

## The Ergonomics Society Annual Conference 2010

### AUTHORS' INSTRUCTIONS

Please read these instructions carefully as they will save you a lot of time in preparing your paper for publication. Additionally on the Society website you will find the following:

- **Template.** Use the template to automatically format your text. You may copy and paste your text into the template and save as a Word document.
- **Styleguide.** The styleguide is the complete instructions for how the paper should be formatted. If you are in any doubt using the template, please refer to the styleguide.
- **Sample paper.** The sample paper is in 'Lorem ipsum' text which illustrates how the text should be laid out throughout the 8 page paper. It shows graphs, images and tables. Please use this visual guide to ensure your paper arrives formatted correctly.

#### Using the template

If you wish to type directly into the template then you will find the pre-set margins and font types will remain constant. If however you wish to copy and paste your text into the template, unless you use **PASTE SPECIAL** your text will not retain the font as dictated by the template, it will copy over the style from your original document. The template contains the pre-determined Styles and can be seen by going to View and changing to 'Normal'. Please do not send in a template, but save as a Word document.

When writing your paper, you will find it extremely useful to open up the Styles menu in your Word document. Step by step as follows:-

1. Open up a Word document.
2. Go to View, select 'Normal'.
3. Go to Tools, Options, View tab, the last but one field 'style area width', select a width of 2.62cm.
4. The style bar will then appear on the left hand side of the screen.
5. This enables you to identify the headings or sub headings; the abstract and the main text of the paper. This will help when it comes to pasting the text into the template.
6. Keep your document open and open up the *template* and save as a Word .document.
7. Go to View, select Normal, this will bring up the style guide bar which has been set into the template.
8. Start by copying the text for the title only, place your cursor on the first letter of the template title, go to Edit, Paste Special, **unformatted text**. Your paper title will then appear in the correct place in the correct font and the correct size. If your title is more than 2 lines, you will need to edit your title.
9. Repeat this process for the individual sections such as author, address, abstract and headings. Do not try to copy the whole paper in one operation. The main body text can be copied over in one block but only up to the next heading, as the headings are treated differently. Copy the headings separately to retain the style.
10. Copying graphs and tables should also be done separately using paste special HTML or formatted text.
11. Print off the sample paper to check that yours looks something like that. If it doesn't check your margins and lines between paragraphs.

## **Sample paper**

You will find it extremely useful to print off the *Sample Paper*. This will demonstrate the margins and layout of your final paper. If your paper does not look like the sample then refer to the styleguide or measure the sample paper to check your margins. The font and size are written in the text for each instruction regarding headings or titles to help you. All instructions are written in blue. You will also see how to insert images and tables.

## **Styleguide**

The styleguide is a full and complete document which details every aspect of the layout of the final paper. If you are in any doubt whatsoever about the template or sample paper, please refer to the styleguide. Both template and sample paper have been laid out according to the styleguide.

## **Publication**

The proceedings of the conference will be published in black & white paperback form. Copyright is transferred to Taylor & Francis by the completion of the Copyright Transfer form.

## **Submission**

Go to the Society's website, [www.ergonomics.org.uk](http://www.ergonomics.org.uk) > Events > Annual Conference 2010, where the registration and submission link can be found.

As part of the registration process (Step 3) you will be asked you if you have a paper you wish to upload. At this point enter your abstract W0 number and upload your paper. Continue with the registration to attend the conference.

If you have any queries about any of the above, please contact Sue Hull, Conference Manager, who will be able to help you.  
Email [s.hull@ergonomics.org.uk](mailto:s.hull@ergonomics.org.uk).