Objectives of the Paper (3-5 Pages 10 point Single space, 1 column or 2 column)

1. Experience the Real Business Activities Using Information Technologies.
2. Exercise of what we learned in the Class through business activities.

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**Cone of Learning**

<table>
<thead>
<tr>
<th>After 2 weeks we tend to remember</th>
<th>Nature of Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doing the Real Thing</td>
<td>Active</td>
</tr>
<tr>
<td>Simulating the Real Experience</td>
<td></td>
</tr>
<tr>
<td>Doing a Dramatic Presentation</td>
<td></td>
</tr>
<tr>
<td>Giving a Talk</td>
<td></td>
</tr>
<tr>
<td>Participating in a Discussion</td>
<td></td>
</tr>
<tr>
<td>Seeing It Done on Location</td>
<td>Passive</td>
</tr>
<tr>
<td>Watching a Demonstration</td>
<td></td>
</tr>
<tr>
<td>Looking at an Exhibit</td>
<td></td>
</tr>
<tr>
<td>Watching a Movie</td>
<td></td>
</tr>
<tr>
<td>Looking at Pictures</td>
<td></td>
</tr>
<tr>
<td>Hearing Words</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
</tr>
</tbody>
</table>

Source: Cone of Learning adapted from (Dale, 1969)
Paper Title (use style: *paper title*)
Subtitle as needed (*paper subtitle*)

Authors Name/s per 1st Affiliation (*Author*)

Name 3

Authors Name/s per 2nd Affiliation (*Author*)

Name 4...

Abstract—This electronic document is a "live" template and already defines the components of your paper (*title, text, heads, etc.*) in its style sheet. **CRITICAL: Do Not Use Symbols, Special Characters, or Math in Paper Title or Abstract. (Abstract)**

Keywords—component, formatting, style, styling, insert (key words)

1. Introduction (*Reading 1*)

This template, modified in MS Word 2003 and saved as "Word 97-2003 & 6.095 — RTF" for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: (1) ease of use when formatting individual papers, (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and (3) conformity of style throughout, e.g., conference proceedings. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow.

not as an independent document. Please do not revise any of the current designations.

III. PREPARE YOUR PAPER BEFORE STYLING

Before you begin to format your paper, first write and save the content as a separate text file. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the paper. Do not number text headings: the template will do that for you.

Finally, complete content and organizational editing before formatting. Please take note of the following items when proofreading spelling and grammar:

A. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

B. Units

- Use either SI (MKS) or CGS as primary units (SI units are encouraged). English units may be used as
tab stop. To make your equations more compact, you may use the solidus (\( \backslash / \)), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence, as in

\[ \alpha + \beta = \chi. \quad (1) \]

Note that the equation is centered using a center tab stop. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1)”, not “Eq (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”

D. Some Common Mistakes

- The word “data” is plural, not singular.
- The subscript for the permeability of vacuum \( \mu_0 \), and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o”.
- In American English, commas, semi-colons, periods, question and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
- A graph within a graph is an “inset”, not an “insert”. The word alternatively is preferred to the word “alternately” (unless you really mean something that alternates).
- Do not use the word “essentially” to mean “approximately” or “almost.”

IV. USING THE TEMPLATE

After the text edit has been completed, the paper is ready for the template. Duplicate the template file by using the Save As command, and use the naming convention prescribed by your conference for the name of your paper. In this newly created file, highlight all of the contents and import your prepared text file. You are now ready to style your paper; use the scroll down window on the left of the MS Word formatting toolbar.

A. Authors and Affiliations

The template is designed so that author affiliations are not repeated each time for multiple authors of the same affiliation. Please keep your affiliations as succinct as possible (for example, do not differentiate among departments of the same organization). This template was designed for two affiliations.

1) For author/s of only one affiliation (Heading 5): To change the default, adjust the template as follows.

   a) Selection (Heading 4): Highlight all author and affiliation lines.
   b) Change number of columns: Select the Columns icon from the MS Word Standard toolbar and then select “1 Column” from the selection palette.
   c) Deletion: Delete the author and affiliation lines for the second affiliation.
   d) For author/s of more than two affiliations: To change the default, adjust the template as follows.
      e) Selection: Highlight all author and affiliation lines.
      f) Change number of columns: Select the “Columns” icon from the MS Word Standard toolbar and then select “1 Column” from the selection palette.
      g) Highlight author and affiliation lines of affiliation 1 and copy this selection.
      h) Formatting: Insert one hard return immediately after
C. Figures and Tables

1) Positioning Figures and Tables: Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

<table>
<thead>
<tr>
<th>TABLE 1</th>
<th>TABLE TYPE STYLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Head</td>
<td>Table Column head</td>
</tr>
<tr>
<td>copy</td>
<td>More table copy*</td>
</tr>
</tbody>
</table>

* Sample of a Table footnote; (Table footnote)

We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi TIFF or EPS file, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.

Figure 1. Example of a figure caption; (figure caption)

Figure Labels: Use 8 point Times New Roman for figure labels. Use words rather than symbols or abbreviations when writing figure axis labels to avoid confusing the reader. As an

REFERENCES

The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. 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] was the first…”

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

Unless there are six authors or more give all authors’ names; do not use “et al.”. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

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