INTRODUCTION

This document contains two parts. Part I delineates a basic set of guidelines for the preparation of the master's integration essays. Part II provides a skeletal or scaled-down example of the "by page" structure and major protocols that are to be implemented.

PART I: GUIDELINES FOR PUBLICATION

1. The <u>American Psychological Association Publication Manual</u> (5th Edition, 2001) (APA or short) is a standard for the publication of master's integration essays in the Master of Science in Information Systems Program. In addition, the IEEE Computer Society Style Guide for reference formatting can be used instead of the APA reference formatting style.

 The APA describes in detail the conventions for all components of the master's integration essay manuscript and should address the majority of questions about the required formatting protocols. However, this MSc IS Style Guide does include some conventions that differ from those in the Publication Manual. In those instances, this MSc IS Style Guide prevails. Any unresolved questions should be posed to the supervisor.

Note: The Publication Manual distinguishes between a "final" and a "copy" version. See Chapter 6, pp. 321ff in the Publication Manual for more details. The publication guidelines in this MSc IS Style Guide are directed to the production of a "final" version (not a "copy" version) of the master's integration essay manuscript. That is, the master's integration essay student is not submitting a document that is to be proofread by an editor and then to be typeset (i.e., a "copy" version) but rather is filling both roles by submitting a "final" version. This "final version" is the one that will be used for printing and binding.

Listed below are a number of the formatting protocols:

Printer Type

    1. Suitable output can be obtained by use of a good-quality laser, LaserJet or Bubble-Jet printer.

    2. Do not print the final copy on a dot-matrix printer.

Paper Size: 22 x 28 cm (81/2 x 11 inch) paper must be used.

Paper Weight

    1. Twenty- or 24-pound paper must be used.

    2. Do not use coverstock- or cardstock-grade paper.

Paper Color: White paper must be used. Do not print on any variant of white (e.g., off-white, cream).

Margins

1. The top and bottom margins are to be set at 2.54 cm (1 inch).

2. The left margin must be set at 3.75 cm (1.25 inches) and the right margin is to be set at 2.54 cm (1 inch).

3. The maximum line length is 15.875 cm (6.25 inches).

4. Use the "File/Page Setup" option of your word processor to ensure that these settings are active for your master's essay or integration project document at the outset of the writing.

Line spacing

1. Text must *be double-spaced* except as specified in the Publication Manual.

Font

    1. Either Arial OR Times New Roman is to be used.

    2. Ensure that the entire document – i.e., all headings, sub-headings, text, figure captions, figure labels, etc. - is displayed in either (but not both) of these two fonts.

Point Size

    1. The point size must be 12 for the main text.

    2. For the chapter designation (e.g., CHAPTER IV), capitalize, embolden and centre the text using **14** point.

    3. For the chapter heading (e.g., REVIEW OF RELATED LITERATURE), capitalize and centre the text using **12** point.

Page numbering

1. All page numbers are to be centered and located at the bottom of the page.

2. The first and second pages of the document are NOT to be numbered.

3. The pages that follow the second page of the document and that precede the first numbered page (see next bullet) – i.e., the abstract through to the table of contents - are to be designated as "i" through "viii" although this last small Roman numeral may vary depending on whether or not a

DEDICATION and ACKNOWLEDGMENT pages are included. The feature that you can exploit to enable the two pagination schemes (small Roman numbers and Arabic numbers) is the "Section" option. A section is an arbitrarily defined set of pages that has its own formatting protocols (including page number attributes). Most essays or projects will have three sections (first page, signatory to "List of Figures", INTRODUCTION to REFERENCES). See your word processor manual for details.

4. The first numbered page is the first page of CHAPTER I – i.e., the INTRODUCTION. The page numbers continue consecutively to the end of the document.

Headings

1. For headings and sub-headings in the **5** master's integration project chapters, the definition and attributes for each type of heading are as follows:

• Heading 1

    a) Use for chapter designations (e.g., CHAPTER IV).

    b) Capitalize all letters, embolden, centre, **14** point.

    c) Do not insert a blank line between Heading 1 and Heading 2.

