Author Guidelines for the Preparation of Contributions to WI 2024

**Research in Progress**

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**Abstract.** The abstract is a mandatory element that should summarize the contents of the paper and contain at least 70 and at most 150 words. Moreover, the abstract as key part of the paper should be understandable to general IS researchers who may not be experts in the specific field.

**Keywords:** Please list 3-5 keywords {style *keywords*} here. They should be separated by commas.

Please note that the review process is double-blind. Manuscripts submitted for review MUST NOT include author information—neither on the title page nor in the page header, etc. This paragraph is intended to serve as filler in your initial submission to keep the overall length of the paper consistent, even if the author information section above is not included. You can delete it in the final submission when you add the author information.

1. Introduction

You will find the guidelines for the preparation of the International Conference on Wirtschaftsinformatik 2024 (WI 2024) proceedings here. Your contribution has to be prepared by using this Microsoft Word template or the corresponding Latex template provided. In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is by simply replacing the content with your own material. Start the main body of the paper (i.e., the Introduction section) on the FIRST page; that is, right after the Abstract/Keywords.

1. Preparation of Your Paper
	1. How to Start Writing a New Document Using the Template
2. Save this document and start writing your paper. Edit the template instead of creating a new document that is based on the template.
3. The revised submission starts directly after the keywords on the cover page.
	1. Structuring Your Paper

Affilations. Affiliations have to be added for the final submission. The affiliated institutions {style address} have to be listed directly below the names of the authors {style author}. No academic titles or descriptions of academic positions should be included in the addresses. This information should either be omitted altogether (preferably), or it should be included in a footnote at the end of the first page (to sign remarks pertaining to the title or the authors’ names, symbols should be used (e.g., “\*”) instead of a number). Multiple affiliations should be marked with superscript Arabic numerals, and they should each start on a new line as shown in this document. In addition to the name of your affiliation, we would ask you to give the town and the country in which it is situated. If you prefer to include the entire postal address, then please feel free to do so. Email addresses {style e-mail} should start on a new line and be grouped per affiliation.

### Headings. Headings {style *H 1..4*} should be capitalized (i.e., all words except articles, prepositions, and conjunctions should be set with an initial capital letter). Hyphenated words are subject to a special rule. If the first word can stand alone, the second word should be capitalized. Here are some examples of headings: “Criteria to Disprove Context-Freeness of Collage Languages”, “A User-Friendly and Extendable Data Distribution System”, “Multi-flip Networks: Parallelizing GenSAT”. Headings should, with the exception of the title {style *papertitle*}, be aligned to the left. Only the first two levels of section headings should be numbered, as shown in Table 1 (this should be done automatically). The heading of the reference section with a 1st-level heading {style *reference-heading*} and without a numeration is an exception. The respective font sizes are also given in Table 1. Kindly refrain from using “0” when numbering your headings.

Table 1. Font sizes of headings {style table caption}

|  |  |  |
| --- | --- | --- |
| Heading level | Example | Font size and style |
| **Title (centered)**  | **A Paper Title** | **14 point, bold**  |
| **1st-level heading**  | **1 Introduction**  | **12 point, bold**  |
| **2nd-level heading**  | **2.1 Printing Area**  | **10 point, bold**  |
| **3rd-level heading**  | **Run-in Heading in Bold. Text follows**  | **10 point, bold**  |

### Tables. You should use normal text {style *normal text*} for the contents of any table. Tables covering more than one page are to be avoided. If you absolutely have to include a table covering more than one page, make sure that the table heading is repeated on every page. Tables are to be numbered and captions should always be positioned above the tables.

### Normal Text. You should use normal text {style *standard-first-paragraph*} (Times New Roman, font size 10) for the first paragraph in a chapter, after figures, tables, listings, and formulas (without indentation), as well as for all following paragraphs within a chapter. Research in progress papers are limited to a maximum of six (6) pages. The page limit includes all text (including title, abstract, appendices, author details and acknowledgements for revised papers) but excludes bibliography.

