**Author Guide for Preparing Your JISE Paper for Publication**

**First Author’s Name**

**Second Author’s Name**

Department/College Name

University Name

City, State Zip, Country

First Author E-mail Address, Second Author E-mail Address

**Third Author’s Name**

Department/College Name

University Name

City, State Zip, Country

Third Author E-mail Address

**ABSTRACT**

The abstract should summarize the content of the manuscript. The abstract should ideally not exceed 250 words and should not include equations or references. If you use abbreviations or acronyms in the paper, e.g., CIS, use the full meaning of the abbreviation/acronym in the abstract, e.g., Computer Information Systems.

**Keywords:** Although not required, authors are strongly encouraged to select 4-6 appropriate keywords from the “JISE Keywords” list at <https://jise.org/keywords.html>

**1. INTRODUCTION**

The following guidelines will enable you to properly prepare your accepted manuscript for publication in the **Journal of Information Systems Education (JISE)**.

**2. PREPARATION OF MANUSCRIPTS**

**2.1 General Information**

The text of the journal is English. Your manuscript must not contain corrections, comments, page numbers, headers, or footers. Final manuscript submissions must include references, figures, tables, appendices, etc., as well as pictures and short biographies of the authors.

The manuscript should be printable on 8.5" x 11" paper. Remove all HTML and XML formatting. Your final manuscript submission must be a Word document - do not send a PDF.

**2.2 Document Setup – Margins**

Using the Page Setup menu under the Layout tab, adjust the settings to the following, as shown in Figure 1:

1. Set all margins (top, bottom, left, right) to 1"
2. Choose Portrait orientation
3. Apply to the Whole document

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| **Figure 1. Page Setup** |

**2.3 Document Setup – Font and Spacing**

Format your manuscript using the following specifications:

* Font is Times New Roman for all text.
* The title should be in 18-point, **bold**, Title Case, and centered. If a Teaching Case or Teaching Tip, include that designation as the first line of your title in italics and bold with your manuscript title beginning on the next line.
* Two (2) 12-point blank lines after the title.
* The names (author, department, university), mailing addresses (city, state zip, country), and email addresses of all authors are next. Names should be **bold** and all text should be centered.
* All text from this point on is in 9-point font.
* Two (2) 9-point blank lines after the author information.
* The word “**ABSTRACT**” in **bold** and centered.
* One (1) 9-point blank line before the text of the abstract.
* The text of the abstract in full justification.
* One (1) 9-point blank line after the text of the abstract.
* The word “**Keywords:”** in **bold** followed by 4-6 keywords describing the manuscript’s theme and content. The first word of each keyword phrase should begin with a capital letter. Separate them with commas. No period is needed in the end of the list. You can find the list of “JISE Keywords” at <https://jise.org/keywords.html>.
* Two (2) 9-point blank lines after the keywords.
* The manuscript text is to be in two equal columns, with a 0.2 inch column separation. The width of each column should be 3.15 inches with full justification.
* The manuscript should not contain any page numbers, headers, or footers.

**3. HEADINGS**

Major headings are to be column centered, numbered, and in a capitalized **bold** font, as shown in this document. Manually insert numbers; do NOT use the Bullets or Numbering feature of Word. Do NOT indent the first line of the paragraph immediately following the heading, but DO indent all subsequent paragraphs by 0.2".

**3.1 First Level Subheadings**

First Level Subheadings are to be numbered, left justified, **bold** font, and Title Case. No blank line is to appear between the sub-heading and the text. Do NOT indent the paragraph immediately following the subheadings, but DO indent all subsequent paragraphs by 0.2".

**3.1.1** **Sub-Subheadings.** Sub-subheadings are to be in **bold** font, Title Case, numbered, run in at the beginning of the paragraph, and end with a period.

**3.2 In-Text Citations**

Format of in-text citations is the same as the 7th edition of APA. When citing references in the text, type the last name and year. The citation should appear in parentheses (Dickson, 2011). Groups of citations should appear in a single set of parentheses separated by semi-colons and ordered alphabetically by author last name (Cummings & Janicki, 2020; Dickson, 2011; Forst et al., 2021; Laudon & Laudon, 2019; Zhang et al., 2020). If two or more papers are cited that were written by the same author, separate the years with commas (Harris, 1995, 1996). List all last names of references with two or fewer authors (Cummings & Janicki, 2020; Dickson, 2011; Laudon & Laudon, 2019). If there are more than two authors, list the last name of the first author, followed by et al. for the citation (Forst et al., 2021; Zhang et al., 2020), but list all authors in the reference section.

