*Teaching Case/Instructor Materials*

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*18 point Verdana*

Title – Place your Title Here  
Upper and Lower Case

Author Guide for Preparing

Your Teaching Case Paper

Leave Space for Author Info  
Leave out Authors for Initial Consideration Submission   
for Journal or Conference

Insert Author Information When Submitted

for Proceedings or after Journal Acceptance

*9 point Verdana*

*this point forward*

*12 point Abstract heading*

**Hook**

“Hook” statement that generates interest in the case. Think of this like a phrase that you might see on a poster advertising a motion picture

**Abstract**

The abstract should summarize the content of the paper. Make it a single paragraph. Try to keep it below 250 words and do not include equations or references in it. If you use abbreviations in the paper, i.e., CIS, use the full meaning of the abbreviation in the abstract or at first use, i.e., Computer Information Systems.

**Keywords:** Select four to six keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right, with commas between the key word concepts.

*Columns: 3.1”, with 0.3 between*

**1. CASES TRACK INFORMATION**

Cases submissions consist of two components: the case itself (the students’ material) and instructor’s material. The objective is to encourage the use of cases by enabling colleagues to quickly assess the usefulness of a case and then use it with minimum preparation. We suggest using a “Hook” statement that generates interest in the case. Think of this like a phrase that you might see on a poster advertising a motion picture.

Multimedia materials are strongly encouraged – photographs (in public domain), videos and audio files should be included where they add to the case. This is one of the ways in which we hope to distinguish cases presented through the Conference and ISEDJ.

Portray real people, organizations, and situations. Certainly, you may base the case on data gathered during case-based research. However, information may be disguised to avoid identifying the subjects of the study or violating agreements.

Depending on the level of difficulty desired, consider providing some irrelevant information that will increase the “real world” feel of the case.

Avoid words that indicate your own value judgments in the case. However, such words spoken or written by the people depicted in the case are appropriate.

Please use the past tense and limit the text of the students’ material to 5,000 or fewer words.

**2. INSTRUCTOR’S MATERIAL**

Consider including the following items, which would encourage the use of your case by enabling colleagues to quickly assess the usefulness of a case and then use it with minimum preparation.

A list of pre- or co-requisite key terms, concepts, skills/techniques. This will help instructors help students in concept formation by identifying specific terms and concepts that students must be able to define to achieve the analysis goals of the case.

Suggested questions for prompting discussion along with possible responses.

Pre- and post-case questions designed specifically to support assessment of learning.

Teaching tips based on piloting of the case (if it has been piloted) including remarks regarding material that seems especially difficult for students to grasp. This might also include actual decisions made by the firm (if appropriate) which might aid in the discussion.

Masters of slides and handouts, if applicable.

Data workouts, if applicable

**3.** **IMPORTANT INFORMATION**

The appearance of the Conference proceedings and the ISEDJ journal are greatly enhanced by standardized formatting. Formatting is the same for both Conference and Journal submissions. This template is needed only for Conference submission, as you’ll be asked to make updates to your final Conference proceedings paper (returned to you with the Journal invite) for the Journal review.

The only format accepted will be Microsoft Word documents. Please submit in .docx format (if your file is extremely large, please prepare the document in Word and then Zip the file).

For initial submission, please remove personal identifying information from document content and metadata. To remove Word metadata:   
File > Info > Check for Issues > Inspect Document >Document Inspector > Document Properties and Personal Information.

**Page Layout Options**

The entire document layout (every page) should be set to 1.0 top margin, 1.0 bottom margin, 1.0 left margin, and 1.0 right margin. After the keywords, insert a section break **(use - Breaks)** - continuous and **format column to two (3.1 inch) with spacing of 0.3** inches between columns. While on the **Page Layout Tab**, change the **Hyphenation Option to NONE.**

In addition, please set your pages to full justification. Do not use any headers, footers, page numbers or footnotes in your document. If you have any headers/footers, please delete all as they will interfere with the conference information we will place there when published to the web.

Set the font to Verdana, if you have it available. Use 9 point font for the body of the paper. If you do not have Verdana use Times New Roman.

Use the **paragraph / spacing** options to set paragraphs to alignment justified, indent zero, spacing before to 0pt, spacing below zero, and line spacing zero, except for the citation section. Please check your paragraph line spacing as the newer MS templates defaults the line spacing to 1.15, please revise to single.

The font should be Verdana 9 pt. Please put a single blank line between paragraphs. Use a single space at the end of each sentence. Please use a single space after colons.

**Title**

The title should be Verdana 18pt font, Mixed Case (not UPPER CASE), not bold. You may insert soft returns (shift enter) into long titles to improve readability. Center your title. Because the first page top margin is 1.0 inches, please add a blank line before the title.

