

TEMPLATE INSTRUCTIONS

Title (Use Title Case)

IMPORTANT: All papers and posters (not panels) submitted for review must be blinded so please do not complete the author section for your first submission. You will add these when you submit your final version after acceptance notification.

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TITLE AND AUTHORS

Your paper's title, authors, and affiliations should run across the full width of the page in a single column 6.5 in (16.51 cm) wide. The title should be in Title style. A word like the or of is not capitalized unless it is the first word of the title (general rule is words of four or more letters, capitalize the first letter).

Author names should be in "Author Name" Style, and affiliations and emails in "Author Affiliation and Email" Style. Please place author information within the table cells.

How to apply this template's Microsoft Word Styles easily to your paper: You will see page 5 of this document is blank, except for the footer text. Copy and paste your paper from your own file into page 5 (and keep the first 4 pages of this document, which contains all the necessary Styles). Next, open the Styles Pane in Word (at Home >> Styles Pane) to see a list of styles. For any style in your own file with the same style name as in this document, Word will automatically update the style pasted from your own file. (For example, if your file's "Normal" style is in Calibri font, pasting your file into this document will update the "Normal" style to Times New Roman font.) Next, place your cursor within any text that needs a style applied. Click the appropriate style in the Styles Pane to apply that style. (For example, click into any of your own section headings and then click the "Section Heading" style; for any author name listed at the beginning of the paper, click "Author Name" style; for any figure or table caption, click "Caption (Figure and Table)" style; select your references text and apply the "References" style. Finally, after all styles are applied to your paper's text, delete the first 4 pages of this document, leaving only your own paper's text.

ABSTRACT

This sample paper describes the formatting requirements for ASIST conference proceedings. Please review this document for the formatting details which are intended to provide a consistent format for our Proceedings. Abstracts should be no more than 150 words. The abstract should be a concise statement of the problem, approach, findings, and implications of the work described. It should clearly state the paper's contribution to the field. This section is required.

KEYWORDS

Add not more than 5 keywords or phrases separated by semicolons for use in indexing this paper; these may also be used to identify appropriate reviewers. This section is required.

INTRODUCTION

This format is to be used for submissions that are published in the conference proceedings. We wish to give this volume a consistent, high-quality appearance. We therefore ask that authors follow some simple guidelines. You should format your paper exactly like this document. The easiest way to do this is to replace the content with your own material.

This document describes how to prepare your submissions using Microsoft Word on a PC or Mac. Please consult the Word software for specific instructions on how to use Word.

Page Size and Columns

On each page your material should fit within the margins of this template in a single column. Right margins should be justified. Please be sure your document and PDF are US letter and not A4. Use one space after a period before starting a new sentence, not two.

Text

Content paragraphs like this one are formatted using the Normal style (Times New Roman, 10 pt).

First Page Copyright Notice

This sample word document has the correct ASIS&T copyright notice in place (see page 1, bottom of column 1, in the footer). Accepted papers will be distributed in the conference publications. They will also be placed in the Digital Library, where they will remain accessible to thousands of researchers and practitioners worldwide.

85th Annual Meeting of the Association for Information Science & Technology | Oct. 29 – Nov. 1, 2022 | Pittsburgh, PA. Author(s) retain copyright, but ASIS&T receives an exclusive publication license.

Subsequent Pages

On pages beyond the first, start at the top of the page and continue in single-column format.

In-Text Citations

In-text citations should be in APA (edition 6th or 7th) style and all citations must appear in the references at the end of the document. All references in the reference listing must be cited in the manuscript.

References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you provide the address for obtaining the report within your citation) and may be obtained by any reader for a nominal fee. Proprietary information may not be cited. Private communications should be acknowledged in the main text, not referenced (e.g., “[Borriello, personal communication]”).

Footnotes & Endnotes

Footnotes and endnotes may not be used.

SECTIONS

The heading of a section should be in Arial 10-point bold, in all capitals (“Section Heading” Style). Sections should not be numbered.

Sub-sections

Headings of sub-sections should be in Arial 10-point bold with initial letters capitalized (“Sub-Section Header” Style). For sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading (general rule is words of four or more letters, capitalize the first letter).

Sub-subsections

Headings for sub-subsections should be in Arial 10-point italic with initial letters capitalized (“Sub-sub-section header” Style). No more than three tiers of sections should be used.