**3.3 Figures and Tables**

Figures and tables should be original and placed in the manuscript on the page where they are referenced or on the beginning of the following page. Titles should be centered, **bold** font, Title Case, and below the figure or table. Use a borderless table for figures and their titles, as indicated with Figure 1. Place table title in the last row of the table but apply “Top Border” to that row (see Table 1). Apply the shading of “White, Background 1, Darker 25%” to the table header. Align top left for all content in the table except the table title. Add a 6-point spacing before and after each figure or table title. Add a 9-point blank line before and after each figure or table. Figures and tables that will not fit in one column should span the entire page and should be placed at the top or bottom of the page. Section breaks should not be used when adding tables or figures. To achieve this, format figures and tables with text wrapping and position the item where you desire.

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| --- | --- | --- | --- |
| Number | Name | Year | Volume |
| 1 | Alka Harriger | 1988-1994 | Vol. 1-6 |
| 2 | Mary Jo Haught | 1995-1996 | Vol. 7-8 |
| 3 | Kevin L. Elder | 1997-2000 | Vol. 9-11 |
| 4 | Albert L. Harris | 2000-2009 | Vol. 12-20 |
| 5 | Susan E. Kruck | 2009-2014 | Vol. 21-25 |
| 6 | Lee A. Freeman | 2014-2021 | Vol. 25-32 |
| **Table 1. Past JISE Editors-in-Chief** | | | |

**4. CONCLUSIONS**

While every manuscript is different, most manuscripts will have a sub-set of the following sections: Introduction, Literature Review or Prior Research, Research Questions and Hypotheses, Methodology, Results, Discussion, and Conclusions. Do not repeat the abstract in your conclusion.

**5. ACKNOWLEDGEMENTS**

If you wish to include Acknowledgements, they should appear in their own section immediately before the References.

**6. ENDNOTES**

Endnotes, while generally discouraged, should appear before the References if they are used. **Footnotes are NOT allowed**.

**7. REFERENCES**

List all references at the end of the paper in alphabetical order by primary author last name. No blank lines should appear between references. Format of references is similar to the 7th edition of APA, except the following: (1) use Title Case instead of Sentence case for the article title, (2) do NOT italicize the volume number, and (3) utilize the hanging indent format with 0.2" indent.

As we work to increase the quality and perception of JISE, all 2024 published articles will be registered and have DOI’s assigned to them. Part of the criteria to obtain DOI’s for our new articles is that you as an author where possible include DOI’s for all references in your current paper. Please follow the APA guidelines at: https://apastyle.apa.org/style-grammar-guidelines/references/dois-urls for citing DOI’s.

Each entry in this section should have accurate and complete information (author names, year, article title, journal name, volume number, issue number, page numbers). Following are six examples:

Cummings, J., & Janicki, T. N. (2020). What Skills Do Students Need? A Multi-Year Study of IT/IS Knowledge and Skills in Demand by Employers. *Journal of Information Systems Education*, 31(3), 208-217.

Dickson, P. E. (2011). Using Undergraduate Teaching Assistants in a Small College Environment. *Proceedings of the 42nd ACM Technical Symposium on Computer Science Education* (pp. 75-80). New York, NY: ACM.

Forst, R., Matta, V., & Kenyo, L. (2021). Teaching Tip: A System to Automate Scaffolding and Formative Assessment While Preventing Plagiarism: Enhancing Learning in IS and Analytics Courses That Use Excel. *Journal of Information Systems Education*, 32(4), 228-243.

*Initial Submission Instructions*. (2021). https://jise.org/initial.html

Laudon, K. C., & Laudon, J. P. (2019). *Essentials of Management Information Systems* (13th ed.). Upper Saddle River, NJ, USA: Pearson.

Zhang, X., Crabtree, J. D., Terwilliger, M. G., & Jenkins, J. T. (2020). Teaching Tip: Teaching Introductory Programming from A to Z: Twenty-Six Tips from the Trenches. *Journal of Information Systems Education*, 31(2), 106-118.

**AUTHOR BIOGRAPHIES**

**A person in a suit

Description automatically generated with medium confidenceXihui “Paul” Zhang** is a professor of computer information systems in the Sanders College of Business and Technology at the University of North Alabama in Florence, AL. Authors are required to submit brief biographies (about 100 words) and a passport type photo for inclusion in the journal. Author biography and photograph (just head and shoulders) are printed at the end of the article but before any appendices. Pictures should be in .jpg format and in high resolution (at least 200-by-200 pixels) and be approximately 1.2" wide and 1.2" tall. Choose “Tight” to wrap text around the pictures. Each author’s name should be in **bold** font. If the paper has only one author, change the above section title to **AUTHOR BIOGRAPHY** instead.

**APPENDICES**

Any appendices are included on the next page following the author biographies. They should be clearly labeled (e.g., Appendix A) and titled. Appendices should appear in a **single column** width with “**APPENDICES**” as the section title.

If there’re multiple appendices, use the following format:

**APPENDICES**

**Appendix A. Title of the Appendix**

**Appendix B. Title of the Appendix**

**Appendix C. Title of the Appendix**

If there’s only one appendix, use the following format instead:

**APPENDIX**

**Title of the Appendix**