

Information for Authors

Editorial Policy and Journal Format

The mission of the *AIS Educator Journal* is to disseminate research that will benefit AIS education. This includes:

1. Research about AIS education methods from a variety of perspectives (for example, classroom or laboratory experiments)
2. AIS educational cases
3. Tutorials and demonstrations of useful new applications, software, or tools
4. Research presenting the importance of content that might be integrated into AIS courses
5. AIS basic research that has potential for being disseminated in an accounting classroom (AIS, auditing, managerial, financial, taxation, etc.)
6. Interdisciplinary research with a systems or technology component.

The *AIS Educator Journal* uses an e-journal format to permit new and different forms of expression. Articles accompanied by lengthy case problems, complex diagrams, student files, programming code and other electronic media can be accommodated. Authors are encouraged to propose scholarly contributions that actively engage readers, encouraging them to participate in the published piece.

Manuscript Preparation and Style Guidelines

Articles should be submitted electronically to The Editor at AISEJ@aiseducators.com.

Manuscripts should follow the *Chicago Manual of Style* (15th Edition). Each submission should include a minimum of two files:

- A cover page that includes the submission title and names of all authors. Each author's name should be accompanied by their affiliation, title, postal address, telephone number and e-mail address. *This is the only file that should contain identifying information about the authors.*
- The actual submission. The first page of the submission should contain the title of the submission, an abstract not to exceed 200 words that includes a description of how the submission will benefit AIS education and several keywords to allow ease of searching.

Research Reports

Research reports should include detailed research instruments or protocols to facilitate review.

Teaching Materials

For teaching materials, the submission must include a description of the materials, learning objectives, the materials themselves, teaching notes and full solutions. For all instructional resources, evidence of teaching effectiveness will increase the probability of acceptance. Solutions materials and portions of teaching notes that should not be available to students should not be included in the main manuscript but should be included in separate files. Access to these materials will be password protected upon final publication.

Accompanying files

All student handouts, grading sheets and similar material should be included both in the text of the manuscript, teaching note or solution where feasible (for ease of reading) and in a separate file (Word, Access, Excel, etc.) for ease of implementation for others. Any added files necessary to complete the case or exercise should also be provided. To the extent that the submission includes more than one accompanying file (solutions/teaching notes, handouts or accompanying files) you should prepare an html document labeled index.htm that briefly describes and provides a link to each file. This document should then be archived along with the relevant files using zipping software for ease of distribution during the review process.

Software Updates

All materials included in teaching cases/projects and solutions should reference the most recent available version of any relevant software. In the event that new versions of software are released during the review process, you will be asked to update the manuscript to reflect the newest version available at publication if the editor deems this feasible.

Active Voice/First Person

We encourage the use of active voice and the use of first person is acceptable, particularly for classroom materials.

Format

1. All manuscripts must be typed on one side of 8 1/2 X 11 inch paper and be double-spaced, except for quotations.
2. Use 12-point font.
3. Margins must be one inch from the top, bottom, and sides.
4. Authors should not identify themselves directly or indirectly in the manuscript.
5. A cover page should include the title of the paper, author's name, affiliation, and email address.
6. All pages, including references, tables, exhibits and appendices should be sequentially numbered.
7. Do not number headings and subheadings. Major headings must be centered, bold, capitalized and without a period. Second-level headings must be flush left, bold, both upper- and lower-case, and without a period. Third-level headings must be flush left, bold, italic, both upper- and lower-case, and without a period. Fourth level headings must be paragraph indented, bold, lower-case, and with the text starting immediately after the period. For example:

FIRST-LEVEL HEADING

Second-Level Heading

Third-Level Heading

Fourth-level heading. Start text here...

Abstract

The first page of the submission should contain the title of the submission, an abstract not to exceed 200 words that includes a description of how the submission will benefit AIS education and several keywords to allow ease of searching.

Figures, Exhibits and Tables

1. All figures, exhibits and tables must be specifically referred to in the text.
2. Each figure, exhibit and table must have an Arabic number and a brief, descriptive title.
3. Each figure, exhibit or table must be on a separate page at the end of the text.
4. The author(s) should indicate where each figure, exhibit or table should be inserted in the text, e.g., Insert Exhibit XI here
5. Each figure, exhibit or table must be in a form suitable for publishing.

Reference list

Use the format recommended by the *Chicago Manual*. The references should be arranged alphabetically according to the name of the first author or editor. These should take the form: author(s). date. title. journal or book (*italicized*) volume and issue numbers, date, inclusive pages. For editors, the names are followed by “ed.”. Do not use p. or pp. before page numbers.

Examples are:

- American Institute of Certified Public Accountants (AICPA). 1997. *Statement of Position 97-2 – Software Revenue Recognition*. New York, NY: AICPA.
- Belkaoui, A. 1984. *Socio-economic accounting*. Westport, CT: Quorum Books.
- Callaghan, J., A. Savage, and E. Peacock. 2003. Rethinking AIS: An Innovative Financial Information Systems Curriculum. *Advances in Accounting Education: Teaching and Curriculum Innovations* 5(1): 211-228.
- _____, _____, and _____. 2002. Teaching REA Semantics Within An Information Engineering Framework. *SA Journal of Accounting Research* 16(1): 59-80.

Citations

Authors should do their best to include relevant page numbers in cited works. Examples of citations are as follows:

1. For a single author: (Belkaoui 1984, 39)
2. For two authors: (Callaghan and Kovar 2004). If there is a page reference, it will be (Callaghan and Kovar 2004, 125).
3. For two or more works by the same author: (Callaghan 2001, 2005).
4. For works by two different authors: (Jones 2003; Richtermeyer 2005)
5. For more than one work published by the same author in one year: (Jones 2003a) and (Jones 2003b)
6. Citations to institutional works should use acronyms where possible: (AICPA 1997).