

Paper Title (Less than 80 characters)

¹Author¹ Author² and Author³

¹*Affiliation*

²*Affiliation*

³*Affiliation*

¹*Email*, ²*Email*, ³*Email (Emails are optional)*

Abstract²

*The abstract is to be in fully-justified italicized text as it is here, below the author information. Use the word “Abstract” as the title, in 13-point Times New Roman, boldface type, centered relative to the column, initially capitalized. The number of words used in the abstract should be in the range of 150-250, and it should briefly describe (at least and right at it beginning): 1) **What** the article is about 2) **Why** it is intellectually important and/or is, may be, or has been pragmatically useful, and 3) **How** the results were achieved (naming or briefly describing the method or methodology used in the research or study). More details regarding these three important structural points should be provided in the introduction section of the article and/or in any following sections. The abstract is to be in 12-point, single-spaced type, and may be up to 3 in. (18 picas or 7.62 cm) long. Leave two blank lines after the abstract, and then begin the main text. All manuscripts must be in English. **Referencing should be done via APA Style. We are referring to the APA referencing style, not the APA format style. The format described in these “Guidelines for Authors” should be the ones to be followed.** Word Microsoft Word processing software has very good features for APA referencing style. The figure in the annex shows the three easy steps to use Word’s APA referencing style.*

Keywords: *We would like to encourage you to list your keywords in this section*

1. Introduction

The introduction should include, at least, the background, the context and a brief summary of previous related works. Any of these three features may be expanded or detailed, in the context of any following sections. If this is the case, please reference, in the introductory section, the title of the section(s) where more details will be provided. Please follow the steps

¹ This footnote would be used in the case of making explicit the contact authors.

² This footnote is to acknowledge the name of who made the peer-editing or the final proofreading of the article

outlined below when submitting your final draft, or camera ready version of your article to the related publication of the International Institute of Informatics and Systemics or to the publisher (IIS or TIDC). These guidelines include complete descriptions of the fonts, spacing, and related information for producing your manuscript. Please, follow them and if you have any questions, direct them to the editor of your special issue or to iiicsec@iiic.com

2. Formatting your Paper

All printed material, including text, illustrations, and charts, must be kept within the parameters of the 8 15/16-inch (53.75 picas, 22.75 cm.) column length and 5 15/16-inch (36 picas, 15.24 cm.) column width. Please do not write or print outside of the column parameters. Margins are 3.3cm on the left side, 3.65cm on the right, 2.03 cm at the top, and 3.05cm at the bottom. Paper orientation in all pages should be in portrait style.

3. Main Title

The main title (on the first page) should 1) have no more than 80 characters, 2) begin 1 3/16 inches (7 picas, 2.96 cm.) from the top edge of the page, 3) centered, and 4) in Times New Roman 14-point, boldface type. Capitalize the first letter of verbs, nouns, adjectives, pronouns, and adverbs; do not capitalize articles, prepositions, or coordinate conjunctions, (unless, of course, the title begins with such a word) (*e.g. A Case Study of a Systemic Methodology for Information systems Development*).

4. Author Name(s) and Affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times New Roman 13-point, non-boldface type (see example below), beneath the title. The author's name should have first name, middle initial(s), and last name. *Do not use titles (Dr.) or degrees (PhD).*

For example:

Author¹, Author² and Author³
¹Affiliation
²Affiliation
³Affiliation
¹Email, ²Email, ³Email

The corresponding author should have an asterisk sign (*) if possible, after the corresponding author's name. The Corresponding author label should appear at the footnote section of the first page of the paper or besides the affiliation of the author, using Times New Roman font style and in 10 font size. Emails below the affiliations might be included or not. We encourage the inclusion of, at least, the email of the corresponding author. Authors' names should not have titles and not be written in capital letters, but, of course the first letter of each name. The affiliations should be written in italics.

5. Second and Following Pages

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-3/16 inches (2.86 cm) from the bottom edge of the page for 8.5 x 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

6. Type-style and Fonts

Wherever Times New Roman is specified, Times New Roman may be used. If not available in your word processor, please use a font closest to Times New Roman that you have access to. Please, do not use bit-mapped fonts.