**Multiple authors**: If your paper has multiple authors, your title format will need to be slightly adjusted. The adjustments to be made are slightly different for authors from the same and different universities (Table 1)

|  |  |  |
| --- | --- | --- |
| **University** | **Author Info** | **Spacing** |
| **Different** | Complete info for each | Two 12 pt blank rows between each author |
| **Same** | Author name and email for each followed by address | One blank line between each individual author followed by two blank lines and address information |

**Table 1: How to Handle Multiple Authors for the Paper**

Templates of each of these formats can be found in Appendix 1. Because the templates are title page examples, a screen capture illustrating how to refer to an appendix item is provided in Figure 1.

Text

Description automatically generated

**Figure 1 Appendix Item Reference Example**

**Abstract**

The word “Abstract” should be centered in Verdana 12pt bold. The rest of the abstract and the keywords should be Verdana 9pt font. The word “Keywords:” should be bold. The abstract should not exceed 250 words.

**Keywords**

Select four to seven keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right.

**4. PREPARATION OF MANUSCRIPTS**

Major section headings should have alignment centered, indent zero, all caps- and bold as shown below.

Please note that paper submissions must be limited to 5000 words (max), excluding appendices and references.

**General Appearance**

The text of the conference is English. Your paper must not contain corrections nor should they contain page numbers, headers or footers. This document is printed in the format that should be used in the paper.

**Material**

Please prepare one ZIP folder/file to upload to the web site. This should contain:

The case (students’ material) Word document

The instructor’s material Word document, which will only be accessible with an EDSIG membership login.

Any other materials pertaining to the case, for example, PowerPoint presentations, additional handouts, data workouts, database files, video files, audio files and image files.

**5.** **HEADINGS**

Major headings are to be column centered, numbered, in a capitalized bold font as shown in this document. Do not use the Microsoft List Item Numbering as it will not center properly.

**Subheadings**

Subheadings should be in bold font with initial capitals, and left-justified. Insert one line before the subheading title, but not after.

Both major headings and subheadings should be set to “Keep with Next” so that they stay with their content as the paper may be slightly edited.

**6.** **FIGURES/TABLES**

Figures and tables should be placed in the manuscript on the page where they are referenced (if they fit). Figures and tables that will not fit in one column should span the entire page and should be located at the top or bottom of the page (see Appendix D). Section breaks should not be used when adding tables/figures. To achieve the proper formatting, format figures and tables with text wrapping (tight) and position the item at the top or bottom of the page.

Place the identify information about tables and figures, **below the Figure or Table** in **bold.** Do not use *italics*. Use a colon to separate the table or figure number from its brief and descriptive caption, and use initial caps for the caption words, as for the title and subheadings.

You also have the option to place large tables and figures in the appendix.

**7. FORMULAE**

All equations must be typed utilizing a suitable processor. They should be numbered consecutively throughout the text, at the flush-right edge of the equation, enclosed in parentheses. It is acceptable to present equations as .jpg or .gif files, 3.1 inches wide.

**8. CONCLUSIONS**

The enhancements to information systems education is identified or repeated here. DO NOT repeat the abstract or portions of it.

**9. ACKNOWLEDGEMENTS**

Place before the references.

**10. FOOTNOTES**

Use endnotes instead.

**11.** **REFERENCES**

We request you follow the (American Psychological Association 7th ed.) guidelines to cite sources. Please set paragraph spacing to 0 points before, 6 points after each paragraph in the citation list, with no additional blank lines. Following are examples of typical citation items:

Harris, A. (2009). Publishing in JISE. *Journal of Information Systems Educators*, *7*(1), 12-15. (Journal with one Author)

Harris, A., & Harris J. (2009). Publishing in JISE. *Journal of Information Systems Educators*, *7*(1), 12-15. (Journal with two Authors)

Harris, A., Harris J., & Colton D. (2009). Publishing in JISE. *Journal of Information Systems Educators*, *7*(1), 12-15. (Journal three or more Authors)

White, B. (2009, June 1). Why June is a great month to submit an article to EDSIG. *Chronicle of Higher Education*, *22*(7), 15-16. (Magazine Article)

Ashby, W. Ross (1956). An Introduction to Cybernetics. Methuen Press. (Book)

Hunsinger, S. (2010). My life with Word Press. In M. Smith (Ed.), *Word Press in the 21st Century.* High Point Press. (Book Chapter with Editor)

Sendall, P., & Ceccucci, W. (2008). Why Web 2.0 implies I should get a raise. *New England Online Education 7*(12). <http://giveaddress.com/xyz> (On line Journal or Publication or Article)

“What I Should Do If No Author Listed.” (2022). *New England Online Education 7*(12). <http://giveaddress.com/xyz> (On line Journal or Publication or Article)

When citing references in the text, include the last name and year. The citation should appear in parentheses such as (Ashby, 1956) or, if you need to comment about Ashby (1956) stated we are great.

