**Paper Preparation Guidelines for the 2025 HFES International Annual Meeting -this is your title**

**TYPING**

**Typing Instructions**

Please follow these guidelines for typing and page layout.

1. *Length*. Your extended abstract must not exceed two 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.

1. *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 Submissions that do not conform to these type-size requirements will not be published.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.

*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).

*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 (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.

**HOW TO SUBMIT YOUR PAPER**

Submit your paper in Stage 3: Pre-Publication Proceedings Review. Your paper will be reviewed and either approved, approved with edits, or rejected. Only approved and edited papers will be allowed to be submitted for publication.

**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.