

## HFES ASPIRE Proceedings Publication Template Instructions

Publication is **OPTIONAL** in the Proceedings. If you choose to publish, you'll move through Stages 3 and 4 of the ASPIRE process. These stages are designed to confirm publication readiness before final delivery to the publisher and support quality and consistency while minimizing late-stage revisions.

### Paper Length Limits

*(References not included; tables, figures, and images are included)*

- Standard Paper: **Maximum 5 pages**
- Extended Abstract: **Maximum 2 pages**

### How the Process Works

#### **Stage 3: Pre-Publication Review (Required)**

This is your publication readiness check, submitted via the [HFES Submission Site](#).

- You'll submit a final version of your paper
- Reviewers assess whether the paper is suitable for publication
- Feedback is limited to essential content or readiness issues

#### **This stage is not:**

- Copyediting or proofreading
- Formatting correction

#### **Key constraint: The review is blind.**

- Remove all identifying author information before submitting.

#### **Stage 4: Final Publisher Submission**

Once approved, you'll prepare your paper for the publisher's system ([ScholarOne](#)).

At this stage, you will:

- Add full author information
- Separate text content from visual assets
  - Each figure, image, or graph uploaded as a separate individual file
  - Placeholders inserted where visuals belong (example: [Insert Figure 1 here])

Why this matters: ScholarOne requires figures and images to be uploaded individually for production workflows.

#### **Common Pitfalls to Avoid**

- Submitting identifying information during pre-publication review
- Ignoring required reviewer feedback
- Leaving figures/tables/images embedded in the final manuscript
- Exceeding page limits

**Reminder: This instruction page is for authors only. Remove it before submitting your paper.**

# Paper Template & Preparation Guidelines for the HFES ASPIRE 2026 / HFES 70<sup>th</sup> International Annual Meeting Proceedings Publication **Replace this text with your title**

*Author Information* <sup>1</sup> **DO NOT INCLUDE AUTHOR INFORMATION WHEN SUBMITTING FOR PRE PUBLICATION REVIEW. If accepted for publication, remove this comment and insert the authors' information and affiliation before submitting to the Sage platform.**

## <sup>1</sup>*Author Affiliation*

This is the abstract of 150 words for full papers. If you are submitting a 2-page extended abstract for publication, this is not needed (delete this entire paragraph). The instructions below are provided to assist you in preparing your 2026 ASPIRE proceedings paper. Please read this page carefully before beginning work on your submission. To ensure optimal readability, the type size for your abstract and main text should be at least 10 points and at least 8 points for references and tables. Your submission must not exceed five pages, formatted according to the requirements.

## TYPING

### Typing Instructions

Please follow these guidelines for typing and page layout.

1. *Length.* Your paper should not exceed five pages, including all images, figures, charts, and references, and should be formatted according to the guidelines provided. 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 x 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)

Manuscripts must be typed single-spaced. Refer to the “Format” section below for further details.

3. *Type specifications.* The minimum acceptable type size for all text except references is 10 points. For references and tables, the minimum permissible size is 8 points. Submissions that do not conform to these type-size requirements will not be published. HFES recommends the 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 significant gaps between words in fully justified text, turn on hyphenation.

### Format

*Microsoft Word template.* This template is provided on the HFES website to facilitate formatting in accordance with these instructions. Type your text into the designated areas, and it will be automatically formatted correctly.

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

*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. Center the title.

*Author/institution.* Be sure to add authors' names and affiliations.

*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).

*Conflict of Interest.* Each article should contain a Declaration of Conflicting Interests and Funding section, as per the COPE Guidelines on Good Publication Practice (2003).

*Acknowledgments.* Thanks, credits, and other acknowledgments may be included in a separate section preceding the References section but are not required.

*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, refer to the APA Publication Manual (7th ed., 2019).

## 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

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

*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.

Tables and figures should be uploaded separately from the main document using the appropriate file type. Please add a placeholder note in the running text (i.e., “[insert Figure 1.]”). Figure titles and captions should not be included within images, as they may not scale appropriately.

Tables should be formatted using Microsoft Word or Excel, while figures created by authors should be submitted in their original file formats (e.g., Microsoft Excel, PowerPoint). Images should be in TIFF format with a minimum resolution of 300 DPI.

All Tables and Figures in the article should be appropriately cited in the text, i.e., in-text citations of all Tables and Figures are required in the main article text.

## Graphics

*Resolution.* Line drawings, graphs, photos, and other graphics must have a resolution of at least 300 dpi after resizing to fit the document.

*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, consider asking others to review it as well. HFES does not provide proofreading assistance.

## OTHER STYLE QUESTIONS

HFES submissions must conform to the stylistic and ethical guidelines in the Publication Manual of the American Psychological Association (7th edition, 2019). This helpful resource also features an excellent section on preparing artwork. To order, go to the APA Web site (<http://apastyle.apa.org/>) or call 800/374-2721 or 202/336-5510.