 cm, Alignment left The references are listed alphabetically at the end of the paper.	Reference list
References in the text	Authors' names and year of publication in parentheses. If there is more than one author, the subsequent references should appear as the first author followed by 'et al'.	

Table 1.   The paragraph styles of ECIS2008.Word.template.dot.

Citations

Here are some examples showing how citations should be used:
    In his seminal work Leino (2001) found that ...
    Nowadays almost everything is end-user computing (Smith 2002).
    However, many counter-arguments exist (Jörgenssen 1999, Lee & Lee & Li 2000).

Reponen (1995), Sin and Powell (2001) and Suomi (1998) all agree that ...
Smythe, Jones and Lee (1991) found that ... Smythe et al. (1993) later found that ...
A closer analysis of the data (Salmela 1999, table 2) shows that ...
Ansoff (1965, p. 67) already stated that ...