International Conference on Information Systems for Crisis Response and Management Publications Format

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# ABSTRACT

In this document we describe the formatting requirements for the Proceedings of ISCRAM2025 papers (see the Call for Papers on <https://easychair.org/conferences/?conf=iscram2025> for more information).

Please review this document carefully: submissions must follow the format presented here and be sure to adhere to the formatting requirements as this will ultimately be your camera-ready version, delivered as pdf.

Please note several limitations on length: (1) your abstract should be no more than 150 words, (2) your entire paper should be between 4,000 and 8,000 words in length for **CoRe Papers,** including all materials and references. Or (2) your entire paper should be between 3000 to 6000 words in length for **WiP Papers,** including all materials and references.

Please make sure that your initial submission does not include any author identifying information. Do not add author’s information to the header and to the author section above. Avoid identifying self-citations as your own work (e.g., “In our previous research (Author, Year) we found…”). Instead, simply say “Previous research found… (Author, Year).” Keep the self-citations in the bibliography so that reviewers may refer to them if necessary. This will ensure a proper double-blind-review process. If your paper is accepted, please add all authors to your camera-ready document before the final upload.

## Keywords

Guides, instructions, length, conference publications.

# INTRODUCTION

Papers accepted to the ISCRAM 2025 Conference will be published in the ISCRAM *Proceedings* (ojs.iscram.org) and indexed on Scopus. We wish to give the proceedings a consistent, high-quality appearance. We therefore ask that authors follow some basic guidelines. In essence, you should format your paper exactly like this document. Papers that do not adhere to the conference format will be returned to the authors for correction before inclusion in the proceedings. The easiest way to use this template is to download it from the conference web site and replace the content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading, Bullet, Table Text, References, Title, Author, Affiliation) that will reduce the work in formatting your final submission.

# PAGE SIZE

Follow the **"A4"** paper size only (MS Word and other word processors can help you with that). If you cannot do so, please see the conference website for further information on preparing your paper. All final publications will be formatted and displayed in A4 paper size. Use left, right, top, and bottom **margins of one inch (2.54 cm)**. **Left justify** all text, **single-spaced**. MS Word may try to change these dimensions in unexpected ways, so please double-check the formatting.

# TYPESET TEXT

Please note that page layout may change slightly depending upon the printer you have specified.

## Title and Authors

Your paper’s title should be in Arial 24-point bold. Authors’ names should be in Times New Roman 16-point bold, and affiliations in Times New Roman 12-point

To position names and addresses, use a table with invisible borders, as in this document. Alternatively, if only one address is needed, use a centered tab stop to center all names and the address text; for two addresses, use two centered tab stops, and so on. If the single row cannot hold all authors’ information (for example, a paper has 4 or more authors), you can have another row under the first row.

## Abstract and Keywords

Every submission should begin with an abstract of no more than **150 words**, followed by a set of **up to five keywords.** The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should clearly state the paper's contribution to the field.

## Normal or Body Text

Please use a 10-point Times New Roman font or, if it is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 10-point. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text.

## References and Citations

*Your references should comprise only published material accessible to the public. Proprietary information (such as internal reports) may not be cited.*

References should be prepared according to the Publication Manual of the American Psychological Association (7th edition). In-text citations should be included in the body text and a complete reference list should appear alphabetically by author name at the end of the paper. Please include a DOI for all references when available. For detailed guidelines, please consult the APA Style Guide: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

# SECTIONS

The heading of a section should be in Arial 9-point bold, all in capitals (Heading 1 Style in this template file). Sections should not be numbered.

## Subsections

Headings of subsections should be in Arial 9-point bold with initial letters capitalized (Heading 2). (Note: for sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading.)

### Sub-subsections

Headings for sub-subsections should be in Arial 9-point italic with initial letters capitalized (Heading 3). Please do not go any further into another layer/level.

# FIGURES/CAPTIONS

Place figures and tables close to the relevant text (or where they are referenced in the text).

Captions should be Times New Roman 9-point bold (Caption Style in this template file). They should be numbered (e.g., “Table 1” or “Figure 2”), centered and placed beneath the figure or table. Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur.

