

## Extended Abstract General Template & Guidelines for HFES ASPIRE 2025 <- this is your title

### INTRODUCTION

This is the section in your extended abstract where you can describe the motivation, need, or objectives for your contribution.

### BACKGROUND

This is the section in your extended abstract where you include the context for your contribution or relevant prior research.

### APPROACH

This is the section in your extended abstract where you describe your methods or procedures, any experimental design, and/or any analytical/statistical method you employed.

### OUTCOME

This is the section in your extended abstract where you list and discuss your results and findings.

### CONCLUSION

This is the section in your extended abstract where you mention the applications or applicability of your contribution, provide lessons learned and/or takeaways for the HFES community, and/or suggest future work.

***DELETE EVERYTHING FROM HERE ON BEFORE SUBMITTING!***

### NOTES ON STYLE AND FORMATTING

#### About Headings

1. *Names of headings.* The five expected headings are included above. You may modify them to align with the specifics of your contribution (e.g., swap “approach” for “methods”).
2. *Styling.* Word Styles are preset for the various heading levels (1, 2, and 3) should you decide to use several levels of text hierarchy.

#### Submission Requirements

1. *Length.* Your extended abstract must not exceed two pages. This limit is strictly enforced (automatically by the submission system).
2. *Margins and line spacing.* All submissions must be formatted to fit U.S. 8.5 x 11-inch paper, with margins of ½ inch (1.27 cm) all around. Do not modify the margins in this template. Your submission must be single spaced.
3. *Type specifications.* The minimum acceptable type size for all text is 11 points. For tables and figures, the minimum acceptable size is 8 points. 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.
5. *Headers/footers and footnotes.* Do not include any header, footer, or footnote in your extended abstract.
6. *Author/institution.* Be sure to not include authors’ names and affiliations in the extended abstract. This information will be added later, when the paper is submitted for publication in the proceedings.

#### About References

1. *In-text citations.* Citations in the text should contain the author's surname and year of publication in parentheses (e.g., Johnson, 2015). For more information, consult the APA Publication Manual (7th edition, 2019).

2. *Reference list.* Your reference list can be optionally uploaded as a separate document and is limited to one page for the extended abstract. References should be listed alphabetically by the surname of the first author and follow APA specifications. For more information, consult the APA Publication Manual (7th edition, 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 (7<sup>th</sup> edition, 2019).

### **Tables and Figures**

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.

1. *Type size.* The minimum acceptable type size for tables is 8 points.
2. *Captions.* Number tables and figures consecutively in Arabic numerals (e.g., Table 1, Figure 3).

### **Graphics**

1. *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>.

2. *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. 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 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.