Table & Figure Style

Use “Tabletext” style (as in Table 1) for all tables. If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. To adjust the spacing of text in a table in Word, use Home | Paragraph | Indents and Spacing. 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. Table captions should be placed below the table. We recommend minimum use of table lines.

Objects	Column A	Column B
Tables	Above	More
Figures	Below	Less

Table 1. Example Table Caption Style

Number all tables manually (do not auto-number) followed by a period, one space, and the caption. Table captions should be placed below the table. We recommend table lines be 1 point, 25% black. Minimize use of unnecessary table lines.

Whenever possible, place figures and tables at the end of the paragraph in which the figure or table is referenced.

Captions should be Times New Roman 10-point bold (Caption style). They should be numbered (e.g., “Table 1” or “Figure 2”), centered, and placed beneath the figure or table. The words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur.

Use high-resolution images, 300+ dpi, legible if printed in color or black-and-white. Number all figures manually followed by a period, one space, and the caption. Do not use autonumbering of tables and figures.

CONCLUSION

It is important that you write for the ASIS&T audience. Please read previous years’ proceedings to understand the writing style and conventions that successful authors have used. State clearly what you have done, not merely what you plan to do, and explain how your work is different from previously published work, i.e., *the unique contribution that your work makes to the field*. Please consider what the reader will learn from your submission, and how they will find your work useful. If you write with these questions in mind, your work is more likely to be successful, both in being accepted into the conference, and in influencing the work of our field.

ACKNOWLEDGMENTS

Please note this is an optional section. Sample text: “We thank all the volunteers and all publications support and staff who wrote and provided helpful comments on previous versions of this document. Authors 1, 2, and 3 gratefully acknowledge the grant from NSF (#1234-5678-ABC).” This is just an example.

REFERENCES

References use the References Style. References should be in alphabetical order by last name of first author.

- Al-Hakin, L. (2008). Modelling information flow for surgery management process. *International Journal of Information Quality*, 2(1), 60-74.
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- Nissen, M.E. (2002). An extended model of knowledge-flow dynamics. *Communications of the Association for Information Systems* 8, 252-266.
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LANGUAGE, STYLE, AND CONTENT

The written and spoken language of ASIS&T is English. Spelling and punctuation 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:

- Write in a straightforward style.
- Avoid long or complex sentence structures.
- Use common and basic vocabulary (e.g., use the word “unusual” rather than the word “arcane”).
- 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 Signal Processing (DSP)”.
- Explain local references (e.g., not everyone knows all city names in a particular country).
- Explain “insider” comments. Ensure that your whole audience understands any reference whose meaning you do not describe (e.g., do not assume that everyone has used an Android phone or a particular application).
- Explain colloquial language and puns. Understanding phrases like “red herring” may require a local knowledge of English. Humor and irony are difficult to translate.
- Use unambiguous forms for culturally localized concepts, such as times, dates, currencies, and numbers (e.g., “1-5-97” or “5/1/97” may mean 5 January or 1 May, and “seven o'clock” may mean 7:00 am or 19:00). For currencies, indicate equivalences: “Participants were paid ₩22, or roughly US\$29.”
- 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). See the Guidelines for Bias-Free Writing for further advice and examples regarding gender and other personal attributes [<https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>] Be particularly aware of considerations around writing about people with disabilities.
- If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbaek, Lafrenière, Sánchez, Nguyễn, Universität, Weißenbach, Züllighoven, Århus, etc.). These characters are already included in most versions and variants of Times, Helvetica, and Arial fonts.

Accessibility

ASIS&T is committed to making conferences more inclusive for researchers, practitioners, and educators with disabilities. As a part of this goal, all authors are asked to work on improving the accessibility of their submissions. Specifically, we encourage authors to carry out the following five steps:

1. Add alternative text to all figures
2. Mark table headings
3. Verify the default language
4. Set the tab order to “Use Document Structure”

PAGE NUMBERING, HEADERS, AND FOOTERS

The template includes the appropriate page numbering and footers. Do not modify these.

PRODUCING AND TESTING PDF FILES

We recommend that you produce a PDF version of your submission well before the final deadline. Your PDF file must follow guidelines. Note that most reviewers will use a North American/European version of Acrobat Reader, so please check your PDF accordingly.

PAGE LENGTH LIMITS

Including title and abstract (not more than 200 words) not including references (do not include appendices).

Long Paper: 10 pages

Short Paper, Panel, and Alternative Events: 4 pages

Poster: 2 pages