ACM TRANSACTIONS ON
MANAGEMENT INFORMATION SYSTEMS

Author Information

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Please note that access to TMIS submission through the Manuscript Central System is still in progress. These pages are provided so that authors intending to submit to ACM TMIS may properly prepare and format their papers.

In addition to the policies and procedures outlined here, additional ACM Publications Policies can be viewed on the ACM publications website at: http://www.acm.org/publications/policies/policies-toc. These policies cover important topics including plagiarism, reviewer anonymity, privacy, copyright, conflict of interest, etc.

1. Editorial Guidelines

Please refer to the Editorial Guidelines for details about content requirements. ACM TMIS encourages submissions that have not been published or submitted previously. ACM TMIS will accept submissions of original research that are innovative and high-impact. For additional details, please refer to the Editorial Guidelines for the types of papers that are encouraged and discouraged, information on possible topics, and information on content requirements including the following:

- Management information systems relevance
- Scientific rigor and contribution
- Societal relevance and impact
- Innovation and novelty
- Design science and system relevance

The following types of submissions are discouraged:

- Purely theoretical papers
- Argumentation essays
- Incremental research in well-established areas
- Research targeting specific algorithms or techniques

Papers for *ACM TMIS* should be in the 4,000 and 6,000 word range. *ACM TMIS* discourages excessively long papers (more than 7,000 words).

### 2. Preparing and Formatting Your Manuscript

We currently accept submissions in MS Word format (including Word 2007).

Final formatting using the new Word template does not need to be completed until and unless the paper has been accepted for publication. To facilitate the review process, new manuscripts may be submitted using a plain and easy to read font (such as Times New Roman 12 pt., or Arial 10 pt.) and 1-inch margins all around.

**NEW FORMAT!** The MS Word submission template has changed. All papers accepted for December 2011 issue and beyond should be accordingly formatted using the new ACM template. The template is available for download from this website (download the [ACM small format template here](http://www.acm.org/publications/word_style/word-style-toc/), or is available from the ACM Publications page at: [http://www.acm.org/publications/word_style/word-style-toc/](http://www.acm.org/publications/word_style/word-style-toc/). Choose the "Small Standard Format."

#### 2.1 Title and Abstract

**Title:**

- Use a specific, descriptive, and informative title of 6 to 12 words.
- Avoid special symbols and formulas in titles unless essential to indicate content.
- Authors' names should be given without titles or degrees, along with their affiliations.
- Current mailing addresses, including email addresses, should be given in a footnote.

**Abstract:**

- The abstract should be 150 to 200 words long and should consist of short, direct, and complete sentences.
- The abstract should state the objectives of the work, summarize the results, and give the principal conclusions.
- Work planned but not done should not be described in the abstract. Because abstracts are often extracted from a paper and used separately, avoid the use of the first person, mathematics, and citations.

#### 2.2 Content Indicators
Three types must be assigned:

1. Categories and Subject Descriptors should be selected from the classification system used by Computing Reviews (CR). The latest CR classification was published in 1998. It is available at http://www.acm.org/about/class/1998. Use as many descriptors as applicable. To see how to use ACM’s classification system, see How to Classify Works Using ACM’s Computing Classification System. The classification system also provides links to the full classification tree in several formats.


3. The additional keywords and phrases consist of English language words that may also be useful for indexing. These may be synonymous with terms in the classification system, may be more specific than the subject descriptors, or may not be covered by the existing system at all. In this last case, use specific terms whose meaning is generally accepted in the computing community. Do not use broad, catchall terms (such as "computer," "system", or "automatic") and do not use private terms or acronyms. For additional information, please read, "How to Use the Computing Classification System."

- Use important terms from the title; include their synonyms, related words and words of higher or lower generic rank.
- Use English nouns, or noun-noun and noun-adjective combinations; do not use hyphens except if the hyphenated parts are always treated as a single unit.
- Use specific terms whose meanings are generally accepted; do not use broad catchall terms (such as "computer", "automatic", "machine", "system", "discussion", "description"); do not use private terms or acronyms that may not be generally known.
- Do not use negative terms stressing what your paper does not do.

