

templates in this document) except if a new heading is directly following the list in which case the blank line should be omitted:

1. First item. (Style: Numbered List)
2. Second item. (Style: Numbered List)
3. Last item. (Style: Numbered List)

A paragraph following a numbered list should be indented 7 mm just like any other non-first paragraph of a (sub-)section (Style: Normal Indent).

Figures, such as Figure 1, should be centred, aligned with the text (Style: Figure) and have a descriptive caption. Figure and table captions occupying only one line should be centred (Style: Figure Caption Centred). Captions spanning several lines should be left and right justified (Style: Figure Caption Justified).

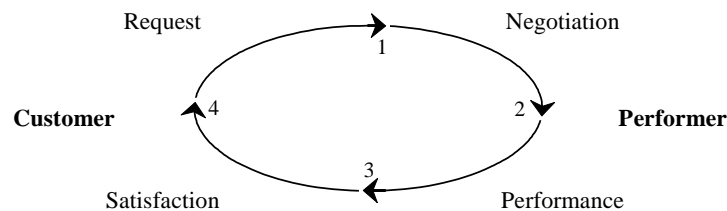


Figure 1: The Action Workflow Loop (Denning and Medina-Mora, 1995).

The first paragraph following a figure or a table should be non-intended; just like first paragraphs of (sub-)sections. Table headings should be placed above tables. This is to allow for tables that span more than one page. Table headings should be Times New Roman 10 points bold and table text Times New Roman 10 points but not bold (or equivalent). Both headings and text in tables should have 3 points space before and after, as shown in Table 1.

Table 1: An example table. Since this caption spans two lines, it has been left and right justified (Style: Table Caption Justified). This is as opposed to the one-line caption of Figure 1.

Table Heading 1	Table Heading 2
Table text	Table text
Table text	Table text
Table text	Table text

Bullet point lists work just as numbered list, but, perhaps not surprisingly, with bullets instead of numbers:

- First bullet. (Style: Bullet List)
- Second bullet. (Style: Bullet List)
- Last bullet. (Style: Bullet List)

2.1.1 *Third Level Heading (Style: Heading 3)*

Third level headings are in Italic Arial 10 points (Style: Heading 3).

Acknowledgements (Style: Unnumbered First Heading)

If required, an acknowledgements section can be placed at the end of the paper; just before the reference list. The heading of the acknowledgment section should not be numbered. The same goes for the heading of the reference list and the final author information section.

References in the text are indicated by author's name and year of publication in parentheses. If a referenced paper has three or more authors the reference should always appear as the first author followed by et al. The references are listed alphabetically at the end of the manuscript in a designated section. Journal titles should not be abbreviated. The following reference section shows examples of a journal paper, a book, a contributed volume, a conference paper and an unpublished thesis. All references are in 10 points Times new roman (or equivalent) (Style: Reference). References in the body of the paper should follow the 'author date style'; i.e. Bannon (1991) suggested that ..., which later studies have confirmed (Fitzgerald et al., 2002; Ciolfi, 2004; Ågerfalk and Eriksson, 2004; Dietz, 2004). Always use 'et al.' in case of three or more authors, except in the reference list where all authors should be named.

Finally, nine things to remember:

1. Manuscripts should be written in English. Authors are encouraged to obtain assistance in the editing of their papers for correct spelling and use of English grammar.
2. All manuscripts should adhere to the formats used in this document and in the corresponding MS Word template file (ALOIS2005.dot).
3. Manuscripts should be on one side of paper in single spacing.
4. Pages should be numbered.
5. Manuscripts should be submitted electronically in MS Word format.
6. At the head of each paper there should be an abstract of not more than 200 words. This should be self-contained and understandable by the general reader outside the context of the full paper.
7. Figures which contain only textual rather than diagrammatic information should be designated Tables. Figures and tables should be numbered consecutively as they appear in the text. All figures and tables should have a caption; figure captions below figures and table captions above tables.
8. Footnotes should be used sparingly, if at all.
9. Mathematical expressions and Greek or other symbols should be written clearly with ample spacing.

References (Style: Unnumbered First Heading)

ÅGERFALK PJ and ERIKSSON O (2004) Action-oriented conceptual modelling. *European Journal of Information Systems* 13(1), 80–92. (Style: Reference)

FITZGERALD B, RUSSO NL and STOLTERMAN E (2002) Information systems development: Methods in action. McGraw-Hill, Berkshire, UK. (Style: Reference)

BANNON L (1991) From human factors to human actors: The role of psychology and human-computer interaction studies in system design. In Design at work: Cooperative design of computer systems (GREENBAUM J and KYNG M, Eds), pp. 25–44, Lawrence Erlbaum, Hillsdale, NJ, USA. (Style: Reference)

DIETZ JLG (2004) Towards a LAP-based information paradigm. In Proceedings of the 9th international working conference on the language-action perspective on communication modelling (AAKHUS M and LIND M, Eds), pp. 59–76, Rutgers University, The State University of New Jersey, New Brunswick, NJ, USA. (Style: Reference)

CIOLFI L (2004) Situating “place” in interaction design: Enhancing the user experience in interactive environments. PhD Thesis, Department of Computer Science and Information Systems, University of Limerick, Ireland. (Style: Reference)