

# Proceedings of the 2<sup>nd</sup> HCI in MIS Research Workshop Publications Format

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### ABSTRACT

In this document we describe the formatting requirements for the Proceedings of the Second HCI Research in MIS Workshop. Please review this document carefully. You can use this document as a template and copy/paste your paper content here (this might be the best or easiest way). Please be sure to adhere to the formatting requirements as this will be your camera-ready version, and a PDF format will be generated directly from your submitted final Word version. Please note several limitations on length: (1) your abstract should be no more than 150 words, as the abstract will also be used for the workshop program, (2) your entire paper should be no more than five pages, including all materials and sections such as figures, tables, and references. This paper length is intended to encourage authors to publish full-length papers in journals or other outlets at a later date.

### Keywords

Guides, instructions, length, workshop publications.

### INTRODUCTION

The accepted papers and the panel statements of the workshop are published in the *Proceedings*. We wish to give the proceedings a consistent, high-quality appearance. We therefore ask that authors follow some basic guidelines. In essence, you should format your paper exactly like this document. The easiest way to use this template is to download it from the workshop's webpage and replace the content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, Table Text, References, Title, Author, Affiliation) that will reduce the work in formatting your final submission.

### PAGE SIZE AND COLUMNS

On each page, your material (not including the header and footer) should fit within a rectangle of 18 x 23.5 cm (7 x 9.25 in.), centered on a US letter page, beginning 1.9 cm (.75 in.) from the top of the page, with a .85 cm (.33 in.) space between two 8.4 cm (3.3 in.) columns. Please adhere to the US letter size only (hopefully Word or other word processors can help you with it). If you cannot do so, please contact the program chair for assistance. All

final publications will be formatted and displayed in US letter size. Right margins should be justified, not ragged. Beware, especially when using this template on a Macintosh, Word may change these dimensions in unexpected ways.

### TYPESET TEXT

Prepare your submissions on a word processor or typesetter. Please note that page layout may change slightly depending upon the printer you have specified.

### Title and Authors

Your paper's title, authors and affiliations should run across the full width of the page in a single column 17.8 cm (7 in.) wide. The title should be in Helvetica 18-point bold; use Arial if Helvetica is not available. Authors' names should be in Times New Roman 12-point bold, and affiliations in Times New Roman 12-point (note that Author and Affiliation are defined Styles in this template file).

To position names and addresses, use a single-row table with invisible borders, as in this document. Alternatively, if only one address is needed, use a centered tab stop to center all names and the address text; for two addresses, use two centered tab stops, and so on. If the single row cannot hold all authors' information (for example, a paper has 4 or more authors), you can have another row under the first row.

### Abstract and Keywords

Every submission should begin with an abstract of no more than 150 words, followed by a set of keywords. The abstract and keywords should be placed in the left column of the first page. The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should clearly state the paper's contribution to the field of HCI and MIS.

### Normal or Body Text

Please use a 10-point Times New Roman font or, if it is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 10-point. The Press 10-point font available to users of Script is a good substitute for Times Roman. If Times New Roman

is not available, try the font named Computer Modern Roman. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text.



**Figure 1. Human-Computer Interaction**

## References and Citations

If you use EndNote, select “Information Systems Journal” style. In the text, cite by authors’ last names followed by the year of publication – list all authors’ last names for the first time, then use “et al.” for subsequent citations if there are more than two authors. If multiple articles are cited at the same time, order them alphabetically by the first author’s last name and separate the citations by semicolons. If the same author(s) has/have more than one articles being cited, use chronicle order and separate the year of publication of the articles by commas. For example: (Agarwal and Karahanna, 2000; Ajzen, 1988, 1991; Zhang, Benbasat, Carey, Davis, Galletta and Strong, 2002). Later in the paper, you may cite some of them again, along with others, as follows: (Agarwal and Karahanna, 2000; Ghani, Supnick and Rooney, 1991; Shneiderman, 1998; Tractinsky, 1997; Zhang et al., 2002). See examples on the references corresponding to these citations at the end of this document. Within this template file, use the `References` style for the text of your citations.

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

## SECTIONS

The heading of a section should be in Helvetica 9-point bold, all in capitals (`Heading 1 Style` in this template file). Use Arial if Helvetica is not available. Sections should not be numbered.

### Subsections

Headings of subsections should be in Helvetica 9-point bold with initial letters capitalized (`Heading 2`). (Note: for sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading.)

### Sub-subsections

Headings for sub-subsections should be in Helvetica 9-point italic with initial letters capitalized (`Heading 3`). Please do not go any further into another layer/level.

## FIGURES/CAPTIONS

Place figures and tables close to the relevant text (or where they are referenced in the text). A figure or table may extend across both columns to a maximum width of 17.78 cm (7 in.).

Captions should be Times New Roman 9-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. However, you are advised to refrain from using colors to deliver important information in your figures – not everyone has access to color printers.

### 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.

### Table Style

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 will look better if it has equal amounts of spacing above and below it, as in Table 1.)

## 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., “Digital Library (DL)”.
- 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., *she or he, they, s/he, chair, staff, staff-hours, person-years*).

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

**Table 1. A Very Nice Table**

**PAGE NUMBERING, HEADERS AND FOOTERS**

Please submit your final version with the pre-defined header and footer. Insert your name (only the first author's last name, and use “et al.” after that if the paper has more than one author) and a short title of your paper in the header. Leave the footer untouched.

**CONCLUSION**

It is important that you write for the general audience. It is also important that your work is presented in a professional fashion, which is what this guideline is intended to help you with. By adhering to the guideline, you also help the workshop organizers tremendously in reducing our workload and ensuring impressive

presentation of your workshop paper. We thank you very much for your cooperation and look forward to receiving your nice looking, camera-ready version!

**ACKNOWLEDGMENTS**

We thank all authors, committee members, and volunteers for their hard work and contributions to the workshop. The layout of this format was adapted from CHI04 format. The content is written specifically for the pre-ICIS HCI workshop. The references cited in this paper are included for illustrative purposes only.

**REFERENCES**

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**The columns on the last page should be of approximately equal length.**