POMS 2022 Paper Title

Abstract

All information about the formatting requirements is contained in this document. Please review it carefully. You may use the document as a template and copy/paste your paper content here – this is probably the easiest option. Several styles have been included in this template to facilitate formatting – you may find it easier to use them instead of formatting each segment differently. Note that it is important to adhere to the requirements exactly, as this will form the camera-ready version that will be used to produce the Proceedings. The limitations on the length of the document are as follows. For all types of papers (completed research, research in progress, and teaching cases), the abstract should not exceed 100 words.

Keywords: Template, formats, instructions, length, conference publications

Introduction

We ask that authors follow these basic guidelines when submitting to Conference. In essence, you should format your paper exactly like this document. The easiest way to use this template is to replace the placeholder content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, References, Title) that are designed to reduce the work in formatting your final submission.

Page Size

All margins must measure 1" (2.5 cm) around. Beware, especially when using this template on a Macintosh, Word may change these dimensions in unexpected ways.

Length

Each type of submission (completed research papers, research-in-progress papers) has specific page length requirements. See additional requirements specific to each type of submission. Any submission that exceeds page length limits may be rejected without review.

The submitted research papers must not exceed ten (10) double-spaced pages. The page limit includes everything – the cover page (which contains the title, abstract and keywords), all text, figures, tables, references and appendices.

Title

Your paper's title should be in Times New Roman 20-point bold. Ensure proper capitalization within your title (i.e., "The Next Frontier of Information Systems" versus "the next frontier of Information systems."

Normal or Body Text

Please use a 11-point Times New Roman font. Please use sans-serif or non-proportional fonts only for special purposes, such as source code text (SpecialStyle).

Sections

The heading of a section should be Times New Roman 13-point bold, left justified (Heading 1 Style in this template file). Sections should not be numbered.

Subsections

Headings of subsections should be in Times New Roman 11-point bold italics with initial letters capitalized (Heading 2). (Note: for sub-sections and sub-subsections, words like 'the', 'of', 'a', 'an' are not capitalized unless it is the first word of the heading.)

Sub-subsections

Headings for sub-subsections should be in Times New Roman11-point bold with initial letters capitalized (Heading 3). Please do not go any further into another layer/level.
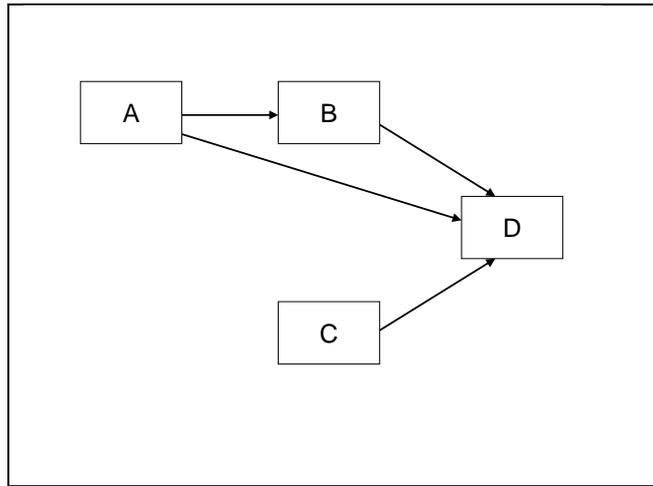
Figures, Tables & Captions

Place figures and tables close to the relevant text (or where they are referenced in the text).

Captions should be Times New Roman 11-point bold (Caption Style in this template file). They should be numbered (e.g., "Table 1" or "Figure 2"), centered and placed beneath the figure or table. Please note that the words "Figure" and "Table" should be spelled out (e.g., "Figure" rather than "Fig.") wherever they occur. The proceedings will be made available online, thus color figures are possible.

Inserting Images

Occasionally MS Word generates larger-than-necessary PDF files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File...

As indicated in Figure 1, using tables to hold places can work very well in Word. If you want to copy a figure from another application (such as PowerPoint) and then paste to the place where you want your figure to be, make sure that (1) the figure stays in the position, and (2) it does not take up too much space. You can ensure the former by double clicking the figure, then go to "Layout" tab, and select "In line with text." To ensure the latter, use "Paste Special," then select "Picture." You can resize the figure to your desired size once it is pasted.

Figure 1. Modified Research Model

Table Style

Inserting a table in the text can work well. 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 will look better if it has equal amounts of spacing above and below it, as in Table 1.)

Table 1. A Sample Table

	Treatment 1	Treatment 2
Setting A	125	95
Setting B	85	102
Setting C	98	85

Language, Style, and Content

With regard to spelling and punctuation, you may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style.

- Try to avoid long or complex sentence structures.

- Briefly define or explain all technical terms that may be unfamiliar to readers.

- Explain all acronyms the first time they are used in your text – e.g., "primary care provider (PCP)".

- Explain local references (e.g., not everyone knows all city names in a particular country).

- Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower*, *man-months*). Use inclusive language that is gender-neutral (e.g., *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).

Conclusion

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. This guideline is intended to help you achieve that goal. By adhering to the guideline, you also help the conference organizers tremendously in reducing our workload and ensuring impressive presentation of your conference paper. We thank you very much for your cooperation and look forward to receiving a professional looking, camera-ready version!

Acknowledgements (optional)

Please do <u>not</u> add acknowledgements to your original submission because it will help identify authors. Acknowledgements may be added afterward, ifthe paperis accepted.

References and Citations

References are to be formatted using the APA style (https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works). References must be complete, i.e., include, as appropriate, volume, number, month, publisher, city and state, editors, last name & initials of all authors, page numbers, etc.

Your references should comprise only published materials accessible to the public. Proprietary information may not be cited.

References (Ensure that all references are present, complete, and accurate as per the examples)

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