

Submission Style Guidelines AIS Educators Conference

Four types of submissions to the conference are solicited:

- 1) Traditional research manuscripts, including working papers
- 2) Extended abstracts (proposals)
- 3) Presentations of cases or teaching techniques
- 4) Suggestions for panel discussions

Research Manuscripts

- Any theoretical or applied research benefiting AIS practice and education is welcome.
- Manuscripts should include an abstract, introduction, literature review, data analysis and conclusions, followed by references and tables.

Extended Abstracts

- Any theoretical or applied research benefiting AIS practice and education is welcome.
- The abstract should include an introduction, purpose of the study, literature review, proposed data collection process and proposed analysis methods.

Cases and Teaching Techniques

- The submission should include learning objectives, teaching notes, some evidence of teaching effectiveness, and where the method fits in the course/curriculum.
- Handouts, such as solutions or student materials, should be included in a separate file in a single compressed format.
- Handouts and solutions can also be included in the main manuscript to facilitate ease of reading.
- Computer data files used in the manuscript should be included in the compressed file.
- Include an estimate of the time that should be allotted at the conference to effectively make the presentation. Most sessions are scheduled for 60 or 90 minutes.

Panel Discussions

- The submission should include the purpose of the panel and why the topic is relevant and important enough to warrant a panel session
- A list of suggested panelists should be provided.
- Include an estimate of the time that should be allotted at the conference to allow adequate coverage of the topic. Most sessions are scheduled for 60 or 90 minutes.

Format

- The use of active voice and the use of first person is acceptable.
- All pages should be sequentially numbered.
- All figures, exhibits, and tables should be labeled and referenced within the text.
- Manuscripts can follow any recognized referencing method, such as *Chicago Manual of Style* (15th Edition)
- Manuscripts to be submitted to the AIS Educators Journal should follow the Journal's submission and format requirements.

Submission Instructions

- Submit manuscripts electronically using the online submission form on the web site.
- Authors should not identify themselves or their affiliations directly or indirectly in the manuscript. The authors will be identified via the submission form.
- Use the Microsoft Word 2003 format is encouraged.
- Upon acceptance of the paper, the submitting author is encouraged to submit a revised document, in pdf format, containing names and affiliations.