

□ **Submission Outline**

Please read and follow all the instructions on this page to ensure your submission meets all requirements.

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Click here to download the [ICIS2012 Call for Papers](#)



□ **A. Important Dates for Authors**

Open for Online Submissions:

The ICIS 2012 submission period is open from ~~Tuesday, January 31, 2012~~ until ~~Thursday, May 3, 2012~~ :

All submission types (completed research papers, research-in-progress papers, panel proposals, and teaching cases) are accepted until ~~Friday, May 4, 2012~~ at 11:59 PM Pacific Time.

Author Notification Date:

Authors will be notified of their submission status (accepted, conditionally accepted, or rejected) on ~~Monday, July 30, 2012~~.

Authors Revisions Due Date:

Authors must have their revised submission ready by ~~Saturday, September 8, 2012~~.

Early bird Registration Due Date:

At least one author of every accepted submission and all members of every accepted panel must register by ~~Wednesday, November 7, 2012~~ **Wednesday, November 7, 2012**.

Author Presentations at ICIS 2012:

At least one author of every accepted submission and all members of every accepted panel must present at the conference.

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□ B. General Submission Requirements

The ICIS 2012 Program Committee invites submissions across 21 tracks, including our theme track of "Learning to Lead."

There are four types of submissions:

- Completed Research Papers.
- Research-in-Progress Papers.
- Teaching Cases (submitted to [Curriculum and Education](#) Track only).
- Panel Proposals (submitted to [Panel Proposals](#) Track only).

Language:

English is the language of the conference and of all submissions.

Originality:

Submissions to ICIS 2012 must be original; submissions cannot have been published or accepted in a journal or conference proceedings.

Template:

All submissions must be [Microsoft Word](#). Provided in the [CCS 2012 Website](#). Do not use footnotes for missing

Formatting Requirements:

Authors enter the submission [Title, Abstract, Keywords, and the submission format, instructions](#) as completed.

Length Requirements:

Each type of submission [Completed research papers](#), specific to each type of submission. Any submission with

How to Submit:

All submissions are to be [Manuscript Central 2012 Submission system](#) and logging on to the Manus

For Author Submission [Instructions](#) for Manuscript Central, please

Please note that once a manuscript has been submitted to the online submission system it CANNOT be

Track and Type:

When submitting online, [Track](#) must select a track and a paper type (completed research paper, research-

Number and Order of Authors:

After initial submission, authors cannot be added to or deleted from completed research papers, research

Figures:

All figures and illustrations must be inserted into your Word .DOC or Word .DOCX file as either JPG or C

Other Visual Media (e.g. video clips)

Submissions that rely on Visual Media or Track Changes regardless of their Final Visual Track Options, should

Track Changes Feature must be Off:

Be certain to accept all changes and turn track changes “off” before uploading your paper to the ICIS 20

Anonymize Completed Research Papers, Research-in-Progress

Authors name(s) should not appear in the body of the paper (including the abstract). Eliminate reference

Review Process:

Completed Research Papers, Research-in-Progress Papers and Submission Cases will be preserved

Copyright Note:

For all papers accepted into ICIS 2012, authors of accepted papers will retain copyright. However, by su

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□ C. Additional Requirements

In addition to the general submission requirements, there are additional requirements for each submission type.

□ C.1. Additional Requirements: Completed Research Papers

Completed research papers should have completed analyses and documentation of results. Completed

□ Review Criteria for Completed Research Papers:

- Topic is relevant to a track's theme.
- Objectives are clear and well-described.
- Paper is written clearly.
- Paper will draw an audience.
- Paper is well organized and flows logically.
- Literature review is appropriate.
- Methodology is appropriate (if relevant).
- Analyses are appropriate (if relevant).
- Evidence supports authors' arguments (if relevant).
- Paper makes a useful contribution

Completed Research Paper Page Limit Requirements:

Completed research papers submitted for publication must be no longer than 14 pages (including references) and must be double-spaced with a 1-inch margin on all sides.

