Author's Paper Specifications

7ᵗʰ International Conference on Information Quality
November, 2002—MIT, Cambridge, MA

Please submit your paper using the formatting specified below. We have created a sample to use along with these specifications. The sample is located at http://web.mit.edu/TDQM/www/iqc/ paperpowerspec.shtml. If you have questions regarding the paper format, or need assistance, please contact the IQ Conference Proceedings Chair, Raïssa Katz-Haas, at rkatzh@netscape.net AND vdonhaas@infi.net. Although this paper format is not mandatory until the final, accepted paper, you are strongly encouraged to submit your initial paper in this format a well.

GENERAL PAPER SPECIFICATIONS:

Medium: electronic file in Microsoft® Word
Paper Size: Letter (8.5 x 11 in.) (257.73 mm x 279.18 mm)
Maximum number of Pages: 13, including references and appendices

Page Formatting:

Page Setup:
  Margins: *** Top: 1"; Bottom: 1"; Left: 1"; Right: 1" (25.38 mm)
  Header from edge: Keep U.S. default (0.5"/12.69 mm)
  Footer from edge: Keep U.S. default (0.5"/12.69 mm)

Text & Paragraph Formatting:

Font: Times New Roman
Line Spacing: **Single*****
Title: 18 points, bold, small caps***, centered, 3 lines down from top (click the top of the page and press the 'ENTER' key on your keyboard 3 times)
Paper Category: 11 points, centered, in parentheses & following the title:
    identify your paper as "**In-progress**," "**Research Paper**," or
    "**Practice-Oriented**"; press the 'ENTER' key 2 times before typing 'Author Name'
Author Name: 11 points, bold, centered
Affiliation: 11: points, centered
E-mail Address: 10 points, centered, press the 'ENTER' key 2 times before typing 'Abstract'
Abstract: 10 points, centered, indented by .75"(11.42 mm) both left and right; press the 'ENTER' key 2 times before typing 'Key Words'
Key Words: 10 points, left-justified; press the 'ENTER' key 3 times before 'Heading 1' (Key words are optional.)
Heading 1: 16 points, bold, small caps*****;** leave 3 blank lines above Heading 1
Heading 2: 14 points, bold, italic; leave 2 blank lines above Heading 2
Heading 3: 11 points, bold
Body Text: 11 points, justified
References: 10 points

Page Numbers:
NONE

Figures and Tables:
Caption: Title and figure number beneath figure/table

References
In the body of the paper:
Place quotes in square brackets with number only, e.g., [2].

At the end of the paper:
Number all references in alphabetical order by author, for example:

Journal article:
[1]   DeLone, W. H., McLean, E. R. "Information Systems Success: The Quest for the Dependent Variable," *Information Systems Research*, 3 (1), 1992, pp.60-95.

Book:
[2] Bonini, C. P. *Simulation of Information and Decision Systems in the Firm*, Prentice-Hall, Englewood Cliffs, NJ, 1963, p. 137.

Your cooperation in following the specifications, above, will result in the production of professional-looking Conference Proceedings at a minimal cost to you.

Papers that do not conform to the guidelines <u>may not</u> be included in the conference proceedings.
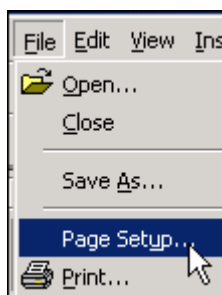
***INSTRUCTIONS

MARGINS
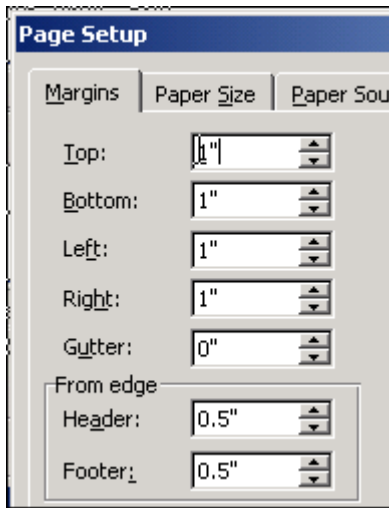**To Create 1" Margins in Microsoft® Word**:

1. In the menu bar, click "File":
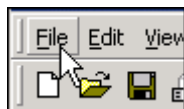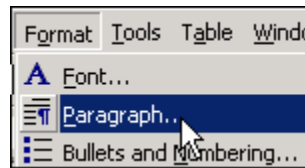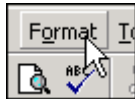

2. In the "File" drop-down menu, click "Page Setup":

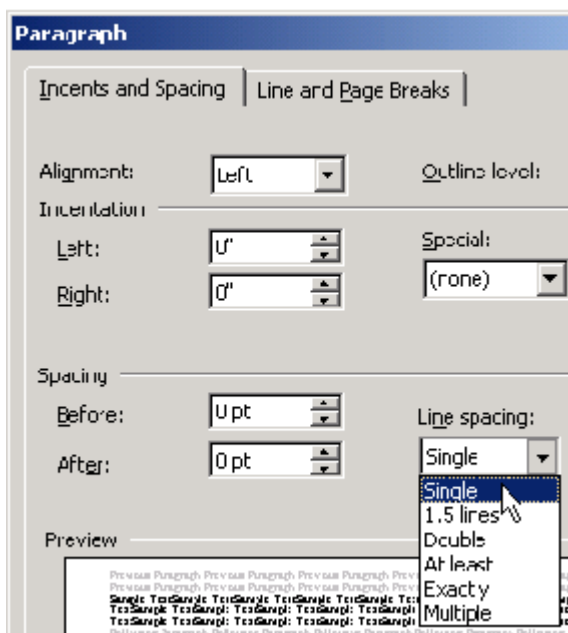**3**. Click the cursor in the box across from "Top:" and type '1'; Repeat for 'Bottom, 'Left', 'Right'

SINGLE SPACING

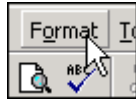**1**. From the menu bar, click "Format"   **2**. From the drop-down menu, click "Paragraph"

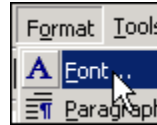**3**. In the 'Paragraph' dialog box, under "Line spacing:" click "Single." Click the 'OK' button.

SMALL CAPS

1. From the menu bar, click "Format" **2**. From the drop-down menu, click "Font"

3. In the 'Font' dialog box, click "Small caps". Click the 'OK' button.