7. Main Text

Type your main text in 13-point Times New Roman, line-space of 1.15. Do not use double-spacing. Use one blank line between paragraphs.

Be sure your text is fully justified, flush left and flush right. Please do not place any additional blank lines between paragraphs.

7.1. Tables

Place tables as close as possible to the text they refer to and aligned center. A table is labeled *Table* and given a number (*e.g.*, **Table 1. Production per Year**) it should be numbered consecutively. Table the label and caption or title appear 8pt space above the table, 13pt space after the text or paragraph if any; it should be uniform fonts and font size, and use 13pt font size and Times New Roman style, capitalized similar to paper title, aligned center and bold face. Sources and notes appear below the table, aligned left. All tables must be in portrait orientation.

For Example:

Table 1: Production per year

7.2. Figures

Place figures as close as possible to the text they refer to and aligned them to the center. Photos, graphs, charts or diagram should be labeled **Figure** (do not abbreviate) and appear 13pt space below the figure, 13pt space before the next text or paragraph, and assigned a number consecutively. The label and title should be in line with the figure number (*e.g.*, **Figure 1. Location Error Rate of Three Schemes**), it should be uniform fonts and font size; use 13 pt font size and Times New Roman style, capitalized similar to paper title, aligned center and bold face. You may provide a very short description of what is shown in the figure. Source (if any) appears underneath, in 6pt font size and Times New Roman style. Figures should be at a good enough quality. Minimum image dimensions are 6 cm (2.3622 in) wide by 6 cm (2.3622 in) high.

For Example:

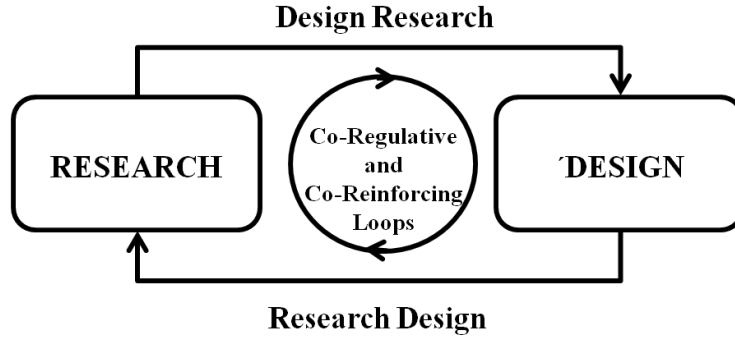


Figure 1: Relationships between of Research and Design. Research and Design have implicit or explicit cybernetic relationships.

7.3. Equations

Including symbols and equations in the text, the variable name and style must be consistent with those in the equations. Equations should be indented at the left margin and numbered in the right margin, equation number is enclosed with open and close parenthesis () Time New Roman in style and 12pt font size. Deane all symbols, the first time they are used. All equations symbols must be defined in a clear and understandable way.

For Example:

$$N_{\sigma 1, \sigma 2} + N_{\sigma 1, \sigma 3} + \dots + N_{\sigma 1, \sigma m} + N_{\sigma 2, \sigma 3} + N_{\sigma 2, \sigma 4} + \dots + N_{\sigma 2, \sigma m} + N_{\sigma m-1, \sigma m} \quad (1)$$

$$Z^* \geq \sum_{j=2}^m N_{\sigma 1, \sigma j} + \sum_{j=3}^m N_{\sigma 2, \sigma j} + \dots + \sum_{j=t=1}^m N_{\sigma t, \sigma j} + N_{\sigma t, \sigma t-1} + \sum_{j=t}^m N_{\sigma t-1, \sigma j} - N_{\sigma t-1, \sigma t} \\ + \sum_{j=t+2}^m N_{\sigma t+1, \sigma j} + \dots + \sum_{j=m}^m N_{\sigma m-1, \sigma j} \quad (10)$$

8. First-order Headings

For example, “**1. Introduction**”, should be Times New Roman 13-point boldface, initially capitalized, flush left, with two blank lines before, and one blank line after. First order heading should not be left at the end of a page with no text of, at least one line, below it in the same page.

8.1. Second-order Headings (Sub-heading)

As in this heading, they should be Times New Roman 13-point boldface, initially capitalized, flush left, with one blank line before, and one after. Second order heading should not be left at the end of a page with no text of, at least one line, below it in the same page.

