

**<Title of the Paper (All Words Capitalized Except for Short Connectives) - please use the styles of this template>**

**<author: Full name (no title)>**

<affiliation: institution and address>  
<affiliation: phone and fax no, e-mail address>

**<author: Full name>**

<affiliation: institution and address>  
<affiliation: phone and fax no, e-mail address>

**<author: Full name>**

<affiliation: institution and address>  
<affiliation: phone and fax no, e-mail address>

**ABSTRACT**

*<abstract>*

Key words: (5 to 10 key words)

**<FIRST-ORDER HEADINGS, >(ARIAL, BOLD, ALL CAPS, 14-POINT)**

<Main text - paragraph > Reference 1: (Alavi, 1994); reference 2: Introna (1997)

**< Second-Order Headings - Subtitle of Section> (Arial, Bold, Italic, Capitalized, 12-Point)**

<Main text >

Please follow these format instructions carefully. Your paper will be reproduced directly from the pages you submit. Papers that deviate from these instructions may not be published at the discretion of the Proceedings Editor. **Regular papers are limited to 5000 words**

On **8.5"x11"** paper, use Times or New Times Roman, 12-point type size. Justify text so that it fills the full line width.

**Do not type in page numbers or page headers/footers.** The page numbers will be added after the Proceedings has been assembled.

Paper Size	8.5"x11"
Font & Size	(New) Times Roman, 12-point
Text alignment	Justified
Text spacing	Single-spaced
Top margin	1"
Side margins	1"
Bottom margin	1"
Page numbering	None

Table 1: Formatting specifications.

## FORMATTING OTHER SECTIONS

### ***References and Citations***

References should be listed alphabetically by author at the end of the paper and referred to in the body of the text by Name (date). Skipping a line between each reference is preferred.

### ***Figures and Tables***

Figures and tables should be placed as close as possible to where they are cited. Center figures and tables between the margins with one blank line above and below. Place captions (e.g., "Figure 1: Caption text") after the figure/table (see example above). All figures and tables should be prepared in a professional manner.

### ***Footnotes/Endnotes***

The use of footnotes is discouraged, but endnotes are acceptable.

## **Equations**

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

$$R_1 = f(X_1) \quad (1)$$

## **Appendices**

The Appendix should immediately follow the body of the paper (using the first-level heading “APPENDIX”) and precede the references. If there is more than one appendix, number each consecutively.

More information about the submission of papers to JITIM or the IIMA conference can be found under [www.iima.org](http://www.iima.org)

## **REFERENCES**

References should follow the APA style. Examples:

Alavi, M. (1994). Computer-Mediated Collaborative Learning: An Empirical Evaluation. *MIS Quarterly* 18(2), 159 - 174

Introna, L. (1997). *Management, Information and Power: A narrative of the involved manager*. London: MacMillan