

Association of Business Information Systems

ABIS Officers Handbook

Revised 03-02-15

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PRESIDENT DUTIES & RESPONSIBILITIES

DUTIES

The President shall exercise general supervision over the Association, shall preside at all regular and special meetings of the Executive Board and the annual business meeting, appoint committees, see that all rules and regulations are executed, and perform such other duties as pertain to the office. This is a one-year term beginning at the end of the conference through the end of the following year's conference. (ABIS Bylaws, 2012)

RESPONSIBILITIES

- I. Along with the Program Chair, represent the organization of the FBD Board.
 - A. Board meetings are held Wednesday afternoon preceding the program and Saturday morning following the program.
 - B. Plan to attend the Wednesday evening FBD Awards Dinner honoring the recipients of Distinguished Papers.
 - C. The FBD President usually has a reception (by invitation only) in the President's Suite immediately following the Wednesday evening dinner; the President and Program Chairs are invited to this reception.

- II. Preside at the annual conference which includes:
 - A. Prepare an agenda for the Board meeting and send a copy to the Board members.
 - B. Schedule the ABIS Board Meeting
 - C. Preside at the Board meeting.
 - D. Open the Program on Thursday morning. Give a brief welcome. Have the Vice President and Program Chair give a brief program summary of events pertaining to the year's program.
 - E. Update officer list with current names, addresses, phone numbers, fax numbers, and E-mail addresses. Include information for nominated officers as well.

- III. Preside at the ABIS Business Meeting—usually held on Thursday morning.
 - A. The agenda should include:
 1. Reading of Last Year's ABIS Minutes (not the Board's minutes) by the Secretary. Needs a motion to accept and a vote.
 2. Reading of the Treasurer's Report. Does not need a motion.
 3. Reading of the Proceedings Editor/Program Chair reports: number of proposals or papers submitted, approved, placed in proceedings.
 4. Old Business.
 5. New Business.
 6. Dates of future FBD meetings.
 7. Attendance Report from the Secretary.
 8. Report from the Nomination Committee (Past President). Does need a motion to accept and a second. Ask for other nominations from the floor. Vote.
 9. President turns program over to the newly elected President.
 10. Motion to adjourn and needs a second. Vote.

- IV. Work with Program Chair in planning annual conference.
 - A. Invite a keynote speaker, panel, or forum, for program.

- B. Make arrangements with the FBD convention hotel for the breakfast for Thursday morning (during the meeting).
 - C. Select a time/place to have a board meeting with the ABIS Board before the Business Meeting. Announce to Board members (to include new Board members). This can be done in the President's hotel room, lobby, or a restaurant. ABIS will pick up the tab in a restaurant for board members only.
- V. Follow-up on your officers to ensure that they are following their duties correctly and in a timely fashion.
- VI. Revise this list of duties and submit to incoming President at the next annual meeting.

VICE PRESIDENT/ PROGRAM CHAIR DUTIES & RESPONSIBILITIES

DUTIES

The Vice-President / Program Chair shall serve in the absence or disability of the President, shall assist the President in preparation and execution of the annual program, and shall perform such other duties as may be assigned. This is a one-year term beginning at the end of the conference through the end of the following year's conference. (ABIS Bylaws, 2012)

RESPONSIBILITIES

- I. Along with the Program Chair, represent the organization on the FBD Board.
 - A. FBD Board meetings are held Wednesday afternoon preceding the FBD Awards Dinner and Saturday morning. In February, notify the current Secretary that (s)he should attend the Saturday FBD Board meeting as the newly elected ABIS Vice President/Program Chair.
 - B. Also plan to attend the Wednesday evening FBD Awards Dinner honoring the recipients of Distinguished Papers.
 - C. The FBD President usually has a reception (by invitation only) in the President's Suite immediately following the Wednesday evening dinner; the President and Program Chairs are invited to this reception.
 - D. Attend the mandatory Boot Camp for program chairs conducted by FBD. They usually meet in late May or early June.
- II. Work with President in planning the Annual Conference.
 - A. Issue a "Call for Papers": (*See Appendix A for Call for Paper example. A Word file should be sent to you from the previous Program Chair.*)
 1. First call should be distributed at the March meeting. Therefore, send the Secretary a current year call for papers. The Secretary then puts in the next year's date and location information, and includes his/her name at the bottom as the incoming Vice President/Program Chair. There is a related note in the Secretaries Duties and Responsibilities section.
 2. Second call should be **e-mailed out in April and again in August** to all members of ABIS that you used for registration this year—people who have attended the meeting the last 3-4 years and people who live in states located within the southwest region). This attendance data can be accessed from reports from the FBD Secretary/Treasurer for the prior year and former ABIS officers for historical data. This call should ask for a specified number of words in the proposal and for an electronic version of the paper/proposal. You can also attach a form to the "Call for Papers" to request reviewers and session chairs. However, it works well to identify active members at the conference, and if they have not already been a reviewer, ask them to review next year's proposals. Additionally, e-mail last year's reviewers about a month ahead of the deadline for the Call for Papers submissions.

Here is an example e-mail sent in April:

Date

Greetings Fellow Academicians,

Please find attached our Association of Business Information Systems (ABIS) 2015 Call for Papers. ABIS will be meeting in conjunction with the Federation of Business Disciplines (FBD) in (location and date) and we would like to receive a proposal from you to present your research at the conference, publish your research paper in our Conference Proceedings, and publish in the Journal of Research in Business Information Systems (JRBIS), the ABIS Cabell's listed journal.

FBD is comprised of 10 associations, including ABIS. Therefore, this conference could be an opportunity for you to make multiple presentations and have multiple proceedings published.

If you would like further information don't hesitate to contact me!

