



**AMCIS 2006
Connecting the
Americas
August 4-6
Acapulco
Guidelines for Paper
Submission**



All questions regarding the content and appropriateness of your paper should be directed FIRST to your Mini-Track Chair ([list of minitracks and chairs](#)) or the [Program Co-Chairs](#).

Questions about the AIS review system should be directed to the Program Review Chair, [Nicholas C. Romano, Jr.](#)

**Process to write and format a paper for submission and review to AMCIS 2006
Acapulco:**

IMPORTANT FIRST NOTES:

All papers **must be submitted by uploading to the AIS Review System** (deadline for initial paper submission is **March 1, 2006**). Directions to register and create an account for the review system are available both on [word](#) and [pdf](#) formats. **Note** that the system will be ready to accept papers after February 1, 2006 but the last date for submission is March 1, 2006.

All papers **must be in Microsoft® Word .DOC format** (Files submitted in other word processing formats will not be considered nor reviewed.)

All papers **must adhere to the word length requirements** listed below. All figures and illustrations **MUST BE inserted into your Word .DOC file as either JPG or GIF format** (Other formats or embedded graphic objects will NOT convert to PDF correctly.)

If you use **TRACK CHANGES** be certain to **accept all changes** and **turn track changes OFF before uploading** your paper to the AMCIS review system.

Please note At least one author must have registered for the conference by **May 31, 2006** for the paper to be included in the electronic proceedings; and at least one of the author (s) of accepted papers must attend the conference and present the paper. If a paper is **not presented** at the conference, **it will not appear** in the conference proceedings.

To write, format and submit a paper for review, please follow these directions:

1. **Determine the appropriate mini-track for your submission.** To see the list, along with descriptions, select the [Minitracks](#) link. Contact the mini-track Chairs directly by email to discuss the appropriateness of your paper for their mini-track.
2. **Send an abstract of your paper.** Send the mini-track chair(s) ([list of minitracks and chairs](#)) an abstract for consideration by **February 1, 2006**. It is up to each mini-track chair as to whether a paper will be accepted without an abstract.
3. **Format the paper According to these guidelines:** Follow the guidelines explicitly as **failure to do so** may result in **administrative rejection** of your paper.
4. **Submit your paper for review using the [AIS Review system](#)** (Instructions for using the review system will be posted). **Use the [paper template WITH AUTHOR NAMES REMOVED for submitting your paper for review - this will save time later if your paper is accepted.](#)**
Authors may submit a specific paper to one and only one mini-track. Other papers can be submitted to other mini-tracks, with a maximum of two submissions to any collection of a SIG's mini-tracks. The deadline for paper submission to the system is **March 1, 2006**. This is a firm deadline. The review system will not accept papers time-stamped after this date. Papers will be peer-reviewed using a double-blind system under the supervision of mini-track co-chairs and the Program Review Chair. **IMPORTANT** See directions below for instructions on how to "blind" your paper in Microsoft® Word.
5. **Wait to receive the status for your submission.** You will receive an email that provides a decision as to acceptance or rejection of your paper on the date decisions are to be released; if you have questions about the status please contact your minitrack chair(s) ([list of minitracks and chairs](#)) as they are the ones that make these decisions and enter them into the AIS review system.
6. If your paper is **ACCEPTED** and needs to be revised, please revise it and upload the final version of your paper (using the 'modify paper' link on the record for your paper in the AMCIS 2006 Review System) by May 1, 2006. Use the 'modify paper' instruction on the review system to upload your final version. Use the Paper Template for submitting the camera-ready copy. **The [paper template](#) is required FOR THE ACCEPTED version of your paper and it will make your formatting job easier.**
7. **Copyright Information:** Submission of a paper to the AMCIS 2006 conference represents the author's agreement to allow the Association for Information Systems (AIS) to publish the paper in any written or electronic format for distribution to all interested parties in perpetuity with or without compensation to AIS and without compensation to the author. The parties understand that the author is granting a nonexclusive license and all copyrights remain the property of the author.

