

Ergonomics in Design: The Quarterly of Human Factors Applications

INSTRUCTIONS FOR AUTHORS

MISSION

Ergonomics in Design provides information on applications of human factors/ergonomics and informs readers about the potential contributions that professionals in this field can make to improve the design of any system, tool, environment, or product with which people interact.

AUDIENCE

Ergonomics in Design is sent to an international audience consisting of the members of the Human Factors and Ergonomics Society, members of scientific organizations with an interest in the human factors field, and professionals working in industry and government agencies. Your article will reach a large and diverse readership in an attractive, well-respected, peer-reviewed publication.

CONTENT

We invite articles describing how human factors/ergonomics principles are applied in system or product design, simulation, testing, training, operation, or maintenance. We especially welcome case studies that demonstrate how the application and/or the process by which it was implemented can benefit readers – particularly industry and business managers – and help to promote the growth of the field. If the article reports on research, minimize the discussion of methodology (e.g., number of subjects, counterbalancing routine, and other scientific detail) and emphasize the implications and possible generalizability of the findings to other systems or tools.

REVIEW AND ACCEPTANCE

Membership in HFES is not required to submit an article. All submissions to *Ergonomics in Design* are reviewed by the editor and associate editors. Please allow 6-8 weeks for review. The editor considers the articles available, along with issue length constraints, subject matter coverage, and overall quality, to determine which articles will be selected for publication. Commercial promotion (marketing) of a product, service, or organization – as determined by HFES, the editor, or the reviewers – may result in rejection of the article. In general, *EID* will not consider articles that have been published elsewhere.

TONE AND STYLE

Articles submitted to *Ergonomics in Design* should be written in a less formal style than that used for a research journal. When writing your article, bear in mind that professionals of varied educational and scientific backgrounds will be reading it, so please avoid excessive use of jargon or abbreviations. Use the first person, and avoid the passive voice. (The HFES Communications Department staff can assist you in presenting your ideas clearly once the article is accepted and enters production.) A reference or resource list is acceptable; please limit the list to major works that are needed to support points in the text.

DEPARTMENTS

In addition to feature articles and interviews, a number of regular columns appear in each issue. Submissions are welcome for "Focus" (short articles on any topic of interest to readers), "Professional Issues" (short items about issues of concern to practitioners, such as ethics and certification), "Provocations" (brief thought-provoking pieces or responses to previously published provocations), and "Perspectives" (brief opinion pieces on issues of relevance to human factors/ergonomics professionals). Volunteers are invited to write brief objective reviews of books and software used in the field. Reviews appear in the "Books" and "Software" departments.

INQUIRIES AND IDEAS

If you don't have time to prepare a full article but believe you have the basis for an interesting submission, please send the editor an outline with an introductory paragraph describing the subject and purpose of the proposed article. The editorial staff may be able to locate resources to assist in the writing process. Or you may contact the editor (see address below) to explore ways to develop your ideas.

LENGTH

Feature articles should be 1500-3000 words in length (about 6-14 double-spaced typed pages). Shorter articles (e.g., for the departments described above) should not exceed 1500 words.

ARTWORK

We encourage you to include illustrative

materials to support major points in the text, such as photos, line drawings, graphs, charts, and tables. These materials (except tables, which we will typeset) should be professionally prepared and submitted electronically as high-resolution (i.e., minimum 300 dpi) files. Acceptable file formats are .jpg, .tif, and .bmp. Images that are inserted into Word files are generally too low in resolution for reproduction. We do not accept images created in or imported into PowerPoint (resolution is far too low).

Images are printed in black and white. However, color photos may be accommodated if the author is able to subsidize the cost of printing in color (Call Lois Smith at HFES for a cost estimate.)

PERMISSIONS

If your article incorporates lengthy quotations, photographs, illustrations, or other substantive content from previously published work, you will need to (a) send us a copy of the publisher's and/or author's written permission when you submit your article and (b) include an acknowledgment or credit in the appropriate place in the article. Authors are responsible for paying any permission fees required by the copyright owner.

MULTIPLE SUBMISSIONS

Ergonomics in Design does not consider articles that have simultaneously been submitted elsewhere.

MANUSCRIPT PREPARATION

Prepare your article in double-spaced type, including block quotations and references, on one side of 8-1/2 x 11" or European A4 paper. Allow a one-inch margin at top, bottom, left, and right. Do not use footnotes.

Subheadings

We encourage the use of subheads in the text. Rather than the "introduction-method-results" types of heading found in journals, use brief, descriptive phrases that draw the reader's attention. Do not use more than two levels of headings.

Feature at a Glance (Abstract)

As part of your submission, please include a 100-word abstract, written in very simple terms (high school level), describing (a) the main topic of the article, (b) one or two key points made in the

article, and (c) implications for design. Avoid technical terms and abbreviations/acronyms.

Keywords

Please provide up to six words or phrases that do not already appear in the title or subtitle of the article.

AUTHOR BIOGRAPHIES

Please include a short biography (75 words maximum, not counting funding acknowledgments or disclaimers) for each coauthor of the submitted article. Each bio must contain the author's full name and current affiliation and – for the primary author only – mailing address and e-mail. Optional information may include highest degree (field, institution, year), primary certification, and interest areas.

ELECTRONIC SUBMISSIONS

Please make your initial submission on paper but also provide an electronic copy on disk with the paper copy or via e-mail to Lois Smith (lois@hfes.org). When your article is accepted, we will ask you to submit the final draft electronically to expedite production.

SUBMISSION ADDRESS

Send articles (via U.S. Postal Service first class or airmail) to the following address:

Ergonomics in Design
Human Factors and Ergonomics Society
P.O. Box 1369
Santa Monica, CA 90406-1369 USA

Overnight shipments (UPS, Airborne Express, DHL, Federal Express, etc.) should be addressed as follows:

Ergonomics in Design
Human Factors and Ergonomics Society
1124 Montana Ave., Suite B
Santa Monica, CA 90403 USA

To obtain further information or to discuss a potential submission, contact the editor of *Ergonomics in Design*, C. Melody Carswell, Ph.D. (cmcars00@uky.edu), or Managing Editor Lois Smith (310/394-1811, fax 310/394-2410, lois@hfes.org). Sample issues are available on request.

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