8.1.1. Third-order Headings: Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 13-point Times New Roman, boldface, initially capitalized, flush left, and preceded by one blank line, followed by a colon and your text on the same line.

9. Conclusions

All articles should have a last section titled “Conclusion”, in which results are briefly presented, reflections are made on these solutions, suggestions are presented with regards to 1) their potential applications and/or 2) additional research that might be done, as a consequence of the information, knowledge and-or reflections shared by the article

9. Footnotes

Use footnotes for short texts and place them at the bottom of the page on which they are referenced to. Use Times New Roman 10-point type, single-spaced. To help your readers, please, avoid using large texts in the footnotes. For larger texts you can use the end-notes or appendixes. The author should make a tradeoff between being precise in his/her writing (or providing helpful additional information) with cluttering the reader with potentially unnecessary details or precisions. This depends on the audience targeted by the author as well as on her/his writing stage. This is one of the reasons we are avoiding formatting styles that might constraints the writing style. Having said so we suggest 1) to avoid many not short footnotes, 2) use appendixes or end-notes for larger texts. *The intention of this guideline is to maximize the flexibility that the author may have in order to adequately adapt to his/her writing style while minimizing the differences that the reader might find among the format of different writers. It is a matter of trade off between the authors and the readers, both of whom should be taken care of, in the editorial process.*

10. Notes and Appendixes

Notes, if needed, should appear before the possible acknowledgments, and ordered by numbers.

Appendixes, if needed, should appear after the possible acknowledgments, and ordered with capital Letters, as for example Appendix A, Appendix B, etc., always after the acknowledgments.

11. Acknowledgments

1. Remember that authors are responsible for copy-editing the final version of their paper. Since no author can make the final proofreading and editing of her/his own article, then s/he needs a peer-editor. Consequently, the author(s) of the paper should acknowledge, via an initial footnote in the first page of the article, the peer-editor who proofread and edited the final version of your paper. More details and the reasoning, that support this requirement, have been included in the appendix of the “Quality Assurance” document posted at <http://www.iiisci.org/journal/sci/Quality-Assurance.pdf>.
2. Because of our dual methodology of peer reviewing that combines traditional double-blind reviewing and non-blind reviewing, ***if your paper is not an invited one***, please include in the acknowledgments you make at the end of your paper, under the title of “Acknowledgements” the names of the reviewers you recommended as non-anonymous reviewers of your papers, who validated, verified and approved by us and who reviewed your paper and recommended its acceptance. This acknowledgement section should be brief and placed at the end of the text or after the notes, if these are needed and used. ***If your paper is an invited one***, you can include an acknowledgment to the colleagues who may have provided you with support for reviewing your papers.

References

List and number all references that using 10-point Times New Roman, fully justified, single-spaced, at the end of your paper, and according the APA style of referencing, This is a ***must*** condition. All references included under the title “References” should be referenced in the main text of the article (abstract, introduction, any of the following sections, notes and appendixes.

As we emphasized above in the abstract, “referencing should done via APA Style. We are referring to the APA referencing style, not the APA

format style. The format described in this Guideline for Authors should be the one to be followed.

Word has an excellent support for enforcing APA referencing while not enforcing APA formatting. While it might seem, at least initially, time consuming, this support showed to be not a time waste, but a time investment for those references used in the article and used again in future articles, because it saves the references made in previous articles in order to be moved to future articles in seconds. We cannot emphasize more about our recommendation to use Word support for APA referencing, even if it might initially be perceived as less efficient. Please use the format provided by APA style for listing the references. *Remember that all listed references should have been cited at least once in the article.* Articles and books not cited in the written article may be listed after the references, as Additional Recommended Bibliography.

The following is an example of the spacing and the fonts (Times New Roman) and size (10), required for listing the references in alphabetic order, as it is the APA style. If you want to list not-referenced related bibliography, you can do it in the same way, but entitling it as **Additional Bibliography**.

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ANNEX

Word has a good and user-friendly functionality for using the APA referencing style. It requires just the following three steps to start writing down the reference. If the reference is already written in another referencing style, you can copy and paste it according Word's data entry for APA referencing