8. **Author registration and paper presentation:** At least one author must have registered for the conference by **May 31, 2006** for the paper to be included in the electronic proceedings.

Also at least one of the author (s) of accepted papers must attend the conference and present the paper. If a paper is **not presented** at the conference, **it will not appear** in the conference proceedings.

How to "Blind" your paper for the review process

Your paper **MUST BE BLINDED** prior to the review process so that there is **No Information that can be used to discover the identity of the author.** You can blind your Microsoft Word submission easily.

Blinding is simply the process of removing any and all information from the header and body of the paper and the properties of the .DOC file so that the reviewers have no way to identify who the authors are or their affiliations.

The first Step to blinding you paper is **TO REMOVE ALL INFORMATION** about the authors from the body AND the header of the paper. (**Note:** you should use the paper template for your review version and REMOVE the lines with the authors' names AND the last name of the first author in the header.)

1. Using Word XP, open the document, click on the menu for TOOLS, OPTIONS, and SECURITY tab, and click the two options: REMOVE PERSONAL INFORMATION... and WARN BEFORE PRINTING, SAVING, OR SENDING... Then save your document. (Other versions of WORD have similar capabilities.). Using MS Word 2000, Log onto a computer as a user account that does not identify the author (i.e. administrator or user). Logging in this way and saving the document will clear the last saved by field of any identifying information. Next then open the document and click on the menu FILE, PROPERTIES, and SUMMARY tab, then delete the name in the AUTHOR Field, the Organization in the ORGANIZATION field, and clear any other fields that identify the author. Then Save the Document and it will be blinded.
2. Using MS Word 2000, log onto a computer as a user account that does not identify the author (i.e. administrator or user). Logging in this way and saving the document will clear the last saved by field of any identifying information. Next then open the document and click on the menu FILE, PROPERTIES, and SUMMARY tab, then delete the name in the AUTHOR Field, the Organization in the ORGANIZATION field, and clear any other fields that identify the author. Then Save the Document and it will be blinded.
3. Use the [Paper Template](#) for your early version since it will be required for your final version.

If you need information about this process for other versions of Microsoft Word, please contact the Program Review Chair [Nicholas C. Romano, Jr.](#)

Use the following format for your cover page:

AMCIS2006	Submission	to
[name	of	mini-track]
<u>DO NOT INLCUDE ANY AUTHOR INFORMATION ON A PAPER FOR REVIEW</u>		
<u>(BLIND the PAPER)</u>		
[title of paper]		

Do NOT include any author names, affiliations or emails anywhere on the title page or in the paper for review.

Guidelines for Paper Formats

Type of Paper	Maximum number of words including all figures, references, bibliography, etc.
Completed Research	5,000
Research in Progress	2,500

IMPORTANT SUBMISSION NOTES:

Initial Submitted Papers for Review:
 All papers **must be submitted by uploading to the AIS Review System** (deadline for initial paper submission is **March 1, 2006**).
 All papers **must be in Microsoft® Word .DOC format** (Files submitted in other word processing formats will not be considered nor reviewed.)
 All papers **must adhere to the word length requirements** listed above.
 All figures and illustrations **must be inserted into your Word .DOC file either JPG or GIF format** (Other formats or embedded graphic objects will NOT convert to PDF correctly.)
 All papers **must be blinded**, which means that they should have NO Author Names or other identifying information ANYWHERE in the paper or in the properties of the doc file.
 See [How to blind your paper](#) (see above in this document)

AMCIS2006 Submission to [name of mini-track]

[title of paper]

Abstract: The objective of these instructions is to produce high quality proceedings at a reasonable cost. Authors in this field have access to IS technology and therefore should be able to submit machine-readable manuscripts and camera-ready art. We will not attempt complete uniformity of style, but we are requesting a uniform approach to references in the text and the list of cited references.