Following paragraphs will be indented automatically or you can choose {style *standard*} for following paragraphs.

### Lemmas, Propositions, and Theorems. The numbers assigned to lemmas, propositions, and theorems, etc. should appear in consecutive order, starting with Lemma 1. Please do not include section counters in the numbering such as “Theorem 1.1”.

* 1. Figures

It is essential that all illustrations are as clear and as legible as possible. Vector graphics—instead of rasterized images—should be used for diagrams and schemas whenever possible. Please check that the lines in line drawings are not interrupted and have a constant width. Grids and details within the figures must be clearly legible and may not be written on top of each other. Line drawings are to have a resolution of at least 800 dpi (preferably 1200 dpi). The lettering in figures and tables should not use font sizes smaller than 6 pt (~ 2 mm character height). Figures {style image} are to be numbered and to have a caption {style figure caption} that should always be positioned under the figures.



**Figure 1**. Picture {style figure caption}

Captions have to be set in 9-point type. If they are short, they have to be centered between the margins (Fig. 1 shows an example). Longer captions covering more than one line have to be justified. Captions that do not constitute a full sentence do not have a period.

A figure should never be placed in the middle of a paragraph. If screenshots are necessary, please make sure that the essential content is clear to the reader.

* 1. Formulas

Displayed equations or formulas {style equation} have to be centered and set on a separate line (with an extra line or half line space above and below). Displayed expressions should be numbered for reference. The numbers should be consecutive within the contribution, with numbers enclosed in parentheses and set on the right margin. Please do not include section counters in the numbering.

 *x* + *y* = *z* ()

* 1. Footnotes

The superscript numeral used to refer to a footnote {style footnote} has to appear in the text either directly after the word to be discussed or—in relation to a phrase or a sentence—following the punctuation mark (comma, semicolon, or period).[[1]](#footnote-1) Please note that no footnotes may be included in the abstract.

* 1. Program Code

Program listings or program commands in the text are normally set in typewriter font {style programcode}:

#include<stdio.h>

int main() {

 printf("Hello World\n");

 return 0;

}

* 1. Other Styles

Besides the styles mentioned above, there are more usable format specifications:

* Listings {style *bulletitem* or *dashitem*}
* Numeration {style *numitem*}
* Reference {style *referenceitem*}
	1. Citations and Bibliography

Authors using software tools for managing bibliographies (such as Endnote, Citavi, Mendeley) have to apply the Harvard citation style. Minor deviations from this bibliography are acceptable, but not within this papers' bibliography itself.

References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you can provide the address to obtain the report within your citation) and may be obtained by any reader. Private communications should be acknowledged (e.g., with a footnote), not referenced. Please base your references on the examples given in the reference section of this instruction and write all references using the Latin alphabet. If the title of the book you are referring to is, for example, in Russian or Chinese, then please write (in Russian) or (in Chinese) at the end of the transcript or translate the title. Word may try to automatically ‘underline’ hotlinks in your references; the correct style is NO underlining. Please make sure that all your sources are correctly listed in the reference section.

The reference section at the end of this paper shows a sample reference list with entries for journal articles Smith et al. (1981), a book chapter May et al. (2006), a book Foster & Kessleman (1999), proceedings without editors Czajkowski et al. (2001), technical reports Foster et al. (2002), as well as URLs *National Center for Biotechnology* Information (n.d.).

1. Acknowledgements

You can add your acknowledgements to the revised paper. Acknowledgements are added before the references.

References

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Smith, T. F. & Waterman, M. S. (1981), ‘Identification of Common Molecular Subsequences’, *Journal of Molecular Biology* **147**(1), 195–197.

1. Footnotes are not recommended; if used, the footnote numeral is left-justified and the text follows with the usual word spacing {style *footnote*}. [↑](#footnote-ref-1)