*Your Name
Contact Info*

3. Send out an email reminder about a month before the due date. Then send out a few more during the month.
 - B. Work with FBD program chairs for appropriate due dates, procedures, and guidelines.
 - C. As you receive papers/proposals, code them with a number and list authors and affiliations on a master sheet. To ensure a blind review, make sure that all identifying marks (author's name, college/university, etc.) are removed from the papers content and from the properties. Remove identifying marks from the properties by going to File>Inspect Document > Check For Issues and follow the prompts..
 - D. As you receive your papers/proposals, acknowledge receipt for them. Don't panic a few weeks before your deadline if you do not have enough papers for a complete program (a perfect time to send out a reminder!). Most papers usually come in during the last 1-2 weeks before the deadline.
 - E. After the submission deadline, send the papers/proposals to reviewers along with evaluation forms to determine those papers/proposals to be included in the program. Use **two or more reviewers** for each paper/proposal. (*See Appendix A for Review/Evaluation form. A Word file should be sent to you from the previous Program Chair.*)
 - F. Record the names, affiliation, and the papers/proposals they were reviewing on a master sheet. Try not to send a paper/proposal to a reviewer at the same university as the author. **Be sure to keep a copy of the paper/proposal in your file!**
 - G. After all papers/proposals have been reviewed and the evaluation forms returned to you, tally the evaluation forms and rank the papers to determine which ones will be included on the program.
 - H. Select the top 3-5 papers and send these papers to additional three reviewers to determine the "Distinguished Paper Award." (Only completed papers—or almost totally completed papers—were considered for this honor.)
 - I. For the Distinguished Paper, select three reviewers who had not reviewed during the first round of reviewers. These reviewers should be quite knowledgeable people in our field. It may be wise to use people outside our region.
- III. Prepare the program. Organize the papers around "similar topics" trying to group them in clusters of 3-4 papers. In planning the program, look at the programs from prior years.
- A. Arrange the time periods to coincide with the FBD coffee breaks.
 - B. Schedule the Distinguished Paper on Thursday morning following the business meeting. Usually the Distinguished Paper is in a session by itself.

- C. Work with ABIS Board in determining Outstanding Educator Award.
- D. Work with program chairs of other disciplines to schedule joint sessions.
- E. Consider guest speakers, panels, and tours as possibilities being careful not to eliminate possibilities for members to present.
- F. Select session chairpersons. Try to select persons for these positions who were not on the program in some other capacity—in order to involve more members in the program. Call them to ensure they are interested and will be attending the conference. Send a letter, along with “Guidelines for Session Chairpersons,” to confirm their selection as a session chair.
- G. You will receive guidelines from the FBD Program Chair concerning how you are to prepare the program and when are you to submit the program.
- H. Check with the President concerning the opening session (and any other questions you may have). You are responsible for contacting the people who will participate in the opening session.
- I. Send an electronic copy of the program to webmaster to be placed online at ABIS site.

IV. Follow up on the Program

- A. Write rejection letters (e-mails) to those individuals whose papers/proposals are not selected for presentation. Of course, encourage these people to attend the conference; and you might consider using them as a session chair. Be sure the program is finalized before you send these letters.
- B. Write acceptance letters (emails) to those individuals whose papers/proposals are selected for inclusion in the program. Specify in the letter that at least one author **must** register for the conference (**both** FBD and ABIS). You may want to include in your correspondence a request to notify you immediately if he/she is unable to participate in the program and a reminder that that at least one author **must** register for the conference.
- C. Inform the Distinguished Paper Award winner and the Outstanding Educator winner of his/her selection. Information concerning the Wednesday evening awards and recognition dinner at FBD will be sent by FBD to the winners but you should tell the winners in order for them to make appropriate travel arrangements.
- D. Proofread the program page proofs when they are sent to you by the FBD Program Chair. When you proofread the page proofs, make sure the “Distinguished Paper Award” recipients’ names and paper are highlighted.

V. Other Assignments

- A. Purchase a gavel plaque for the outgoing President. You will be reimbursed at the conference for this purchase. Please bring the receipt with you. Engraving includes:
 - Name of Recipient
 - President
 - Association of Business Information Systems
 - Years
- B. Prepare a “Convention Information” report to submit to the ABIS board which presents the number of papers submitted, the number of papers accepted, the names of reviewers, and the names of the “Distinguished Paper Award” and Outstanding Educator recipients.
- C. Plan to attend the ABIS Executive Board meeting (TBD) and the Business meeting Thursday morning. The Executive Board meeting is arranged by the ABIS President.
- D. The ABIS President will preside over the Executive Board meeting and the Business meeting. At the end of the Business meeting, the president will turn the meeting over to you (assuming that you agree to move up to the office of President AND that you are elected.) Present the outgoing President with the President’s plaque. Adjourn the meeting.

- VI. In the past, FBD has paid for 2 nights of the ABIS Program Chair's hotel room expenses during the Convention. So, you should receive notice from the Executive Director (or his/her staff) in February concerning your room for the convention.

- VII. After the Meeting
 - A. Write a thank you e-mail to all participants—reviewers, presenters, and session chairs.
 - B. Assemble files used to send to the next VP/Program Chair.
 - C. Develop an updated ABIS Directory and share with the other officers.

SECRETARY DUTIES & RESPONSIBILITIES

DUTIES

The Secretary shall keep a record of all proceedings of the Executive Board and of the business sessions and shall arrange for the appropriate distribution of the minutes of the meetings. The Secretary shall direct membership drives. This is a one-year term beginning at the end of the conference through the end of the following year's conference. The Secretary will automatically move to the VP/Program Chair at the end of the conference and will need to attend the New Program Chair meeting on Saturday at 8:00 am and the FBD Board Meeting following. (ABIS Bylaws, 2012)

RESPONSIBILITIES

- I. Before the meeting:
 - A. Prepare a CALL FOR PAPERS for next year to be given out at this year's meeting. Print 40-50 copies. **Please note:** your name and address will be printed on this paper. You may or may not, however, be elected to this position. *(See Appendix A for Call for Papers Example. A Word file will be provided by the previous Program Chair.)*
 - i. You can get a copy of this year's call for papers on the ABIS web site (abis-fbd.org) or from the VP/Program Chair.
 - B. Create and print 40-50 copies of the previous year's minutes to be presented to the organization for approval (See II.C. below).
 - C. Prepare a registration report for this year's conference. The report should have been emailed to you by the FBD Secretary/Treasurer. From 2015-2018, this person is Dr. Rusty Calk, Texas A&M University, Central Texax. rcalk@tamuct.edu.

