

## Proposal Preparation Guidelines for the HFES 51st Annual Meeting

[Author names/affiliations here  
ONLY FOR WORKSHOPS AND DISCUSSION PANELS]

This is the abstract. The instructions below are provided to assist you in preparing your 51st Annual Meeting proposal. **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. If your proposal is accepted, you will have an opportunity to update it for publication in the proceedings. The proposal submission deadline is midnight Pacific time on Monday, February 12, 2007.

### TYPING

#### Typing Instructions

Please follow these typing and page layout guidelines to avoid rejection of your 51st Annual Meeting proposal:

1. *Length.* Your proposal submission 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 may be rejected without review.

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 proposal 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 if your proposal is accepted, 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/institution.* Annual meeting proposals undergo double-blind review. Therefore, **do not include author or institutional information in the initial proposal.** The only exceptions are Workshop and Discussion Panel proposals. If your proposal is accepted, you will be instructed to add authors' names and affiliations in the final draft for publication in the annual meeting proceedings.

Proposals for presentation types other than Workshops and Discussion Panels that are received with author/institution details will be edited to remove this information prior to review.

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

*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, 2006). For more information, consult the *APA Publication Manual* (5th 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* (sections 3.50 and 3.51).

### 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).

### 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 proposal, ask others to proofread it as well. Submissions with numerous errors may not receive favorable reviews. HFES does not provide proofreading assistance.

### HOW TO SUBMIT YOUR PAPER

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

<http://submissions.miracd.com/hfes2007>

### OTHER STYLE QUESTIONS

HFES submissions must conform to the stylistic and ethical guidelines in the *Publication Manual of the American Psychological Association* (5th edition, 2001). This helpful resource also contains an excellent section on the preparation of artwork (sections 3.78ff). To order, go to the APA Web site (<http://books.apa.org/books.cfm?id=4200060>) or call 800/374-2721 or 202/336-5510.