

Proceedings Paper Preparation Guidelines for the 2012 Symposium on Human Factors and Ergonomics in Health Care

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 2012 Symposium on Human Factors and Ergonomics in Health Care 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 eight formatted pages. The paper submission deadline is 12:00 a.m. Pacific time on Friday, March 16, 2012.

TYPING

Typing Instructions

Please follow these typing and page layout guidelines to ensure publication of your paper:

1. *Length.* Your paper submission must not exceed eight 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 following specs will result in an optimally readable document:

- Main title and body text (except references): no smaller than 10-point Times or Times New Roman
- References: no smaller than 8-point Arial or Helvetica
- First- and second-order heads: 10-point Arial or Helvetica
- Tables, figure captions: no smaller than 8-point Arial or Helvetica

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 paper 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 at <http://www.hfes.org/Web/HFESMeetings/proceedingsWordtemplate.doc>

to facilitate formatting according to these instructions. Simply type your paper text in the appropriate areas and it will automatically format correctly.

Page headers. On each page of your paper, including page 1, insert the following header one half inch (1.27 cm) below the top edge of the page, justified left, in 10-point Times. Sample headers are shown on this layout guide (above).

[page number, followed by five blank spaces] 2012 Symposium
on Human Factors and Ergonomics in Health Care

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. Add authors' names and affiliations in the final draft for publication in the symposium proceedings.

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, 2010). 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 paper.

Width. Tables and figures can be sized to fit in a single column, or they can span two columns. The maximum width for double-column tables and figures is 7-1/2 inches (19.5 cm).

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 paper, ask others to proofread it as well. Errors reflect badly on the author and the Society. HFES does not provide proofreading assistance.

HOW TO SUBMIT YOUR PAPER

When your final proceedings paper is ready for production, please send it to Lois Smith, lois@hfes.org (310/394-1811) by 12:00 a.m. Pacific time on Friday, March 16, 2012.

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.