- II. At the Meeting:
 - A. Plan to attend the ABIS Executive Board meeting (TBD) and the ABIS Business meeting Thursday morning. The Executive Board meeting is arranged by the ABIS President.
 - B. The ABIS President will preside over the Executive Board and the Business meeting. Take minutes of the Executive Board and Business meetings.
 - C. Present copies of the minutes of the last meeting for approval. This requires a motion to accept and a vote.
 - D. Be prepared with the numbers for the current year's registration (see I.C. above).

- III. After the Meeting:
 - A. Prepare the minutes.
 - B. E-mail copies of the minutes to all Board members and the web master.

TREASURER DUTIES & RESPONSIBILITIES

DUTIES

The Treasurer shall deposit in a bank to the credit of the Association of Business Information Systems all funds received and disburse same on specific order from the Executive Board. The Treasurer shall be jointly responsible with the one of the current officers for signing all financial contracts entered into by the Association and shall keep such records and prepare such financial records as directed by the Executive Board.

The Treasurer shall make all financial records available for auditing within one month after the annual meeting and at any time requested by the Executive Board. This is a three-year appointment (renewable). (ABIS Bylaws, 2012)

RESPONSIBILITIES

- I. Finances
 - A. Pay expenses of organization as receipts are received.
 1. Typically receipts are received for: Outgoing President's plaque, Board Meeting/Breakfast, \$200 to VP/Program Chair for travel to the FBD Boot Camp, etc.
- II. Before the March meeting:
 - A. Prepare a Treasurer's Report dated before the business meeting.
- III. At the Meeting:
 - A. Plan to attend the ABIS Executive Board meeting (TBD) and the Business meeting Thursday morning. The Executive Board meeting is arranged by the ABIS President.
 - B. The ABIS President will preside over the ABIS Executive Board and the Business Meeting.
 - C. Give Treasurer's Report at both the Executive Board and Business meetings.
- IV. Final Records:
 - A. You should be getting a check for registrations from FBD Treasurer. You should also receive information on those registering for the meeting. Costs for meal functions are subtracted from registrations by FBD.

PROCEEDINGS EDITOR DUTIES & RESPONSIBILITIES

DUTIES

The Proceedings Editor prepares the proceedings for the conference and submits them to the webmaster prior to the conference for online publication.

This is a three-year term (renewable). (ABIS Bylaws, 2012)

RESPONSIBILITIES

- I. Plan to attend the ABIS Executive Board meeting (TBD) and the Business meeting Thursday morning. The Executive Board meeting is arranged by the ABIS President.
- II. The ABIS President will preside over the Executive Board and ABIS Member business meeting.
- III. Provide program chair with a copy of Guidelines for Proceedings by October 15 so they can be sent with accepted paper letters. (*See Appendix B for a copy of these guidelines. A Word file should be sent to you from the previous Proceedings Editor.*) Be sure to include date papers are due to you, your e-mail address and phone number.
- IV. Be sure program chair provides the following by January 1 (some of this information is available from the previous year's proceedings):
 - Program
 - List of officers
 - List of past presidents
 - List of authors (alphabetic)
- V. As soon as you receive papers, begin layout for them and the cover, the title page, and the table of contents. Beat the rush when papers start coming.
- VI. Suggestions for proceedings:
 - A. If a paper ends on an odd number, make the following even number page a NOTES page, so the next paper will start on an odd number page.
 - B. Create a table of contents. List the Distinguished Paper first and the remaining papers in alphabetical order by author.
- VII. Provide next Editor with a file copy of your Proceedings and any notes or, suggestions for the next conference.
- VIII. Send an electronic copy of the proceedings to the web master for posting online.

JOURNAL EDITOR DUTIES & RESPONSIBILITIES

DUTIES

The Journal Editor publishes the journal on an annual basis. The Journal Editor works with reviewers to achieve an acceptance rate for the journal of 70%.

The Journal Editor will conditionally accept the winner(s) of the annual outstanding paper award for inclusion in the journal.

The Journal Editor will accept only one (1) article per author per issue of the Journal. The contents of the Journal are to be limited to papers presented at ABIS or published in the ABIS Proceedings. This is a three-year term (renewable). (ABIS Bylaws, 2012)

RESPONSIBILITIES

- I. Adhere to the policies of the *Journal for Research in Business Information Systems (JRBIS)*.
 - A. While the policy of the journal is to only accept manuscripts for peer-review that have been presented at the most recent ABIS Conference, presenting at the ABIS Conference does not guarantee publication in the journal.
 - B. Manuscripts should be from fields associated with business information systems focusing on theory; issues associated with information systems; and information resources in education, business and industry, government, and the professions. Manuscripts should address topics of interest to the wide-ranging interdisciplinary and practitioners who read *JRBIS*. The readership is comprised of college and university faculty, administrators, staff, practitioners, and students engaged in business information systems or preparing for careers in fields related to information resources.