2.3 Mathematical and Symbolic Expressions

Short mathematical equations and other expressions in the text should be run in: (instead of each being displayed on a separate line). Avoid exponents having more multiple levels of superscripting? $e^{x^2 + y^2}$, use $exp(x^2 + y^2)$. Likewise, avoid the use of built-up fractions in the text. For example, instead of $(1 \times n)$ over $(\text{italic } n)$, use either $1/ \text{italic } n$ or the negative exponent form $\text{italic } n^{-1}$. In display matter, however, built-up fractions are preferred for clarity. Likewise, avoid small-type mathematical expressions centered above or below arrows.

If submitting hardcopy from a single-font printer, then indicate special marking for symbols (e.g., italics, boldface) and clearly identify unusual symbols.
Equations that are referred to later in the text should be numbered sequentially and referred to, for instance, as Eq. 1. Do not number equations that are not referred to in the text.

2.4 Statistics

For empirical studies, the procedure should be presented in sufficient detail to be replicated by other researchers. Statistical tests should be included to support empirical claims. When reporting statistics, the name of the statistic, the degrees of freedom, the value obtained, and the p-value should be reported, e.g., $F(3,65)=4.83$, $p < 0.01$.

2.5 Figures

- Figures include graphs of results, schematic drawings, samples of output screen dumps, and photographs of special equipment or displays.
- All figures must also be included as separate files; acceptable figure file formats are .tif, .gif, .jpg, .png, and .eps.
- In the text, each figure should be numbered and have a caption.
- Upon publication, figures will be reduced to 12.7cm (5 inches) in width and will be printed in B&W. The use of color in the printed version will be approved on a case-by-case basis by the Editor-in-Chief, and only when absolutely necessary for the presentation of the material.
- Care should be taken to ensure that the legends and labels within the figure are large enough to be readable after they are reduced.

2.6 Citations and the Reference List

Relevant publications accessible to the public (i.e., articles in standard journals and open conference proceedings) should be cited. Formatting of references should follow the template:

Requirements for in-text references:
- Include the last name of the author(s) and the year of publication, for example: [Bush 1945] or [Salton and McGill 1983]
- When the citation(s) includes three or more authors, only the first author should be mentioned by name, for example: (e.g., [Foley et al.1990]).
- A trailing lower case letter should distinguish multiple papers by the same author(s) published during a single year, for example: [Winograd and Flores 1987a].
- Multiple citations in the same sentence should be enclosed within brackets and separated by semicolons, for example: [Halasz 1988; VanRijsbergen 1975].

Requirements for the reference list:
- Arrange the reference list alphabetically by the author's last name, followed by the date. In the case of multiple listings by a single author, the earliest publication appears first.
- When an author is listed both as a single author and as a senior author with coauthor(s), all of the single-author listings precede the multiple-author listings, with the latter arranged alphabetically by last name of successive authors. Again, chronological order is used for multiple papers by the same set of authors.
- The lower case letter used in the citation to distinguish multiple papers by the same author(s) in the same year should be displayed in the reference list.

References to items in periodicals:
- These should take the form: author(s), year, article title, journal title volume number, issue number, page numbers. For example: BERINGER, J. AND HÜLLERMEIER, E. 2006. Online clustering of parallel data streams. Data Knowl. Engin. 58, 2, 180–204.
- Author(s) should be given last name first; likewise for editors, with the name followed by (Ed.).
- The author's name always ends with a period, either the period which follows the initial or a period specifically for that purpose.
- In the title, only the first word and proper names (or their derivatives) should be capitalized, and the title should end with a period.

References to proceedings:

References to books or reports: Author(s): same style as above.
- These should take the form: author(s), year, book title, edition number if any. Name of publisher, City, State, and any specific pages or chapters. For example: FUKUNAGA, K. 1990. Introduction to Statistical Pattern Recognition, 2nd ed. Academic Press, New York, NY.
- Title: all principal words start with a capital letter.

