

Final Paper Submission Format for 12th Western Michigan IT Forum

The Title of Your Paper Should Be CAPITALIZED
(All words except for Short Connectives in **Bold** Type,
14-Point Size, and Centered across the Top of the First Page)

Author (s), affiliations (s), complete address (es), telephone number (s), and [email address \(es\)](#)
should be centered below the title. Skip 2 lines before the title
Use 10-point type.

Abstract: Introduce the paper with an abstract of approximately 100 words. Indent .5" from the left and right margins. Skip 2 lines before and after abstract. Start this section with "Abstract:" in bold (no quotes). Use 9-point type.

INTRODUCTION (HEADING 1, BOLD, ALL CAPS, 12-POINT, SKIP 2 LINES BEFORE, 1 LINE AFTER)

Heading 2 (Bold, Capitalized, 11-Point, Skip 2 Lines Before and 1 Line After)

Please follow these format instructions carefully. Papers that deviate from these instructions may not be published at the discretion of the Proceedings Editor. **Regular papers are limited to 12 pages.**

On **8.5"x11"** paper, use Times or New Times Roman, 10-point type size. Justify text so that it fills the full line width. Top and side (left and right) margins are .5"; bottom margin is 1". All text should be single-spaced. Begin new paragraphs with a tab indent, no extra space between lines. The first paragraph following a heading should not be indented. See Table 1 for more information:

Paper Size	8.5"x11"
Font & Size	(New) Times Roman, 10-point
Text alignment	Justified
Text spacing	Single-spaced
Top margin	1"
Side margins	1"
Bottom margin	1"
Page numbering	On Page header & Footers

Table 1: Formatting specifications

FORMATTING OTHER SECTIONS

References and Citations

References should follow the APA style and be listed alphabetically by author at the end of the paper and referred to in the body of the text by Name (date). Skipping a line between each reference is preferred.

Note: It is highly desirable that all regular session papers contain a list of references. Whenever possible, authors are advised to edit their submissions to insure there is sufficient space for a reference list. However, should the paper become too long, the authors could use author-year citations in the text (e.g., Baker, 1974) and, at the end of the paper, could include the following note: “References available upon request from [Name of Author].” This line should explicitly identify the author responsible for sending out reference lists.

Figures and Tables

Figures and tables should be placed as close as possible to where they are cited. Center figures and tables between the margins with one blank line above and below. Place captions (e.g., “Figure 1: Caption text”) after the figure/table (see example above). All figures and tables should be prepared in a professional manner.

Footnotes/Endnotes

The use of footnotes is discouraged, but endnotes are acceptable.

Equations

All equations should be placed on separate lines and numbered consecutively, with the equation numbers placed within parentheses and aligned against the right margin.

$$R_1 = f(X_1) \tag{1}$$

Appendices

The Appendix should immediately follow the body of the paper (using the first-level heading “APPENDIX”) and precede the references. If there is more than one appendix, number each consecutively.

ACCEPTED FILE FORMAT FOR SUBMISSION

Format your paper in Microsoft Word®.

SUBMITTING YOUR FILE

Manuscripts should be single-spaced and paginated throughout. All paper submissions must be submitted online (<http://wmich.edu/infosystems/itforum/#papers>) in one single Word file with MS Word format (any other format will not be processed). If you have problem in submitting your paper online, please email your paper to the program chair, Dr. Muhammad Razi at muhammad.razi@wmich.edu, subject line ‘IT Forum Paper’.