- II. Submission of Call for Manuscripts
 - A. The Editor sends out the Call for Manuscripts electronically to the current year's presenters one month following the conference. (*See Appendix C for an example of the Call for Manuscripts. A Word file should be sent to you from the previous Journal Editor.*)
 - B. The Call is sent electronically again both two months and one month prior to the deadline for manuscript submission—to remind and encourage members to submit their manuscripts.
 - C. The Call for Manuscripts is also printed in the annual issue of *JRBIS* and is available online at <http://www.abis-fbd.org>.
 - D. Manuscripts are submitted to the *JRBIS* Editor electronically via email. All manuscripts must be submitted using the most current format, outlined in the "Call for Manuscripts" that is disseminated to the membership at the ABIS Annual Conference.
 - E. The submission should follow the *APA Style Manual* and must be prepared in a way that will allow it to receive a double- or triple-blind review.

III. Blind Peer Review Process

- A. Once manuscripts are received by the *JRBIS* Editor, eligible manuscripts are forwarded to two or three peer reviewers to undergo the blind reviewed, refereed process. (*See Appendix C for an example of Evaluation Form. A Word file should be sent to you from the previous Journal Editor.*)
- B. The evaluation process has up to five sequential stages, as follows: preliminary vetting by the Editor, refereeing by two peer reviewers (or three if Editor is unsure of manuscript potential), scrutiny of submission and referees' reports by Editor, revision by the author, refereeing by peer reviewers again (if possible, the same reviewers as those who reviewed the manuscript initially), and final decision by the Editor.
- C. After the Editor receives a submission, the Editor removes all visible identifying features of the paper and does a page inspection to verify that all electronic identifiers are omitted (File/Info/Check for Issues/Inspect Document/(check all boxes) Inspect/Remove All). The Editor gives the manuscript a number and renames the document with that number. Then the Editor assigns two reviewers to the manuscript and e-mails the manuscript and the evaluation form to the reviewer. After the Editor's initial reading of the manuscript, if the Editor is unsure about the acceptance/rejection of the manuscript, a third reviewer is sent the manuscript.
- D. To ensure its integrity, the refereeing process for all manuscript submissions to *JRBIS* is double-blind: the names and institutional affiliations of authors are not revealed to peer-reviewers. Likewise, peer reviewers remain anonymous both to each other and to the author. All published submissions have been anonymously reviewed by at least two referees.
- E. A paper may be rejected, or returned to the corresponding author for revision, at *any* stage in this process. Successful completion of each stage will lead to the next. Authors should note that positive referees' reports are not a sufficient condition for acceptance. Final decision about acceptance will be taken by the Editor. The Journal's acceptance rate is about 70% of submissions (articles are not invited).
- F. Selection of Peer Reviewers is made by the Editor and based upon the need for expertise in multiple areas of business information systems and a commitment to provide prompt and quality reviews consistent with the high standards of the journal. Following the manuscript submission deadline, the peer review process begins. The Editor assigns each manuscript to three individuals who are highly competent and recognized in the particular field of the submitted manuscript. The month before the submission deadline, the Editor contacts those potential reviewers who have indicated interest or have been selected in the past. Members of ABIS are encouraged to submit the names of individuals whom they believe are appropriate and qualified to give a fair and unbiased review of *JRBIS* manuscripts. Once potential reviewers have agreed to read and comment on a manuscript, they are given a one-month deadline to complete the review.
- G. After the Editor receives the reviews back from the reviewers, a decision is made to either accept, give the authors an opportunity to revise, or reject the manuscript. This decision is based upon the criticisms and comments of the reviewers as well as the Editor's opinion of the manuscript. The decision and reviewers' comments are then e-mailed to the corresponding author (reviewers remain anonymous). Authors whose papers are not rejected have three weeks in which to submit a revised version of their paper. Any questions or concerns regarding the Editorial decision on any manuscript must be made in writing directly to the Editor.
- H. Revised manuscripts are typically re-evaluated by the same reviewers to determine if the authors have satisfactorily addressed the criticisms and concerns of the original reviewers. Depending upon this evaluation, the manuscript may be accepted or rejected. If the paper is

accepted, it will be published in the next available issue.

IV. Publication of the Journal

- A. The journal is posted online at abis-fbd.org for all Association for Business Information Systems members as well as for public scrutiny.

V. Determining Publication Acceptance

- A. There are two mechanisms that are used to decline publication of a manuscript. The first is based upon the Editor's preliminary review of the manuscript. A manuscript may be declined if the study was judged as too preliminary in nature or was in a discipline area inappropriate for Business Information Systems. Knowing that it is in the best interest of the authors to have the paper quickly returned if the likelihood of eventual acceptance is very low, the Editor tries to turn those manuscripts around promptly.
- B. The second manner in which *JRBIS* will decline a manuscript is after completion of the formal review process. Grounds for rejection are established by criteria set forth on the evaluation form to uphold the standards of Cabell's as well as the peer reviewers' comments. Manuscripts that do not meet the standards of the journal will be returned to the authors with comments describing the basis for the decision. Manuscripts may be rejected if the findings are not well-supported by the data, do not provide significant new insight, are not sufficiently novel, do not contain enough new information and/or are too preliminary to warrant publication.
- C. All rejections are final and *JRBIS* will not re-evaluate any rejected paper as a revised manuscript. Any concerns or questions about future submissions must be made in writing to the *JRBIS* Editor.

VI. At the Conference:

- A. Plan to attend the ABIS Executive Board meeting and the Business Meeting Thursday morning. These functions are arranged by the ABIS President.
- B. The ABIS President will preside over the Executive Board Meeting and the Business meeting.

HISTORIAN/PARLIAMENTARIAN DUTIES AND RESPONSIBILITIES

DUTIES

The Historian/Parliamentarian maintains the organization's archives. The archives shall include copies of the constitution and bylaws, executive board meeting minutes, annual business meeting minutes, copies of FBD board and business meeting minutes, copies of all financial reports, and copies of all proceedings and publications.