References to web pages:
3. Submitting Your Manuscript

- Electronic submission should be made through Manuscript Central, ACM’s submission management system at http://mc.manuscriptcentral.com/acm.
- If it is your first time submitting a paper using this system, you will need to create a new account (instructions can be found at the website); otherwise, enter your login and password, choose "Transactions on Management Information Systems" as the journal, and follow the instructions provided for submitting your paper.
- Submission will be acknowledged, and an Associate Editor (AE) will be assigned to process the manuscript. Authors can suggest 1-2 AEs who do not have conflict of interest. However, final AE assignment decisions will be made by the Editor-in-Chief.
- Authors are expected to maintain current contact information in the Manuscript Central.

4. The Review Process

- Papers will be refereed anonymously and in the manner customary with scientific journals before being accepted for publication. All manuscripts will be evaluated through reference to the requirements listed in the Editorial Guidelines.
- Authors will be informed of the review process through email. Review comments will be available through the Manuscript Central System. If a paper has been rejected, review comments intended to help authors improve their papers for possible future submission (to ACM TMIS or elsewhere), will be available through the Manuscript Central system for a period of 60 days. If a paper has been conditionally accepted, review comments will also be available in the system and must be addressed by authors in their next submission.
- The ACM TMIS Editorial Board is committed to providing a professional and timely editorial process, as supported by the Manuscript Central review system. We strive to provide the initial editorial decision for a submission within 4 months, from the day a paper is submitted electronically to the day the initial decision is sent to the author. ACM TMIS AEs will also regard a submission to have been withdrawn if its required revision is not submitted within 3 months of the revision (first round or second round) notification. The second-round review will be returned within 2 months by the AEs. A submission will only go through at most two rounds of review. **In principle, a successful ACM TMIS submission can reach a final, fully-accepted decision in 12 months or less, from the day of the initial submission.**
- Appeals: If an author has concerns about how their paper was handled, that author should first bring those concerns to the Associate Editor who handled the processing of the paper. In almost all cases, any misunderstanding will be able to be resolved then. If the concern is not addressed, the author can ask the Associate Editor to turn over processing of the paper to the Editor-in-Chief. The Editor-in-Chief will reexamine the materials, and make the final
editorial decision. If the concerns are still not adequately addressed, then the author can appeal to the Chair of the ACM Publications Board, in accordance with ACM Policy.

5. Accepted Papers

4.1 Copyright and Use Agreement

- Revised versions of manuscripts, if requested, are submitted through the Manuscript Central System. The decision letter regarding your original submission is displayed and there will be a link to view a read-only copy of the scoresheet.
- Once a paper is finally accepted, each author will be asked to sign an ACM copyright form, either transferring copyright to ACM or declaring that the paper is part of government work. Copyright transfer forms may be obtained by downloading from http://www.acm.org/publications/copyright_form/ or sending email to copyrightforms@acm.org. The return of the signed form completes the acceptance process. Authors retain liberal rights to material published by ACM. Additional information on ACM copyright policy may be found at http://www.acm.org/publications/policies/copyright_policy.
- Abstracting of material in ACM publications is permitted with credit to the source. Libraries are permitted to photocopy beyond the limits of U.S. copyright law, for private use of patrons, those articles that carry a code at the bottom of the first page, provided the per-copy fee indicated in the code is paid through the Copyright Clearance Center. Instructors are permitted to photocopy isolated articles for noncommercial classroom use without fee. The complete ACM Copyright Policy may be read here.

Authors are responsible for obtaining permission to quote long passages (60 words or more) from any material that appeared in a non-ACM publication.

4.2 Proofs, Page Charges, and Reprints

- The contact author will receive either galley or page proofs; these should be checked and returned promptly as the author is solely responsible for marking errors. Substantive changes should be approved by the Editor.

- Authors’ institutions or corporations are requested to honor a page charge of $60.00 per printed page or part thereof to help defray the cost of publication. Page charges apply to all types of material. Acceptance of a manuscript is not affected by payment or nonpayment, and payment of page charges is not a condition of publication. A free copy will be furnished to an author upon request. Please contact the information director, Ms. Cathy Larson, at cal@eller.arizona.edu for more information.