Two author papers should be cited in the document as (Harris & Harris, 2009).

Three or more authors in a paper should be cited the ***first time*** with the names of all authors as in: (Harris, Harris, & Colton, 2009). However, additional citations in the document with three or more authors should abbreviate the list as (Harris et al., 2009).

If two or more papers are cited by the same author, separate the years with commas. Identical years for the same author should appear as (2009a) and (2009b) in the body of the document as well as the references.

If the author of a paper is not provided, alphabetize according to the title of the work. If the first word in the title is a number, alphabetize as if the number were a written word, for example, “10 Best Practices” would be alphabetized as though it were written as the word “ten.”

**Appendices and Annexures**

Typically, an appendix or annexure will include actual handouts given in class, or questionnaires used for surveys, or **other presentation graphics and tables** that do not fit readily into the body of the paper but are still important for clarity or completeness. Often these items were prepared for other purposes than presentation as a part of your paper, and it is acceptable that they do not adhere to font face, font size, and column requirements observed elsewhere in your paper.

**In appendices, you are allowed to have margins that are larger but not smaller than the generally required margins, which are** 1.0 top margin, 1.0 bottom margin, 1.0 left margin, and 1.0 right margin

So long as you adhere to the margin requirements, appendices may be presented in any format that you desire.

Rotated pages (landscape orientation) are not allowed in the body of the document, but they are permitted in the appendices. This will allow the entire page to be rotated anti-clockwise 90 degrees for final typesetting.

Please label each appendix section with a serially lettered heading in all caps/bold, e.g., **APPENDIX A**. The following line should give title of that appendix section, in mixed case/bold, e.g., **Title of Content for this Part of the Appendices.**

**APPENDIX A**

**Submission Title Page for Accepted Papers – Two Authors, Different Schools**

Title – Place your title here  
Upper and Lower Case

*Blank line here*

Dr. Iam AcceptedforConfProceedings

Iam@uncw.edu

Department of Computer Science

University of North Carolina - Wilmington

Wilmington, NC 28401, USA

**Abstract**

Notice how the email addresses in the example above do not have links attached. Also notice that author information is provided only after the article has been (conditionally) accepted for proceedings or publication. If the document is going through the review process, do not include the author information. Because you might use this as a template, a figure is provided in the document to illustrate how an appendix page is referenced.

**Keywords:** Select four to six keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right, with commas between the key word concepts.

**APPENDIX B**

**Submission Title Page for Accepted Papers – Two Authors, Different Schools**

Title – Place your title here  
Upper and Lower Case

*Blank line here*

Dr. Iam AcceptedforConfProceedings

Iam@uncw.edu

Department of Computer Science

University of North Carolina - Wilmington

Wilmington, NC 28401, USA

Dr. Iam AcceptedforPublication

Iam@callutheran.edu

Department of Information Systems

California Lutheran University

Thousand Oaks, CA 91360 USA

**Abstract**

Notice how the email addresses in the example above do not have links attached. Also notice that author information is provided only after the article has been (conditionally) accepted for proceedings or publication. If the document is going through the review process, do not include the author information. Because you might use this as a template, a figure is provided in the document to illustrate how an appendix page is referenced.

**Keywords:** Select four to six keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right, with commas between the key word concepts.

**APPENDIX C**

**Submission Title Page for Accepted Papers – Two Authors, Same School**

Title – Place your title here  
Upper and Lower Case

*Blank line here*

Dr. Iam AcceptedforConfProceedings

Iam@uncw.edu

Department of Computer Science

Dr. Iam AcceptedforPublication

Iam@uncw.edu

Department of Information Systems

University of North Carolina - Wilmington

Wilmington, NC 28401, USA

**Abstract**

Duplicated address information is gathered into one place. Thus, if both authors were in the same department, the department would be inserted in the address information right above the university name rather than after each author. Notice how the email addresses in the example above do not have links attached. Also notice that author information is provided only after the article has been accepted for proceedings or publication. If the document is going through the review process, do not include the author information.

**Keywords:** Select four to six keywords that capture the essence of the paper. List the words in decreasing order of importance from left to right, with commas between the key word concepts.

**APPENDIX D**

**Example of a Two Column Table**

Table

Description automatically generated