

AMCIS 2014 Submission Outline

Please read and follow all the instructions on this page to ensure your submission meets all requirements.
This page contains:

- A. Important dates for authors
- B. General submission requirements for all submission types
- C. Additional requirements specific to each type of submission
 - C.1. Completed Research Papers
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 - C.3. Panel Proposals

A. Important dates for author

Submission Deadlines:

The AMCIS 2014 submissions website is open from January 5, 2014 **until** March 1, 2014: ScholarOne's_ManuscriptCentral

All submission types (completed research papers, research-in-progress papers, and panels) must adhere to the submission guidelines outlined in this webpage.

No submissions will be accepted after midnight, Savannah (EST) time, March 1, 2014.

Author Notification Date:

Authors will be notified as to whether their submission was accepted, conditionally accepted, or rejected by **Friday, April 4, 2014..**

Authors Revisions Due Date:

Authors must have their revised submissions submitted by **Friday, April 18, 2014.**

Authors Final, Camera-Ready Date:

Authors must submit their camera-ready, final papers by **Friday, April 25, 2014.**

Early Bird Registration Due Date:

At least one author of every accepted submission and all members of every accepted panel must register for the conference. Early bird registration is determined per the registrar. Please check the AMCIS site for follow up.

Author Presentations at AMCIS 2014:

At least one author of every accepted submission and all members of every accepted panel must present at AMCIS 2014 in Savannah. Authors should be prepared to present their papers or participate in panels at any time during the conference (Thursday, August 7 to Sunday, August 10, 2014).

Failure to comply with this requirement can result in removal of papers or panelists from the AMCIS 2014 Proceedings.

B. General submission requirements for all submission types

Types of Submissions:

- Completed research papers
- Research-in-progress papers
- Panel proposals (submitted to the 'Panels Track' only)

Language:

English (dialects including American, British, Canadian, etc.) is the language of the conference and of all submissions.

Originality:

Submissions to AMCIS 2014 must be original; submissions cannot have been published or accepted in a journal or conference proceedings, nor presented at another conference. Further, submissions must not be currently under consideration for publication or presentation elsewhere.

Template and Formatting Requirements:

All submissions must be in Microsoft® Word .DOC format, Microsoft® Word .DOCX format, or Adobe PDF format.

The body of the submission (text, figures, tables, references, and appendices) should be stored in one single file and **must use the submission template provided on the AMCIS 2014 website.**

All figures and illustrations must be inserted into your Word .DOC or Word .DOCX file as either JPG or GIF format (other formats or embedded graphic objects will not convert to PDF correctly). For more instructions regarding figures, please see the submission template. Any submission that does not use this template or deviates from the formatting requirements will be rejected without review.

Authors will enter the submission title, abstract, keywords, and author information in the menus prompted by ScholarOne.

How to Submit:

All submissions are to be made via the AMCIS 2014 submission system at [ScholarOne's ManuscriptCentral](#). After creating an account and logging on to the ScholarOne site, the authors should go to "Author Center" to submit their completed research paper, research-in-progress paper, or panel proposal. For detailed instructions on how to submit in ScholarOne, please see the Author Submission Instructions for ScholarOne.

Please note that once a manuscript has been submitted to the online submission system it CANNOT be altered, amended, changed, corrected, edited, or revised. Once a submission has been made, it is final. One can, however, upload a manuscript and then wait to actually submit it. Such manuscripts may be altered and re-uploaded until they are submitted. To be considered for AMCIS 2014, manuscripts must be actually submitted by the final deadline listed above.

Track/Minitrack and Type:

When submitting online, you must select a track/minitrack and a paper type (completed research paper, research-in-progress paper, or panel proposal). Under no circumstances should the same paper be

submitted to more than one track/minitrack. For further guidance, please consult directly with track chairs. See the list of tracks at: [Tracks](#).

Number and Order of Authors:

After initial submission, authors cannot be added to or deleted from completed research papers or research-in-progress papers.

Track Changes Feature must be Off:

Be certain to accept all changes and turn track changes “off” before uploading your paper to the AMCIS 2014 Review System.

Review Process:

Completed Research Papers and Research-in-Progress Papers will be prescreened for conformity with submission guidelines and for overall appropriateness for the conference. Papers that pass the initial screening processes will be double blind reviewed. Panel submissions will not be blind reviewed.

Anonymize Completed Research Papers and Research-in-Progress Papers for Blind Review:

Authors name(s) should not appear in the body of the paper (including the abstract). Eliminate references to your institutions, your sponsors, your unpublished work and your published work if these references will identify any author. To aid in making your paper anonymous, leave Acknowledgement blank until the final version is prepared for the Proceedings. Remove author and institution information from document properties. To do this in MS-Word, click on Tools>>Options and then click on the Security tab. Under Privacy Options, select "Remove personal information from file properties on save." Panel proposal submissions do not have to be made anonymous for blind review.

Copyright Note:

For all papers accepted into AMCIS 2014, authors of accepted papers will retain copyright. However, by submitting a paper, authors do agree that AIS can publish and reproduce any accepted papers in the AMCIS 2014 Proceedings in the format of AIS' choosing (CDs, e-Library and printed proceedings) under an established ISBN number for AMCIS 2014.

C. Additional requirements specific to each type of submission

In addition to the general submission requirements, there are additional requirements for each submission type. These are identified below:

C.1 Additional Requirements: Completed Research Papers

Completed research will be presented in general sessions. Each general session consists of 3 or 4 competitive papers accepted through the review process. The papers are presented in a standard format of presentation by an author and general audience discussion. Each session (meeting room) is set up with presentation equipment (i.e., overhead projectors and screens). Completed research and research-in-progress are welcome and will be peer-reviewed using a double blind system. Both completed research and research-in-progress papers that are accepted will be published in the conference proceedings.

Completed Research Paper Page Limit Requirements:

Completed papers must not exceed 5,000 words and must conform to the AMCIS 2014 submission template.

C2. Additional Requirements: Research-in-Progress Papers

Research-in-progress research will be presented in roundtable topic sessions. Each roundtable consists of several research-in-progress papers accepted through the review process. The papers are presented by authors and interested participants will gather to share ideas and discuss topics of mutual interest, such as research in a specific area. Roundtable topic sessions are managed by session chairs. These sessions will be conducted without LCD and overhead projectors, and are more informal to allow for maximum interaction and discussion.

Additional information on poster preparation and presentation will be forthcoming.

Research-in-Progress Page Limit Requirements:

Research-in-progress papers must not exceed 5,000 words and must conform to the AMCIS 2014 submission template.

C3. Additional Requirements: Panel Proposals

Panels provide an opportunity for a group of researchers to explore a topic or focus of interest in a panel format, typically involving a panel moderator (who poses several questions related to the topic) and three to four expert contributors with alternative views or perspectives on the topic. Depending upon the topic, the experts can be drawn from the academy and/or from industry. Of particular interest are panel submissions that are related to the conference theme, although panel proposals on other relevant topics are also welcome.