The Historian/Parliamentarian will be responsible for officers and members following parliamentary procedures at the annual business meeting. This is a three-year term (renewable). (ABIS Bylaws, 2012)

RESPONSIBILITIES

- I. Plan to attend the ABIS Executive Board meeting and the Business Meeting Thursday morning. These functions are arranged by the ABIS President.
- II. The ABIS President will preside over the Executive Board Meeting and the Business meeting.
- III. Take photographs at the annual meeting.
- IV. Gather written historical data from annual meetings.
- V. Document and preserve the historical development of the organization.
- VI. Maintain the archive of the association.

PAST PRESIDENT DUTIES AND RESPONSIBILITIES

DUTIES

The Past President serves as chair of the nomination committee. Nominations for Secretary are solicited annually. Nominations for Proceedings Editor and Journal Editor will be solicited at the end of the individual office three year term.

- I. Plan to attend the ABIS Executive Board meeting and the Business Meeting Thursday morning. These functions are arranged by the ABIS President.
- II. The ABIS President will preside over the Executive Board meeting and the Business meeting.

APPENDIX A

Call for Papers and Proposal/Paper Review Forms

Association of Business Information Systems (ABIS) CALL FOR PAPERS

You are invited to submit a paper for presentation at the **Year** Association of Business Information Systems (ABIS) (www.abis-fbd.org) meeting to be held in conjunction with the Federation of Business Disciplines (www.fbdonline.org) conference in **City, State, Dates**. Research findings and position papers relating to the following topics are suggested:

Administrative Management/Virtual Management
Computer/Office Applications
Database Management
Distance Learning and Curriculum Development

Information Systems and Network Training
Web Design and E-Commerce
Wireless Communication
Teaching Programming Languages
Social Media Management, Pedagogy and Security

The completed papers must be at least 1500 words and a proposal must be at least 500 words. Both must include a complete statement of the problem, a review of related literature, and a description of methodology and/or procedures. All completed papers submitted by the deadline that are selected for presentation will be considered for the McGraw-Hill/Irwin Distinguished Paper Award. All accepted papers will be published in the **Year** ABIS Proceedings.

Journal Publication Opportunity: All papers published in the proceedings or presentations given at the ABIS meeting can be submitted to the ABIS journal editor for additional review.

Guidelines for Submission

1. Submission deadline is **date**.
2. Submit your paper via email (Please see below)
3. Submission must be entirely original: **not under concurrent** consideration, scheduled for presentation elsewhere, or previously published.

FBD Statement of Academic Integrity

Your paper should not have been previously published or previously presented at FBD. Please indicate to the program chair if your paper is currently under submission to another FBD association. If your paper is later accepted by another FBD association, it is your responsibility to notify the appropriate program chairs.

4. Papers/proposals are **blind reviewed**. Authors should avoid mentioning identifying information and affiliation within the body of the papers/proposals. All papers/proposals should have a separate title page that includes the names of all authors, their affiliations, addresses, telephone numbers, and email addresses.
5. All attending authors **must register** with both FBD and the Association of Business Information Systems (ABIS). All accepted papers must have one attending author.
6. **Instructions** regarding the format for papers to be published in the proceedings will be provided to authors of **accepted** papers and proposals/abstracts by the proceedings editor.
7. The journal editor will contact all presenters after the meeting to solicit papers for review for the journal.

If you have any questions concerning this Call for Papers, please contact:

Your Name

ABIS Vice President/Program Chair

Contact phone number

Email: ***your email***

ABIS PROPOSAL REVIEW FORM

Year Association of Business Information Systems Conference @ FBD

Proposal Title: _____

Reviewer Name: _____

You may be as critical as necessary on this form. Only the comments you provide in response to #11 will be sent to the author(s). Multiple referees will review each paper. To assist in making final acceptance/rejection decisions, please be extensive in your comments for Question #9. Thank you.

Please evaluate the proposal on the following questions:

	N/A	Below Average	Average	Above Average	Outstanding
1. Problem formulation	_____	_____	_____	_____	_____
2. Likely interest in topic	_____	_____	_____	_____	_____
3. Organization (logical flow, use of headings)	_____	_____	_____	_____	_____
4. Communication (readability, Grammar, clarity)	_____	_____	_____	_____	_____
5. Conclusion and recommendations	_____	_____	_____	_____	_____
6. Contribution to discipline	_____	_____	_____	_____	_____
7. Possibilities for full development	_____	_____	_____	_____	_____
8. Possibility for consideration for Distinguished Award	_____	_____	_____	_____	_____

9. What is your overall recommendation regarding this **proposal**?

Definitely reject	Probably reject	Lean toward rejection	Lean toward acceptance	Probably accept	Definitely accept
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10. Please summarize why this proposal **should** or **should not** be accepted. Be candid in these comments. **Comments will not be provided to the author(s).**

11. Comments for Author:

APPENDIX B

Proceedings Format Guidelines

ABIS Proceedings Format Guidelines

Paper Submission Deadline: *Date*

This document contains instructions for formatting your ABIS paper for the *Year* ABIS Proceedings.

Please submit your paper electronically, as an attachment in MS Word format), to *your email* by *date*.

1. Use a standard 8.5 x 11 inch page with 1 inch (left, right, top, and bottom) margins.
2. Do not include page numbers; these will be added by the proceedings editor.
3. The paper title and authors and their affiliations should be centered at the top of the first page of the paper. Do not include a separate title page.
4. The body of your paper should be in two-column format.
5. All text should be single-spaced with a double space between paragraphs.
6. Use the Times New Roman font in 12 point size.
7. Include your references at the end of your paper in the same two-column format. Do not indent or use hanging-indent. Simply single space each reference entry with a double space between references.
8. Small graphics, such as charts, graphs, tables, and figures, that fit within the two-column format may be placed in the text at the appropriate place. All large graphics should appear at the end of the manuscript. All graphics should be formatted to print in black/white/grayscale to maximize reproduction quality.
9. If you have several authors, only one author should submit the final paper with authors listed in preferred order.
10. If you submitted a completed paper to the Program Chair, you MUST format it to these specifications and re-submit the file again to me.