Key Words: [more than two, less than eleven]

[Body of paper]
[References Required]

Use the [Paper Template](#)

Formatting Requirements for Accepted Materials that will appear in the Proceedings

All ACCEPTED PAPERS for publication in the proceedings **MUST** Use the [Paper Template](#) to make formatting easy.

Summary of Important Procedures

Submit an electronic file in Microsoft® Word .DOC format **ONLY** to the [AIS Review system](#).

Before you submit your final copy, please check spelling, grammar, punctuation, completeness of references, and numbering of figures and tables.

If you have been tracking changes, please accept/reject those changes.

ALL AUTHOR NAMES and affiliations should appear on the title page. Please remove un-cited and/or unnecessary references from the list of references.

Citations and references should be in the author and year format (see ALL FORMATS below in this document).

REFERENCES ARE REQUIRED ON ALL PAPERS

All papers **MUST adhere to the word length requirements** listed above.

All figures and illustrations **MUST BE inserted into your Word .DOC file either JPG or GIF format** (Other formats or embedded graphic objects will NOT convert to PDF correctly.)

Please note At least one author must have registered for the conference by **May 31, 2006** for the paper to be included in the electronic proceedings; and **at least one of the author (s) of accepted papers must attend the conference and present the paper.** If a paper is **not presented** at the conference, **it will not appear** in the conference proceedings.

Publication in the Proceedings

All accepted submissions will appear in the Electronic Proceedings.

Publication is contingent upon:

Changes requested by the program committee **being made on time.**

The Final version of the paper follows all the guidelines in this document.

At least one author of an accepted paper must be registered for the conference by **May 31, 2006.**

At least one of the author (s) of accepted papers must **attend the conference and present** the paper. If a paper is not presented at the conference, it will not appear in the conference proceedings.

Copyright Information: Submission of a paper to the conference represents the author's agreement to allow AIS to publish the paper in any written or electronic format for distribution to all interested parties in perpetuity with or without compensation to AIS and without compensation to the author. The parties understand that the author is granting a nonexclusive license and all copyrights remain the property of the author.

Make sure the Camera ready copy of the paper is submitted to the AIS Review system by **May 31, 2006** and uses the instructions outlined in this document.

Please note that all items have firm deadlines. This includes, abstract, submitted papers, revised papers and final papers. If any items are missing, or if your paper does not reflect the changes that were required, your paper will NOT appear in the Proceedings and there will NOT be a presentation scheduled for your paper.

Specific Formats to be Followed

Information about paper and reference formatting is described below, however you must use the [Paper Template](#) to ensure the correct format.

Illustration Format:

All figures and illustrations MUST BE inserted into your Word .DOC file either JPG or GIF format

All illustrations, charts and tables must be included in the machine-readable Word file. Please be certain to **convert ALL objects from drawing and graphics programs to .GIF or .JPG images** and insert them into your Word document; because drawing objects that are embedded such as Microsoft® Visio® and other object types will **NOT** be correctly converted to PDF images. **ONLY GIF and JPG Image files are acceptable.** Artwork may include color, however, the use of color should be limited, as most printers will show only grayscale.

Times Roman is the **REQUIRED** typeface.

All Formats:

All information about Page Format, Title and Author Information, Title and Headings, Text, Figures and Tables, and Reference Format can be found by viewing the [Paper Template](#).

Please note: All other questions regarding your paper or submission should be directed to either the appropriate Mini-Track Chair ([minitrack list](#)) or to the [Program Co-Chairs](#).

Questions about the **AMCIS review system** should be directed to the Program Review Chair, [Nicholas C. Romano, Jr.](#)

If you have any questions or problems regarding the instructions for submitting INITIAL PAPERS FOR REVIEW or FINAL ACCEPTED PAPERS for publication in the proceedings, please contact the Proceedings Editor, Nicholas Romano at nicholas.romano@okstate.edu.