

GBDI INTERNATIONAL CONFERENCE

PREPARING MANUSCRIPT for PUBLICATION

Since your paper will be printed in the *Proceedings* directly from your word processing, (Microsoft Work or WordPerfect) **diskette file**, it is **especially important** that you follow these instructions very carefully. The Proceedings Editor has the discretion not to publish papers that deviate from these instructions. On the label of the diskette, write the title of the paper and the name and email address of the contact author. A hard copy of the paper must accompany the diskette. The paper size is 8½ x 11.

Omit page numbers. The editor of the Proceedings will number the pages.

Font

Except where indicated below for headings, the body of the paper must be in 10 pt font, and in **Times New Roman** (as in these instructions) or the nearest equivalent.

Title and Author(s)

The title of your paper should be in bold, **12 pt font**, ALL CAPS, single-spaced, and centered across the top of the first page. (Do NOT provide a separate title page.)

The author(s), affiliation(s) should be centered with initial caps, bold type, and 12 pt font. Do not use titles such as Dr. or Professor or the like. For example:

CLASSROOMS WITHOUT WALLS: A PARADIGM FOR THE NEW MILLENIUM

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E-Mail: dsch@nu.edu

Leave two blank lines after the author name(s) and before the word ABSTRACT.

Abstract

Introduce the paper with an abstract of approximately 100 words (a third of a page). The word **ABSTRACT** should be in all capital letters, **12 pt font**, bold, and centered. The text (body) of the abstract should be in **10 pt font**, unbold, italics. Follow the abstract with a first-level heading that introduces the body of the paper.

Headings

All headings should be in **bold type** and **12 pt font**. **FIRST LEVEL** headings should be centered and set in all capital letters. **Second-level Subheading** should be set flush left, with initial letters in capitals. One blank line should appear before and after each heading.

Continued on reverse....

Margins, Spacing, Justify Flush Left and Right

All margins should be 1 inch, except the Bottom Margin which should be 1.25 inches. Single-space the body of the paper. One blank line should appear before and after each heading. All paragraphs should begin flush left (no paragraph indent) and be right justified. Each paragraph must be followed by a blank line.

Figures, Tables and Equations

Figures and tables should be placed as close as possible to where they are cited. Headings should be centered, 12 pt, bold, and in all capital letters above the table or figure. Figures and tables must be numbered, and their sources must be cited. Do not glue or tape to paste pictures.

All equations should be placed on separate lines, centered, and be numbered consecutively, with the equation numbers placed within parentheses and aligned against the right margin.

$$Y_i = f(X_i) \quad (1)$$

Footnotes

Footnotes must be numbered and appear at the end of the paper preceding the references. The use of footnotes is discouraged.

Appendices

The appendix should immediately follow the body of the paper and precede the references. The name APPENDIX should be centered and in all capital letters. If there is more than appendix, number each one consecutively.

References

It is highly desirable that papers contain references. Include only those references cited in the text of the paper. References should be listed at the end of the paper. The heading REFERENCES should be bold, centered and in all capital letters. Entries should appear in alphabetical order, and should be numbered with the numbers placed in brackets (see example below):

- [1] Behling, R. and Records, H., "Technology and International Competition in the Information Age", Journal of Information Systems, Vol. 35, No. 2 (Winter 1997-1998) pp. 50-55
- [2] Tom, Paul L., Managing Information as a Corporate Resource 2nd ed., 1999, Harper Collins (New York, N.Y.) pp. 35-62

Bracketed numbers, e.g. [2], or [2, p. 13], should be used in the body of the text to call references. If more than one reference is to be called at the same location, use a series of bracketed numbers separated by spaces.

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- (a) Ten pages per submission
- (b) For anything over ten pages, there is a charge of US\$30.00 per page. Your check must be included with the manuscript.