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**Content and formatting guidelines for
Ergonomics & Human Factors conference submissions**

**The guidelines and instructions start here, the template follows on the last page.**

**Your initial submission**

Your initial submission should be no more than two pages, excluding references. It should be written as an extended abstract, giving a clear outline of your paper and what you propose to present at the conference. You do not have to use any particular headings, but the content of your submission should include:

* An introduction, including the scope and relevance of the topic of your work.
* Method or approach taken to the work you are presenting.
* The main results or findings of the work.
* Key takeaways or learning points to share with conference attendees.

References may be included where useful, but detailed reference lists are not required for two-page papers. The reference list may run onto the third page of your submission.

**Your final submission**

Your final submission should also follow this template. If you wish to extend your paper to 8 pages, you should also follow this template. If you don’t wish to extend it, just add the author name and affiliations.

In either case, make sure you read and take into account the reviewers comments when finalising your paper.

**For all submissions**

Your paper will be evaluated on:

* Interest and relevance for the conference. Please ensure that you consider the audience and what they will gain from your presentation.
* Quality of approach. Ensure that you include information on the rigour applied to the work you are presenting.
* Readability. Please check your spelling and grammar and read over your paper to assess how well you have presented the information. Get someone else to read it too and give you feedback.

These formatting guidelines must be followed for submissions to the conference. ***Submissions that do not follow these guidelines will not be accepted.***

The template itself follows these guidelines.

**Page layout and margins**

All pages must be in portrait layout; the submission will not be accepted if any page is landscape layout. Use A4 paper size with 2.5cm top and bottom margins and 2cm side margins. Do not add page numbers, headers or footers.

**Title**

The title should be concise but descriptive and be no more than 12 words long. Font: Calibri. Size: 24. Bold. Left justified.

Example:

**A concise but descriptive title**

**Authors**

Author names should be first name, surname, and if there is more than one author and they are from different organisations, follow the surname by a superscript number referenced in the affiliations. Font: Calibri. Size: 12. Colour: Blue (as per template). Left justified.

Example:

**John Smith1**

**Affiliations**

The affiliation should be the superscript number (if used) followed by the name of the institution or organisation and country. Font: Calibri. Size: 11. Left justified.

Example:

1 City University, UK

**Headings**

Headings should be short and descriptive: Font: Calibri. Size: 12. Bold. Left justified. 8pt spacing after heading.

Example:

**Introduction**

**Sub-headings**

Sub-headings should be short and descriptive: Font: Calibri. Size: 12. Bold italic. Left justified. 8pt spacing after sub-heading.

Example:

***Scenarios***

**Body text**

Text should be clear and concise. Use single spaces between sentences. Use 8pt spacing after paragraphs.

Font: Times New Roman. Size: 12. Left justified. Single spaces after full stops. Single line spacing. 8pt spacing after paragraphs. No indent on the first line of paragraphs.



**Lists**

Lists may be bulleted or numbered. Font: Times New Roman. Size: 12. Left justified. Left indent: 1cm. Hanging indent: 0.5cm.

 

Example:

* List item one.
* List item two.

**Numbers**

In the text, write out numbers up to and including ten except as part of a date, a fraction or decimal, a percentage, or a unit of measurement. Use numbers from 11 onwards, except if it’s the first word of a sentence, in which case, write it out as text.

**Abbreviations**

Use abbreviations of the customary units of measurement only when they are preceded by a number, for example, “5 min” but “several minutes”. Write “percent” as one word, except when used with a number, for example, “several percent” but “25%”.

**Acronyms**

Avoid acronyms unless absolutely necessary. Write out the acronym in full the first time it’s used followed by the acronym itself in brackets.

Example:

Chartered Institute of Ergonomics & Human Factors (CIEHF)

**Tables**

Tables should be clear and fit into the normal width of a page in portrait orientation.

Tables should be numbered from 1, written as a number followed by a colon, and the title, all placed above the image. Tables should be referenced in the text near to the table. Put a single paragraph spacing after the table.

Table heading: Font: Times New Roman. Size: 12. Left justified.
Table text: Font: Calibri. Size: 11.

Example:

Table 1: My favourite things

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **My favourite things** | **Good for health** | **Times per week** | **Cost** | **Good for sharing** |
| Wine | Maybe, in moderation | No comment | ££££ | Yes |
| Chocolate | No | Once? | £ | No! |
| Dogs | Absolutely | All day, everyday | ££ | Yes |

**Figures**

Figures can be full colour, and should be clear, easy to read and unambiguous. Figures should be numbered from 1, written as a number followed by a colon and the title, all placed beneath the image. Figures should be referenced in the text near to the figure. Font: Times New Roman. Size: 12. Left justified. 8pt line spacing after.

Example:



Figure 1: Brain functions

**References**

References should be cited in alphabetical order of first author surname and year. Font: Times New Roman. Size: 12. Left justified. Hanging indent: 1cm.

Example:

Colston, H. L., & Katz, A. N. (2004). Figurative language comprehension: Social and cultural influences. Mahwah, NJ: Erlbaum.

**The template**

The template starts on the next page with the correct layout for the page set up and margins, title, authors, affiliations, abstract, keywords and first heading.

Remember: the maximum number of pages is 2 for your initial submission and 8 pages for your final paper.

**Template for your submission**

***DOUBLE BLIND REVIEWS: DO NOT COMPLETE THE AUTHOR NAMES OR AFFILIATIONS UNTIL YOU SUBMIT YOUR FINAL PAPER. When you do submit your final paper, delete this red text.***

**Author One1, Author Two2 & Author Three3**

1Author One affiliation, 2Author Two affiliation, 3Author Three affiliation

**SUMMARY**

The summary should give an overview of your paper in 2-3 descriptive sentences.

**KEYWORDS**

Keyword 1, keyword 2, keyword 3

**Content**

Two-page submissions should be written as an extended abstract, giving a clear outline of your work and what you propose to present at the conference. Final papers should go into depth and detail, explaining the topic, your work and your reasoning.