If you need to contact me with questions, please email me at *your email*.

Note: The editor reserves the right to reformat all papers for consistency in typefaces, headings, columns, spacing, as well as other necessary formatting. PLEASE include your phone number in the email that you send with your paper submission in case I need to contact you.

Your Name

Proceedings Editor

Association of Business Information Systems Meeting

FBD Conference – *date of conference – City, ST*

APPENDIX C

Call for JRBIS Manuscripts
& Paper Review Form

Call for Manuscripts

Year *Journal of Research in Business Information Systems (JRBIS)*

Deadline: *Date*

You are invited to submit manuscripts for publication consideration in the **Year** issue of the *Journal of Research in Business Information Systems (JRBIS)*, a national refereed journal published annually by the Association of Business Information Systems (ABIS). According to the Constitution and Bylaws of ABIS, the published articles of *JRBIS* are limited to the papers presented at the previous ABIS Annual Conference and/or published in the *ABIS Proceedings*.

This refereed journal includes articles from fields associated with business information systems focusing on theory; issues associated with information systems; and information resources in education, business and industry, government, and the professions. Manuscripts should address topics of interest to the wide-ranging interdisciplinary and practitioners that read *JRBIS*. The readership is comprised of college and university faculty, administrators, staff, practitioners, and students engaged in business information systems or preparing for careers in fields related to information resources. The journal is distributed online annually to all Association of Business Information Systems members as part of conference registration or membership.

Submissions of manuscripts relating to topics, along with research findings, theoretical and practical applications, discussions of issues and methods for teaching and assessing instructional technology, and reviews of textbooks are encouraged. The *JRBIS* is listed in the ERIC Database and five separate volumes of *Cabell's Directory of Publishing Opportunities*, including Accounting, Computer Science—Business Information Systems, Economics and Finance, Educational Psychology and Administration, Management, and Marketing. Manuscripts will be selected using a blind review process. Manuscripts should not have been published or be under current consideration for publication by another journal.

Submission and Formatting Guidelines

All manuscripts must be submitted electronically in Microsoft Word format. Manuscripts, citations, and references must use the style format of the 2010 *Publication Manual of the American Psychological Association* (6th edition).

Submissions should include a separate file attachment for the title page that contains the following information in this exact order:

- Title of the manuscript
- Each author's full name; position/title; institutional affiliation, including address, city, state, zip code; home, office, and cell phone numbers; and e-mail addresses (identify the main author who should receive all correspondence).
- Number of words in the article (including all parts--everything)
- Biographical paragraph (50-60 words) for each author
- Any acknowledgments or information about manuscript history (e.g., basis in a conference presentation)

The second separate file attachment should be the manuscript file that begins with the title of the article, a 50-100 word abstract, 3-5 keywords or phrases describing the focus of the article, and the

body of the manuscript. **Do not include any identifying information in this file. Do not include any personal identification or institutional affiliation in this file.**

The manuscript body must adhere to the following guidelines:

- 10-25 double-spaced pages (3,000-6,000 words)
- 1" margins all around
- Times New Roman, 12 font-size text within article
- Bold and center primary headings, with major words capitalized
- Bold and left-align secondary headings, with major words capitalized
- No footnotes or endnotes
- No page numbers or headers or footers

Tables and figures may have varying font sizes (but must adhere to APA Style). Include tables or figures formatted and placed correctly within the manuscript.

Follow guidelines in APA style, 6th edition. Include the References page (Works Cited only) at the end of the manuscript, followed by any appendix information, if necessary.

All submissions will be reviewed by the editor and two reviewers, using a blind-review process. Authors will receive feedback 6-8 weeks after the initial peer review. Manuscripts will be “accepted,” “accepted with minor revisions,” “possibly accepted after major revision and resubmission for further peer review,” or “rejected.”

The editor reserves the right to edit selected/accepted manuscripts for publication as deemed appropriate and necessary for the optimization of journal publication and format. The author of the manuscript retains responsibility for the accuracy of a manuscript published in the *Journal of Research in Business Information Systems*.

To ensure your manuscript is considered for publication in the *Year Journal of Research in Business Information Systems*, submit manuscript by Date to *your email*.

Journal of Research in Business Information Systems, ISSN 1941-8515

PAPER REVIEW FORM

Year Edition of *Journal for Research in Business Information Systems (JRBIS)*

Paper #: JRBIS

Paper Title:

Reviewer Name:

You may be as critical as necessary on this form. Only the comments you provide in response to Question #13 will be sent to the author(s). Multiple referees will review each paper. To assist in making final acceptance/rejection decisions, please be extensive in your comments for Question #11. Thank you.

Please evaluate the paper on each of the following items:

	N/A	Below Average	Average	Above Average	Outstanding
1. Problem formulation					
2. Interest of topic to <i>JRBIS</i> readers					
3. Organization (logical flow, use of headings)					
4. Communication (readability, grammar, clarity)					
5. Conclusion and recommendations					
6. Contribution to discipline					
7. Thorough development					
8. Research design (including sampling, data collection)					
9. Statistical analysis					
10. Figures/tables (relevant, clear, contributes to understanding)					

11. What is your overall recommendation regarding this paper?

Reject	Could Possibly Accept, with Major Revisions	Accept, with Minor Revisions	Definitely Accept
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12. Please summarize why this paper should or should not be accepted. Please be candid in these comments. **Comments will not be provided to the author(s).**

13. Comments for Author (these comments will be sent to the author(s)):

APPENDIX D

Sample of Program Chair Calendar

Example Calendar - This calendar was for preparation for the 2015 conference.
 FBD Conference – March 11 – 14, 2015 - A calendar will be e-mailed to the VP/Program chair.