• Heading 2

    a) Use for chapter title (e.g., METHODOLOGY).

    b) Capitalize all letters, centre, **14** point.

    c) Insert a blank line between Heading 2 and the following text.

• Heading 3

    a) Use for a first-level subheading (e.g., The Proposed Architecture).

    b) Capitalize, underline, **12** point.

    c) Start a new line after Heading 3 but do not insert a blank line.

• Heading 4

    a) Use for a second-level subheading (e.g., UML Diagrams.).

b) Indent (5 spaces), capitalize, underline and terminate with a period. Do not underline the period. Use **12** point.

c) Do not begin a new line after Heading 4. Simply insert a space following the period and continue inserting text.

Note that this heading structure differs from the guidelines that are contained in the Publication Manual.

Headers/footers

1. The header section is not to be used.

2. The footer section must contain only the page number and is to be located in the center of the page.

3. Do not insert any other information (e.g., date, chapter number) and do not use running headers or footers.

4. The font for the page numbers must be either Arial or Times New Roman and must be the font that was chosen for the document itself.

5. The point size must be **10**.

Tables and Figures

Place figure captions below the figures; place table titles above the tables. If your figure has two parts, include the labels "(a)" and "(b)" as part of the artwork. Please verify that the figures and tables you mention in the text actually exist. **Please do not include captions as part of the figures. Do not put captions in "text boxes" linked to the figures. Do not put borders around the outside of your figures.** Use the abbreviation "Fig." even at the beginning of a sentence. Do not abbreviate "Table." Tables are numbered with Roman numerals.

If you follow APA style, please see the Publication Manual for details and example in RESULTS (CHAPTER IV) below.

Graphics

1. All graphics (photographs, scanned images) are to be embedded in the final version.

2. They must be centered on the page and include a caption.

3. It is recommended that any graphics be stored in a format that will allow for re-sizing when the graphic is imported to the word processor without loss of definition.

Word Processor Features

There are many powerful features in the sophisticated word processors that can be used to generate the final version. The most useful may be the "Style" feature by which one can pre-define a set of formatting attributes (font, size, spacing, etc.) by assigning that set of attributes a style name. Then, when that particular style is repeatedly required, the raw text may be input and the desired style applied. For example, the settings for the four types of headings (see above) can be defined and labeled as "Styles" and used accordingly. To do so, you may have to generate a customized style (e.g., "Hd 1") if you do not wish to overwrite the pre-defined Heading 1 style attributes. In any case, time invested in learning how to implement these features would be time well spent.

IEEE Reference Style

IEEE Computer Society Style Guide[1] defines how references used in the paper should be formatted. References are numbered consecutively in square brackets (e.g., [1]). The order of references can be either based on their appearance in the main body of the essay or by following the alphabetical order of authors' names. The references are cited in the main body of the essay by using their numbers (e.g., [1]). The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use "Ref. [3]" or "reference [3]" except at the beginning of a sentence: "Reference [3] shows ... ." Do not use automatic endnotes in *Word*, but type the reference list at the end of the paper using the "References" style.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors' names; do not use "*et al*." unless there are six authors or more. Use a space after authors' initials. Papers that have not been published should be cited as "unpublished" [4]. Papers that have been accepted for publication, but not yet specified for an issue should be cited as "to be published" [5]. Papers that have been submitted for publication should be cited as "submitted for publication" [6]. Please give affiliations and addresses for private communications [7].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the

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[1] http://www.computer.org/portal/pages/ieeecs/publications/author/style/transref.html

original foreign-language citation [8].

PART II: SAMPLE ESSAY

To provide a general overview of the appearance of a final version of an essay, a sample has been constructed. Many of the basic protocol requirements are reflected in this sample document and some accompanying notations have been added to provide additional information. However, it should be noted that the *A.P.A. Publication Manual*, this document, and IEEE Computer Society Style Guide (only for reference formatting) serve as the "courts of last resort" if there is an uncertainty as to how a certain formatting issue is to be handled.