

J AIS Submission Style Guide

Please note: Your manuscript to be uploaded should be completely “anonymized” and should not contain any author information as well as any header or footer.

1. Document Layout

(1) Page Layout

- Letter size
- 1” (2.54cm or 6 picas) from top and bottom margins
- 1.25” (3.54cm or 7.4 picas) from left and right margins
- Paragraph width is 6” (15.25cm or 36 picas).

* All items such as paragraph, table, and figure should fit in this width. Otherwise, use horizontal orientation

(2) Page Alignment

- Title: centered
- Main text: justified

(3) Type Font, Spacing, and Indent

- Title: Arial 16, Bold; Leave two line-space above title for submission code
- Abstract heading: Arial 14, Bold, Italic
- Abstract text: Arial 11, Italic
- Heading 1 (e.g., introduction): Arial 14, Bold (* Headings do not have roman numbers)
- Heading 2: Arial 12, Bold, Italic (* Headings do not have roman numbers)
- Heading 3: Arial 11, Bold (* Headings do not have roman numbers)
- Line spacing: double
- All other text: Arial 11
- No indent: additional spacing separates paragraphs.

(4) Page Number

- All pages should be numbered in right bottom

2. Manuscript material Ordering

(1) Title

(2) Abstract

(3) Keywords

(4) Text

*Typically beginning with introduction and ending with conclusions; Section numbering allowed, if necessary

(5) References (AIS style, available on the Web)

(6) Bibliography*

(7) Appendices

(8) List of Acronyms*

*Author information, acknowledgement, and other information about manuscript such as prior submission should be filled out in the online form during submission.

* JAIS logo, header, footer are not allowed to use.

3. Elements Style

(1) Footnotes

*Footnotes are referred to by superscript number, and displayed on the same page as referred in text; font is Arial 10, single-spaced.

(2) In-Text Reference

In-text reference should be referred to in text within parentheses, as follows.

- Single author -(Fichman, 2004),
- Two authors - (Lyytinen and King, 2004)

- More than two authors - (Rossi et al., 2004)

(3) Figures

Figures should be inserted at the end of the paragraph in which they are first referred. If there is not sufficient space for full display, it can appear on the next page.

- Figure should be boxed. The box width is not bigger than 6".
- Figure titles should be at the bottom of the figure box.
- Figure title should be aligned center (both vertically and horizontally); white font, Arial 11, bold on a black box; the height of the black box for figure title is 0.25" for single line title, and 0.45" for double line title.
- Figure titles should be horizontally left aligned, vertically center aligned.
- Notes should be added at bottom of figure box in Arial 10.



(4) Tables

Tables should be inserted at the end of the paragraph in which they are first referred. If there is not sufficient space for full display, it can appear on the next page.

- Table should be boxed. The box width is not more than 6". If a table width is bigger than 6", it can appear in landscape page setup.
- Table should be aligned center (both vertically and horizontally), but the entry alignments are at authors' disposal.
- The font of entries is not bigger than Arial 10.
- Table titles should be at the head of tables.
- It should be white font, Arial 11, bold on a black box. The height of the black box for table title is 0.25" for single line title, and 0.45" for double line title.
- Table titles should be horizontally left aligned, vertically center aligned.
- Notes should be added (1) at bottom of table in Arial 10 or (2) in the last row of table without indent.

Table 1: Example of Table Appearance			
		Mean	St.dev
TEL	1985	--	--
	1991	15.9	14.0
	2001	17.7	11.5
CALL	1985	--	--
	1991	.1	.06
	2001	.1	.09
URBAN	1985	64.8	20.3
	1991	67.1	19.6
	2001	69.9	18.7

TEL = Average monthly telephone subscription cost;
 CALL = Average cost of local call;
 URBAN = Size of urban population, as a percentage of total population;

Notes: Year dummies are included in all regressions. Standard errors are in parentheses. *p<0.1. **p<0.05. ***p<0.01