The proceedings will be made available online, thus color figures are possible. However, you are advised to refrain from using colors to deliver important information in your figures – not everyone has access to color printers.

## Inserting Images

Occasionally MS Word generates larger-than-necessary pdf files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File...

As indicated in Figure 1, using tables to hold places can work very well in Word. If you want to copy a figure from another application (such as PowerPoint) and then paste to the place where you want your figure to be, make sure that (1) the figure stays in the position, and (2) it does not take up too much space. You can ensure the former by double clicking the figure, then go to “Layout” tab, and select “In line with text.” To ensure the latter, use “Paste Special,” then select “Picture.” You can resize the figure to your desired size once it is pasted.

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| **Figure 1. Human-Computer Interaction** |

## Table Style

Inserting a table in the text can work well. See Table 1 below. The text of tables will format better if you use the special Table Text style (in this template file). If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. (In Word, use Format | Paragraph… and then the Line and Page Breaks tab. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1.) For clarity, ensure that the entire table is visible on a single page, rather than breaking across two pages.

**Table 1. A very Nice Table**

|  |  |  |
| --- | --- | --- |
|  | **Treatment 1** | **Treatment 2** |
| Setting A | 125 | 95 |
| Setting B | 85 | 102 |
| Setting C | 98 | 85 |

# LANGUAGE, STYLE AND CONTENT

The language of the conference—including the proceedings—is English. British- or American-style spelling rules may be used, provided this is done consistently. The writing guidelines in handbooks such as the APA Style Guide or MLA Handbook provide useful information for clear professional writing.

To ensure suitability for an international audience, please pay attention to the following:

* Write in a straightforward style.
* Try to avoid long or complex sentence structures.
* Briefly define or explain all technical terms that may be unfamiliar to readers.
* Explain all acronyms the first time they are used in your text – e.g., “Digital Library (DL).”
* Explain local references (e.g., not everyone knows all city names in a particular country).
* Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower*, *man-months*). Use inclusive language that is gender-neutral (e.g., *she* *or* *he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).

# Page Numbering, Headers and Footers

Please submit your final version with the pre-defined header and footer. Insert your name (only the first author’s last name, and use “et al.” after that if the paper has more than one author) and a short title (eight words maximum) of your paper in the header. Please **modify the first line** of the footer and keep the other untouched. On the first line, please indicate the type of the paper (WiPe or CoRe), *Indicate the track to which you are submitting the paper, based on the list in the ISCRAM 2025 Call for Papers. If you do not have a specific track in mind, indicate “Open Track”*. Page numbers will be automatically inserted in the final proceedings.

# CONCLUSION

It is important that you write for the general audience. It is also important that your work is presented in a professional fashion, which is what this guideline is intended to help you with. By adhering to the guideline, you also help the conference organizers tremendously in reducing our workload and ensuring impressive presentation of your conference paper. We thank you very much for your cooperation and look forward to receiving your nice looking, camera-ready version!

# ACKNOWLEDGMENTS (optional)

We thank all authors, program and local committee members, and volunteers for their hard work and contributions to the ISCRAM conference. The layout of this format was originally adapted by Bartel Van de Walle for the ISCRAM 2005 conference in Brussels from a workshop document template created by Ping Zhang. Thank you, Ping, for your kind permission to use your template. Slight changes have been made by Murray Turoff for ISCRAM 2006 in Newark NJ. Further changes were made by Mark Pfaff for ISCRAM 2014, primarily to conform to Google Scholar indexing criteria. Rob Grace made recent changes, including the adoption of APA Style for ISCRAM 2024. The references cited in this paper are included for illustrative purposes only.

# REFERENCES ( Ensure that all references are fully complete and follow apa style guidelines)

Turoff, M. (2002). Past and future emergency response information systems. *Communications of the ACM*, *45*(4), 29-32. https://doi.org/10.1145/505248.505265

Van de Walle, B., & Turoff, M. (2006). ISCRAM: Growing a global R&D community on information systems for crisis response and management. *International Journal of Emergency Management*, *3*(4), 364-369. https://doi.org/10.1504/IJEM.2006.011302

Van de Walle, B., Turoff, M., & Hiltz, S. R. (2014). *Information systems for emergency management*. Routledge.