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□ C.2. Additional Requirements: Research-in-Progress Papers

Research-in-progress papers typically describe work that is as yet incomplete, but promising. Accepted

□ Review Criteria for Research-in-Progress Papers:

- Topic is relevant to a track's theme.
- Objectives are clear and well-described.
- Paper is written clearly.
- Paper will draw an audience.
- Paper is well organized and flows logically.
- Literature review is appropriate.
- Methodology is appropriate (only if relevant).
- Analyses are appropriate (only if relevant—many RIP papers may not yet have data to analyze).
- Evidence supports authors' arguments (if relevant).
- Paper makes a useful contribution or has the potential to make a contribution.

Research-in-Progress Page Limit Requirements:

Research-in-progress papers must be submitted as single spaced pages [instructions for format](#) the TCS page

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□ C.3. Additional Requirements: Panel Proposals

Panel sessions bring together researchers and/or practitioners with complementary or conflicting perspectives.

Required Elements of Panel Proposals:

Please note that your panel proposal should include the following main sections.

- **Introduction** : General description of the panel or issues to be discussed or debated.
- **Controversial Issues and Panelists' Positions** : Issues to be discussed and the names of those who will take opposing positions.
- **Panel Structure** : Description of timing of the session and the format of interaction among participants.
- **Participation Statement** : A statement that all participants have made a commitment to attend the session.
- **Biographies** : A brief description of each participant's background, including expertise relevant to the session.
- **References** , as appropriate.

□ Review Criteria:

- **Panel Topic** : Topic is controversial and invites debate.
- **Panel Topic** : Topic is leading edge.
- **Panel Format** : Panel focuses on discussion and not the presentation of research results.
- **Panel Format** : Panel format is innovative and involves the audience.
- **Panelists** : Panelists are leaders and/or well-published in the panel topic area.
- **Panelists** : Panelists represent a diversity of opinions and will present opposing views.
- **Panelists** : Panelists are from at least two geographic regions.
- **Panel Interest** : It is likely the panel will draw a wide audience.

Panel Proposal Page Limit Requirements:

The panel proposal must [not exceed five \(5\) single spaced pages](#) and [instructions on the CIST 2012 page](#)

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□ C.4. Additional Requirements: Teaching Cases

We invite the submission of teaching cases that would be useful to the field as pedagogical materials that

Teaching cases may only [be submitted to Education](#) track.

□ Review Criteria for Teaching Cases:

- **Case clarity** : The case is clearly written and readable for a student audience.
- **Issue identification and Development** : The issues in the case are well-developed and identifiable by a student audience.
- **Completeness** : The case includes the information necessary for conducting an appropriate analysis.
- **Relevance** : The case addresses a topic of importance to IS practice. The students will benefit from the case.
- **Interest** : The case is presented in an interesting way. It addresses a topic likely to engage students.
- **Effectiveness of exhibits** : The case exhibits are helpful to the student and useful for teaching the case.

- **Literature integration** : The authors have effectively utilized existing literature (concepts, models)
- **Overall utility** : The information provided is developed well enough to help an instructor i

Teaching Case Page Limit Requirements:

The teaching case must [not exceed four pages](#) (14 single spaced pages [instructor teaching page](#)). The page

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□ D. Invitation to Upload Presentation Videos

Authors of accepted papers <https://network.aisnet.org> are welcome to load a 10 minute video of their presentation to the

Step 1: □ Create a video:

- The file must be smaller than 100 Mb.
- Video should not be longer than 10 minutes.
- Only the following format is supported: mpg, mpeg, avi, divx, mp4, flv, wmv, mov, asf

Step 2: □ Create an account:

Go to <http://network.aisnet.org>. After a user authenticates through the AIS site, please

Step 3: Upload the video:

Authors of accepted papers should either create a LINK to a video or they may directly upload a

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