

4th AFRICAN CONFERENCE ON INFORMATION SYSTEMS & TECHNOLOGY (ACIST) 2018

Theme: Improving African Livelihoods with Digital Information & Technology

Dates: 9th – 10th July 2018

Venue: University of Cape Town, South Africa

Submission Website: <https://easychair.org/conferences/?conf=acist2018>

Conference website: <http://acist2018.uct.ac.za/>

Guidelines for Manuscript Preparation

1. Papers must not exceed 5000 words (2000 words for work-in-progress papers) in length or 10 pages (4 pages for work-in-progress papers), including abstract, figures, references and appendices. **Papers must not include any author details as they will be subject to a double blind review process.**
2. Before submitting your paper, please ensure that it has been carefully read for typographical and grammatical errors. Papers will be returned if the standard of English is not considered to be good enough for review.
3. Papers must be submitted in PDF format and should not be zipped.
4. Papers can be produced in any PC or MAC version of Microsoft Word using *Times New Roman* font 11 pt for the main text.
5. Set the pagesize to A4 with margins of 2.54cm (or 1 inch) all around. Please do not insert headers, footers, but insert page numbers that are centre-aligned at the bottom of every page. Do not refer to page numbers in your text as these may be changed.
6. Do not use multiple columns.
7. Put the title of the paper in bold, left-aligned, at the top of the first page only.
8. **For ACCEPTED PAPERS (after Review)**, on the next line put the names of the authors. Give first and last name, in that order. Do not use all caps. Where all authors are from the same institute, the following format should be used:

Author

Institute, Town, Country

leadauthor@email.com

authorone@email.com

authortwo@email.com

Multiple authors from different institutions should appear as:

Lead Author¹, Second Author² and Third Author³

¹The department, faculty and name of institute, Town, Country

²The department, faculty and name of institute, Town, Country

³The department, faculty and name of institute, Town, Country

leadauthor@email.com

co-authorone@email.com

co-authortwo@email.com

***Note: All author details should be removed before the review process. Point (8) applies only to final accepted paper submissions, after the review process**

9. A 200-word abstract should follow.
10. Include up to 6 keywords or phrases
11. Do not use more than three levels of heading and use the following numbering convention:

1 Heading 1

1.1 Heading 2

1.1.1 Heading 3

12. The main body of the text should be in *Times New Roman* 11 point, single-spaced and fully justified. Please use normal capitalisation within the text and do not use bold face for emphasis. Italics are acceptable. All headings should use initial capitals only, excepting for use of acronyms
13. You can include bulleted or numbered lists.
14. Figures and tables should be placed as close to their reference point in the text as possible. All figures and tables must have titles and must be referenced from within the text. Avoid colour diagrams as the proceedings will be printed in black and white. Images must be inserted as picture files (.gif, .jpg, .bmp, .pct, .png, .psd). You may be asked to supply the pictures as separate files.
15. Please avoid the use of footnotes. Endnotes are not permitted and papers containing them will be returned.
16. References should follow the APA (5th or 6th) referencing style.
17. In addition to the general submission requirements, there are additional requirements for each submission type. These are identified below:

Additional Requirements: Completed Research Papers

Completed research papers should have completed analyses and documentation of results.

Completed research papers should be similar to journal submissions, but shorter.

Review Criteria for Completed Research Papers:

- Topic is relevant to a conference theme.
- Objectives are clear and well-described.
- Paper is written clearly.
- Paper will draw an audience.

- Paper is well organized and flows logically.
- Literature review is appropriate.
- Methodology is appropriate (if relevant).
- Analyses are appropriate (if relevant).
- Evidence supports authors' arguments (if relevant).
- Paper makes a useful contribution

19b. Additional Requirements: Research-in-Progress Papers

Research-in-progress papers typically describe work that is as yet incomplete, but promising. Accepted research-in-progress papers will be presented in an interactive format, as posters, during the conference. Authors of accepted research-in-progress papers will be required to bring poster-size presentations (in LARGE TYPE format of roughly 36"x48", or 91cm x 122cm) for display at their poster session.

Review Criteria for Research-in-Progress Papers:

- Topic is relevant to a conference theme.
- Objectives are clear and well-described.
- Paper is written clearly.
- Paper will draw an audience.
- Paper is well organized and flows logically.
- Literature review is appropriate.
- Methodology is appropriate (only if relevant).
- Analyses are appropriate (only if relevant—many RIP papers may not yet have data to analyze).
- Evidence supports authors' arguments (if relevant).
- Paper makes a useful contribution or has the potential to make a contribution.