

**INSTRUCTIONS FOR PREPARING PROCEEDINGS  
PAPERS AND ABSTRACTS**

**IMPORTANT NOTES*:*** *The proceedings will be published online only within two weeks after the conference. The proceedings will include the papers and abstracts that were submitted in the specified format and presented at the conference. The pdf file of these formatted documents must be submitted on EasyChair by* ***January 18, 2016****.*

*By submission of a paper/abstract for the Proceedings, an author certifies the intention to register for and attend the SWDSI Annual Meeting to make the presentation. Registration can be completed online at* [*http://www.fbdonline.org*](http://www.fbdonline.org) *around mid-December 2015.*

1. **SUBMISSION INSTRUCTIONS:**

Please follow these submission instructions carefully.The document must conform to the format requirements in the next section.

To submit, please login the conference management system via EasyChair at <https://easychair.org/conferences/?conf=swdsi2016> by using the same login name and password as those you used to submit your initial paper or abstract.

After login, click on your **Submission #** tab. Then, click on “**Update file**” at the top right corner. Use the **Browse** button to upload your final version (pdf file).

*Please adhere to the following formatting instructions for preparing your final version. If the original submission was a full paper, has gone through the peer-review process and was accepted, please prepare your final version using the formatting instructions for full papers. On the other hand, if your original submission was an abstract or an “extended abstract,” it may not have been reviewed. In this case, please use the formatting instructions for abstracts (1 page limit). If these instructions are not followed, your paper/abstract may not be included in the proceedings. Please do not make it difficult to the proceedings editor.*

1. **FORMAT INSTRUCTIONS:**

Please follow these format instructions carefully. **Formatting instructions are the same for abstracts. However, an abstract should not exceed ONE page. It must have the title, authors’ info, abstract and the page # at the bottom.**

All papers and abstracts must be submitted electronically and cannot be more than 2 MB in size. They must be submitted in pdf format in order to be published in the *Proceedings*. It is recommended that you print your paper to carefully proof it to ensure compliance with the format instructions; then create the pdf file. Papers that deviate from these instructions may not be published at the discretion of the Proceedings Editor.

By submission of a paper for the *Proceedings*, an author certifies the intention to register for and attend the SWDSI Annual Meeting to make the presentation. Registration can be completed online at <http://www.fbdonline.org>.

**Length**

The pdf file size should not exceed 2MB and the length should be 4-9 pages. A friendly reminder: If you have plans to submit this paper to a refereed journal in the future, you cannot submit the same paper. It should be substantially different for it to be accepted and published. That’s why you should keep the proceedings document to 4-9 pages long without dropping the important information that the readers expect.

**Language**

The pdf file may contain traditional English or Greek characters. It should NOT contain any other language characters, such as Korean or Chinese (these two languages are mentioned because they have caused problems in the past).

**Copyright**

Do not submit any paper for the *Proceedings* which already is copyrighted and thus would violate copyright restrictions. Authors assume full responsibility for what is submitted.

**Margins, Font, and Spacing**

Set the margins for all sides (top, bottom, left and right) at one inch (1"). It is recommended that Times New Roman, 12 point font is used. Technical software programs that print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size, are acceptable. Use boldface type for the paper title and all headings.

All paragraphs should begin flush left; do not use paragraph indent. **Use full justification for the text** (i.e., align text to both the left and right margins). **Single-space the body of the paper**. Double-space between paragraphs and before and after all headings. Triple-space after the last author’s contact information, before beginning the abstract section of the paper.

**Paper Title**

The paper title should be in bold type, all capital letters, single-spaced, and centered across the top of the first page.

**Authors**

The author(s), affiliation(s), complete address(es), telephone number(s), and e-mail address(es) should be single-spaced and centered beginning on the second line below the title. Use one blank line to separate information for multiple authors. Do not use titles such as Dr., Professor, etc.

**Abstract**

Introduce the paper with an abstract of approximately 100 to 150 words. Use a first-level heading **ABSTRACT** [centered and in all capital letters]. The text of the abstract should be single-spaced.

**Headings**

All headings should be in bold type. First-level headings should be centered and in all capital letters. Second-level subheadings should be set flush left with initial capital letter. Please do not use headings other than these two types. One blank line should separate headings from the text.

**Body of Paper**

Follow the abstract with a first-level heading that introduces the body of the paper. As mentioned above, single-space the body of the paper; all paragraphs should begin flush left.