Hyatt Regency Houston
 GENERAL SCHEDULE AND KEY DEADLINES

- FEBRUARY 2014** FBD General Program Chair prepares and posts to the FBD website general 2015 FBD Call for Papers (CFP)
- MARCH 2014** Association and FBD Program Chairs begin work
- APRIL 2014**
- April 15 Association officer contact information for each association sent to FBD General Program Chair
 - April 15 Association Program Chairs complete preparation of their Associations' Calls for Papers and forwards them to the 2015 FBD General Program Chair for posting on FBD website.
 - April 15 Association Program Chairs send out a preliminary Call for Papers to current and prospective participants.
- MAY 2014**
- May 15 Program Chairs check to make sure April deadlines have been met
 Confirmation of FBD Directory Information
- JUNE 2014**
- June 7 Program Chair “Boot Camp” to plan the 2015 conference held for Association Program Chairs
 - June 15 FBD General Program Chair and each Association Program Chair send out Call for Papers reminders to current and prospective participants
- JULY 2014**
- July 15 Program Chairs send registration fee structure to FBD Program Chair and FBD Executive Director
 - July 15 Association Program Chairs complete selection of Program Committees/Track Chairs (*To clarify – this task is the selection of the session chairs.*)
 - July 1-31 Association Program Chairs continue soliciting manuscripts, special session proposals, tutorials, and workshops for the 2015 conference
- AUGUST 2014**
- August 15 Fee structure information due to FBD Program Chair and Executive Director
 - August 15 Association Program Chairs send out final Call for Papers reminder emails
 - August 15 Hotel reservation needs for complimentary/purchased nights are due to Executive Director.
- SEPTEMBER 2014** Continue to monitor receipt of papers, abstracts, proposals
 Begin lining up special panels, workshops and events
- OCTOBER 2014**
- October 1 Final deadline for receipt of papers, abstracts, proposals from all associations
 - October 1-31 Review process for submissions is performed and acceptance decisions are made.

October 1-31 Solicitation, judging and decisions for Distinguished Paper and Outstanding Educator occurs.

NOVEMBER 2014

November 1 Paper acceptance and award decisions are finalized and compiled by the Association Program Chairs
 Nov 1-15 Association Program Chairs compile and prepare programs
 Nov 15 Association Program Chairs send association programs to FBD General Program Chair, NLT – Drop Dead Date!!

DECEMBER 2014

December 1 Association Program Chairs/Association Representatives have all food and beverage events decided and tentative menus in mind.
(F&B final arrangements with catering manager due by January 15th)
 December 1 FBD General Program chair completes compilation of 2015 FBD Program Book and returns draft to Association Program Chairs
 December 1 Registration opens
 Dec 15 Final proof revisions from Associate Program Chairs are due to FBD General Program Chair

JANUARY 2015

January 15 Food and beverage final arrangements with catering manager due
 January 15 FBD Program Book is sent to printer and posted to FBD website
 January 15 Reception and Awards Recognition Banquet invitations are mailed

FEBRUARY 2015

February 17 Online conference registration ends
 February 17 Absolute cutoff date set by Hyatt Regency Houston for hotel reservations in room block

MARCH 2015

March 11 Deliver all association materials for distribution to registrants NLT 9:00 a.m. to the registration desk
 Mar 11-14 42nd Annual FBD Meeting is held in Houston, TX

Association Conference meetings to attend annually: Sample Agendas/minutes follow

Wednesday March 11 ABIS Executive Board Meeting (TBA by ABIS President)
 Thursday March 12 Annual Business Meeting
 Saturday March 14 Federation of Business Disciplines
 Program Chairs, Board, and Officers Meeting

APPENDIX E

ABIS Meeting Minutes Examples

**Association of Business Information Systems
Executive Board Meeting
Wednesday, March, 12, 2014
Dallas, Texas**

2013-2014 Executive Board

President	Kimberly Merritt
VP/Program Chair	Joselina Chang
Secretary	Jim Larsgaard
Treasurer	Carla Barber

Past President Ann Wilson

2013-2014 Officers (Non-voting offices)

Historian/Parliamentarian	Marsha Bayless
Journal Editor	Marcel Robles
Proceedings Editor	Lori Soule

Board members present: President, Kimberly Merritt; VP/Program Chair, Joselina Cheng; Treasurer, Carla Barber; Secretary, Jim Larsgaard; Historian/Parliamentarian, Marsha Bayless; and Past President, Ann Wilson.

Not present at this meeting included JRBIS Journal Editor, Marcel Robles and Proceedings Editor, Lori Soule.

Call to Order

President Kimberly Merritt called the meeting to order.

Officer Reports:

VP/Program Chair Report

The VP/Program Chair report was given by Joselina Cheng. She related that 26 papers were submitted, 25 were accepted, and 2 were withdrawn.

There were 28 people preregistered for ABIS, and there were 28 registered at the end of last year's conference. There are 735 preregistered for the FBD conference, and perhaps 100 more are expected.

Secretary Report

Secretary Jim Larsgaard – no report was given at the Executive Board meeting

Treasurer Report

Treasurer Carla Barber gave the treasurers report. Currently the ABIS bank account ending balance is \$6,201.76.

Ann Wilson inquired about the status of the ABIS bank account. Carla indicated that the bank account is in Weatherford OK. The issue with the bank account being at the current location is in the difficulty of physically getting to this bank location. Therefore, Carla is investigating the possibility of moving the account to a bank with national exposure. Utilizing a bank with national exposure would allow future

Treasurers to easily physically access a bank location. That investigation includes investigating the need for an EIN. While ABIS does currently hold an EIN, the location of the paperwork is unknown.

Proceedings Editor Report

No report was given by the Proceedings Editor.

Journal Editor Report

The Journal Editor's report was given by Jim Larsgaard in Marcel Robles' absence. There were eight manuscripts submitted, and six were accepted. A list of the accepted manuscripts was provided for the Board's review.

