

## Proceedings Paper Preparation Guidelines for the 2020 HFES International Annual Meeting

Be sure to include all authors' names and affiliations for your final paper.

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This is the abstract. The instructions below are provided to assist you in preparing your 2020 Annual Meeting proceedings paper. **Please be sure to read this page before starting work on your submission.** To ensure optimum readability, the type size for your abstract and main text must be at least 10 points and at least 8 points for references and tables. Your submission must not exceed five formatted pages. The paper submission deadline is 6:00 p.m. Eastern time on Thursday, June 11, 2020.

### TYPING

#### Typing Instructions

Please follow these typing and page layout guidelines.

1. *Length.* Your paper must not exceed five pages formatted according to these guidelines. This limit is strictly enforced.
2. *Margins and columns.* When formatting your document, note the following specifications. All submissions must be formatted to fit U.S. 8.5 × 11-inch paper.

Top margin: 1 inch (2.54 cm)  
Left and right margins: 1/2 inch (1.27 cm)  
Bottom margin: 1/2 inch (1.27 cm)  
Margin between 2-column text: 1/2 inch (1.27 cm)

Manuscripts must be typed single-spaced. See the “Format” section below for additional details.

3. *Type specifications.* The minimum acceptable type size for all text except references is 10 points. For references and tables, the minimum acceptable size is 8 points. Submissions that do not conform to these type size requirements will not be published.

HFES recommends use of the Times type family (e.g., Times New Roman). Left text alignment is preferred, but justified alignment may also be used. To avoid large gaps between words in fully justified text, turn on hyphenation.

4. *Test printouts.* This formatted instruction page can be used to test your finished proposal to ensure it fits within the margins. **IMPORTANT:** Before you print this PDF file, turn off the print options “Shrink oversized pages to paper size” and “Auto-rotate and center pages” or the document will not print with the correct margins.

#### Format

*Microsoft Word template.* A template is provided on the HFES Web site to facilitate formatting according to these instructions. Simply type your text in the appropriate areas, and it will automatically format correctly.

*Active text area.* The top 1 inch of all pages must remain blank so that HFES can insert page headers and numbers in that area of your print-ready draft.

*Page headers/footers.* Do **not** include any page numbering, headers, or footers on any page in the proposal.

*Title.* The title should appear on the first page only and must be at least 1 inch below the top edge of the page in a single column no more than 6 inches (15.24 cm) wide. Center the title.

*Author/insitution.* Be sure to add authors' names and affiliations in the final draft for publication in the annual meeting proceedings.

*Brief abstract.* The abstract should be typed in a single column of no more than 6 inches (15.24 cm) wide.

*Extended abstract.* If you choose to publish only an extended abstract of at least 500 words, you may omit the brief abstract. Begin the extended abstract below the author information, and use the two-column format.

*Text.* The text portion of your summary should be formatted in two columns below the abstract. Each column should be 3-1/2 inches (8.89 cm) wide with a center margin of 1/2 inch (1.27 cm). Indent each paragraph 1/4 inch (.64 cm). Do not insert a blank line after each paragraph unless what follows is a new subheading. Avoid beginning a column with the last single line of a paragraph (widow).

*Acknowledgments.* Thanks, credits, and other acknowledgments may be included in a separate section preceding the References section.

*Footnotes.* Footnotes are not acceptable. Text-related notes should be incorporated into the text.

### STYLE

#### Headings

Note the style of headings in this instruction sheet. They have been typed and placed in the following manner:

*First-order headings.* These should be in uppercase bold letters, centered in the column with a line space above and below (e.g., **STYLE**).

*Second-order headings.* These should be in uppercase and lowercase bold letters, flush with the left margin. Insert one line space above and below (e.g., **Headings**).

*Third-order headings.* These should be italics, indented, followed by a period, run in at the beginning of the paragraph with no line space above. (e.g., *Third-order headings*.) Only the first letter of the first word is capitalized, unless other words in the heading are proper nouns.

## References

References should be placed at the end of the text, listed alphabetically by the surname of the first author. Hanging indentations are preferred, with no additional spacing between references. Citations in the text should contain the author's surname and year of publication in parentheses (e.g., Johnson, 2015). For more information, consult the *APA Publication Manual* (6th edition, see lower right).

## Equation Numbers

When numbering equations, enclose the numbers in parentheses and place them flush with the right margin. Here is an example:

$$2007 - 1957 = 50 \quad (1)$$

## Symbols and Abbreviations

Use only standard symbols and abbreviations. The use of SI (metric) units is required. Consult the *APA Publication Manual* (Tables 4.4 and 4.5).

## Tables and Figures

*Placement in the text.* Tables and figures may be inserted within the text near where they are first mentioned or in a group at the end of the proposal.

*Type size.* The minimum acceptable type size for tables is 8 point.

*Captions.* Number tables and figures consecutively in Arabic numerals (e.g., Table 1, Figure 3).

*Column width.* Large tables and figures that would not be readable if sized to fit a single column can be expanded in width to fit across both columns.

## Graphics

*Resolution.* Line drawings, graphs, photos, and other graphics must be at least 200 dpi resolution **after** they have been resized to fit in the document. For information about image resolution, go to <http://graphicssoft.about.com/cs/resolution/a/increasingres.htm>.

*Embedding.* The most common cause of missing graphics is linking rather than embedding. Graphics must be embedded within the file. A simple test will determine if your graphics are embedded. Print your submission from a computer other than the one where it was created. If the graphics do not print, they are not embedded.

## Proofreading

After proofreading your paper, ask others to proofread it as well. HFES does not provide proofreading assistance.

## HOW TO SUBMIT YOUR PAPER

When your final paper is ready for uploading, log in to the submission site and follow the instructions.

<https://www.conferenceharvester.com/harvester2/login.asp?EventKey=DCITSFYN>

## OTHER STYLE QUESTIONS

HFES submissions must conform to the stylistic and ethical guidelines in the *Publication Manual of the American Psychological Association* (6th edition, 2009). This helpful resource also contains an excellent section on the preparation of artwork. To order, go to the APA Web site (<http://apastyle.apa.org/>) or call 800/374-2721 or 202/336-5510.