**Figures and Tables**

Figures and tables should be placed as close as possible to where they are mentioned. Each figure/table and its caption (i.e., figure/table number and title) should be centered between the margins with one blank line before and after the caption. An example is shown below. All figures and tables are to be done in a professional manner. If symbols are used, please make sure that they are still in correct form in the pdf file. Feel free to include figures, graphs, and pictures as long as the total size of the pdf file does not exceed the specified limitation.

Table 1: Some proceedings format guidelines

|  |  |
| --- | --- |
| Length | 4-9 pages |
| Margins | one inch (1") for top, bottom, left and right |
| Font | Times New Roman, 12 point font |
| Spacing | paragraphs begin flush left (do not use paragraph indent); **use full justification for the text** |
| Paper Title | bold type, all capital letters, single-spaced, and centered across the top of the first page |
| Headings | bold type for all headings; first-level headings are centered and in all capital letters; second-level subheadings are flush left with initial capital letter |
| Body of Paper | single-spaced |

**Citing References**

References should be cited in the body of the paper by using the following styles, as appropriate: Name (year) or (Name, year).

**Footnotes**

The use of footnotes is discouraged.

**Equations**

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

Y = β0 + β1 X1 + β2 X2 + β3 X3 (1)

**Appendices**

Appendices should follow the body of the paper and precede the references. Use a first-level heading **APPENDIX** [which is centered and in all capital letters]. If there is more than one appendix, number each one consecutively.

**References**

The references should be listed in alphabetical order at the end of the paper. Use one blank line to separate references. Some examples are shown below. Only references cited in the paper should be included. It is preferable that papers contain a list of references. If this is not possible due to page limitation, the phrase “References are available upon request from [author’s name].” should be used.

Name, Initials. (year) Title of Article. *Journal Nam*e, Volume (Issue), pages.

Name, Initials, and Name, Initials. (year) Title of Article. *Journal Nam*e, Volume (Issue), pages.

Name, Initials. (year) *Title of Book*. City, State: Publisher.

**Page Numbers**

Page numbers should be centered at the bottom of each page using the following style: - # -. The first page number is your submission number times ten plus one. For example, if your submission number is 96, the page numbers are -961-, -962-, -963-, etc. If your submission number is 7, the page numbers are -71-, -72-, -73-, etc.

**Questions**

If you have questions about these proceedings instructions, contact the Proceedings Editor, Mohan Rao ([mohan.rao@tamucc.edu](mailto:mohan.rao@tamucc.edu)).

A sample formatted document is shown below. Feel free to use it to save time.

**Assurance of Learning: rest of title**

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**ABSTRACT**

In creating an Assurance of Learning (AoL) plan for a new Master’s program focusing on Enterprise Resource Planning (ERP), the idea of keeping assessment activities as unobtrusive as possible was in the forefront on one school’s mind. In the new Master’s program, it had been decided to include ERPsim in several of the courses in different ways to engage students in active learning. Our presentation will explain in detail the AoL plan and how ERPsim is used as a major portion of the plan to assess several program objectives across several courses. Data is being collected for the first time in the new program this fall and will be included in the presentation. What follows is a brief outline of the AoL plan.

**Assurance of Learning Plan**

The Assurance of Learning (AoL) plan for a new Master’s program focusing on Enterprise Resource Planning (ERP) includes the learning goals, the objectives for the learning goals, and the assessments. Each of these items is described below. The actual data and lessons learned will be presented during the conference. A diagram of the assurance of learning cycle is included in this document.

**Program learning goals** (*what* they will learn)

* + Business Process Integration
  + Discipline Knowledge (concentrating on Enterprise Application Integration)
  + Knowledge and skills associated with the SAP Platform including working in teams.

**Objectives for learning goals** (*how* learning goals are implemented in coursework)

1. Students will achieve a basic understanding of business process integration within an ERP framework and supported by SAP’s Enterprise Applications modules
2. Students will achieve an applied understanding of the relationship between organizational structures and integrated business processes
3. Students will achieve a basic understanding of business intelligence and analytics and will be able to apply their understanding within the SAP framework

**REFERENCES**

Léger, P.-M., Robert, J., Babin, G., Pellerin, R. and Wagner, B. (2007), ERPsim, ERPsim Lab, HEC Montréal, Montréal, Qc.