Past President/Nominating Committee

The Past President/Nominating Committee discussed nominations for Secretary. Nominations for the position of Secretary will be received at the Business meeting. Several possibilities were mentioned. Finally, with no current nominations for Secretary on the table, Marsha Bayless moved that the Board have the authority to appoint a willing individual to the position, when a viable candidate arises. The motion received a second, and upon a unanimous voice vote, the motion carried.

FBD Report

Kimberly gave a brief overview of the conference and will make a comparison with Albuquerque at our business meeting.

Old Business

Old Business involved only the Officer's Handbook (AKA ABIS Officers Duties and Responsibilities). At the business meeting during old business, we will discuss the handbook and its completeness. Carla gave each officer a "Duties & Responsibilities" document and requested that we proof it and return it to her before Saturday. Marsha suggested that a revised as of date be included in the document.

Finally, Carla said that when the Officers' Handbook is completed, she will post it on the ABIS Web site.

New Business

New Business included only a brief discussion regarding increasing ABIS dues, considering the rising cost of holding the conference. However, the group decided to maintain the current dues, in anticipation that next year's conference may be lower in cost than this year's conference. Additionally, ABIS dues were raised last year from \$50 to \$55, and it seems too soon for another increase in dues.

The meeting was adjourned by general agreement.

End 2014 Executive Board Meeting Minutes

**Association of Business Information Systems
Annual Business Meeting
Thursday, March, 13, 2014
Meeting Minutes**

1. **Call to Order** by President Kimberly Merritt
2. **Officer Reports:**
 - a. VP/Program Chair Joselina Cheng indicated that there are 26 paper presentations compared to 17 last year), and there are 28 registrants for the conference.
 - b. Secretary Jim Larsgaard presented the minutes of the March 2013 business meeting. With no suggested additions or corrections, Marsha Bayless moved to approve; no discussion was offered; 2nd by Margaret Kilcoyne – motion carried.
 - c. Treasurer Carla Barber (report delivered by Josie Cheng) notified the business meeting attendees that the bank account balance is currently \$6,201.76. This balance is \$300.94 greater than the 2013 ending balance. Another increase in the bank balance is anticipated for next year due to the expectation that the 2015 conference in Houston will likely cost less than the 2014 conference.
 - d. After a brief discussion, Marsha Bayless moved that the Treasurer’s report be approved. Marcel Robles 2nd the motion, and the motion was approved.
 - e. Proceedings Editor Lori Soule announced that there were 13 papers accepted for the 2014 proceedings. Additionally, Lori indicated that the proceedings are already online.

Journal Editor Marcel Robles related that there were eight articles submitted, and six were accepted for publication in the Journal of Research in Business Information systems (JRBIS). Marcel also said that even though the formatting guidelines were included in the Call for Manuscripts, there were some formatting issues. Further, she indicated that based on a successful motion at the 2013 ABIS Business Meeting, the journal will now be available only online.

Marcel reminded the group that the journal is listed in Cabell’s. A discussion ensued regarding if Cabell’s is enough exposure. Robert Mitchell (ABIS Member) stated that at his university AACSB representatives indicated that their new standards now do not recognize Cabell’s, because Cabell’s “will accept everything.”

Discussion continued regarding contacting AACSB to establish what publications will count. Robert said that an important factor in publishing in JRBIS is referencing articles that are in JRBIS. Further, documentation of authors’ credentials is very important. An additional factor is the track record of each paper (e.g., date submitted, date returned for revision, etc.).

Marcel indicated that she will send a reminder to cite the journal when she sends out the Call for Papers.

- f. Past President/Nominating Committee – Still looking for a nomination for the new Secretary. Kimberly stressed that there is a strong support team as officers' move from Secretary to

VP/Program Chair to President. Marsha Bayless mentioned that being an officer is good service work. Kimberly requested that if anyone comes up with a nomination, (s)he should contact one of the members of the Executive Board.

Robert moved to allow the Executive Board to fill the position by appointment. The motion was seconded by Ann Wilson and was carried.

(Secretary's post-meeting note: Dr. James (Skip) Ward volunteered to serve as the 2014-2015 ABIS Secretary. He was duly appointed by the board, based on the authority of the preceding motion by Robert Mitchell.)

3. The FBD Report was presented by Kimberly Merritt. She relayed that there were 735 preregistered, and the room and beverage guarantee was met easily. She also indicated that Food, Beverage, and AV costs are much higher this year than last year.

Next year the FBD Conference will be held in Houston, Texas, during March 11-14, 2015 at the Hyatt Regency. For 2016, as of this meeting (March 13, 2014), no site has been selected. However, Oklahoma City and Fort Worth have submitted bids. New Orleans is also being considered. In 2017, the Conference will be held in Little Rock, Arkansas.

4. Old Business

- a. An Officer Handbook is being developed. A version of the proposed handbook is currently being revised by Board members, and the completed copy will be posted on the ABIS Web site.

5. New Business

- a. A motion to advance the slate of officers was moved by Marcel Robles, 2nd by Margaret Kilcoyne, and the motion carried. The ABIS 2014-2015 officers are:
 President – Josie Cheng
 VP/Program Chair – Jim Larsgaard
 Secretary – James (Skip) Ward (post-meeting appointment)
 Journal Editor – Marcel Robles remains the Journal Editor for the 3rd year of her three-year term
 Proceedings Editor – Lori Soule remains the Proceedings Editor for the second year of her three-year term
 Treasurer – Carla Barber remains the Treasurer
 Historian/Parliamentarian – Marsha Bayless remains the Historian/Parliamentarian
- a. President Josie Cheng presented Past President Kimberly Merritt with a Retiring President's plaque and a gavel.
- b. Best Paper Presentation – presented to Sara Wright, Julie McDonald, Margaret Kilcoyne, and Sue Champion all of Northwestern State University.

The board meeting was adjourned by general agreement of the attendees.

End 2014 Annual Business Meeting Minutes