

STYLE GUIDE FOR AUTHORS
TIMES NEW ROMAN 14 POINT 3 LINES
ERGONOMICS SOCIETY ANNUAL CONFERENCE 2010

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This document outlines how you should submit your paper which will be published in 'Contemporary Ergonomics 2010'. Please follow these guidelines carefully to conform with the high standards we wish to promote. The font is Times New Roman throughout. The title is 14 point and can be 3 lines. The authors' names 11 point should be in bold and their affiliation in italics, as shown above. Authors with different affiliations should be given superscript numbers e.g. ¹, ² 8 point. to distinguish them. Authors' names and affiliations should be centred on the page. Leave two blank lines after the title and after the authors' names. Using this format as an example, begin the abstract 4.4 inches (112mm) from the top of the page. For the abstract, reduce the left and right margins by 0.4 inches (10mm) (see below) and do not exceed 12 lines in depth. Leave two blank lines between the abstract and the first main heading.

Introduction

The book of proceedings will be produced directly from the submitted papers. The quality of the book is totally dependent on the quality of the material you submit; if the quality of your paper is poor it may not be included in the proceedings. If you have any problems in producing a high quality paper, please contact the Annual Conference Programme Secretary at the Society Office as soon as possible so that appropriate arrangements can be made. Your paper must not exceed **eight** pages. Your final paper should be submitted on line when you have registered to attend the conference. Note that the paper will be published in **black and white**.

Text layout

Use this document format as a guide and follow these instructions. This text was produced using Microsoft Word and arranged according to the instructions given herein. Please note that the text will be photographically reduced during production to fit the final book size.

Margins

Page margins should be set as shown in Table 1. These describe distance from the edge of the page for an A4 sheet (8.25 x 11.75 inches i.e. 210 x 297mm). If A4 paper is not available, please use the closest equivalent, and set your margins so that the width of the main body text is 5.5 inches (140mm) and the depth is 8.75 inches (222mm); the width of the abstract text should be 4.7 inches (120mm). Please fill the page to the **full** depth. Dimensions are given for the formatting within Word and **not** for the printed page which can differ when printed.

Table 1. Page margins for A4 paper

	Margin	Distance from edge of page	
		inches	mm
Main text	top	1.3	33
	left and right	1.4	35
	bottom	1.7	43
Abstract	left and right	1.8	46

Font

Times New Roman is used throughout. Font sizes for headings are described below (Table 2). For the main text Times New Roman 11 point size should be used. Please remember that your paper will be reduced in the printing process and text smaller than 11 points may be unreadable and is therefore not acceptable. Super and subscripts of 8 points may be used where appropriate.

Format

- No indenting on paragraphs
- Use single line spacing throughout the document.
- Text must be full justified (i.e. have straight left and right hand margins).
- Avoid underlining text. Bold or italics should be used to emphasis words if appropriate.
- S.I. units should be used where possible.
- The first use of an abbreviation should be accompanied by the full spelling of the word(s), but commonly accepted abbreviations need not be spelt out.
- The first line of a page should **not** be the last line of a paragraph.
- If you produce your manuscript using Word please remove all hypertext links in web addresses and email addresses, so that they are not reproduced in faint colour with underlining.

Headings

Title

The title must be in Times New Roman 14 point bold capitals. It must not exceed 3 lines.

Main headings

Two blank lines must be left before, and one blank line after, a main heading. The main headings must be Times New Roman 12 point bold and should **not** be capitalised. Please try to restrict yourself to a maximum of 5 main headings.

Secondary headings

A blank line must be left before a secondary heading, but not after. Times New Roman font 12 point italics must be used. Please avoid using third level headings, and do not leave headings 'stranded' at the bottom of a page. Titles and headings should not be finished with a full stop.

Table 2. Font sizes

Text element	Size (point)	Font
Paper Title	14	Times New Roman (Bold)
Main Heading	12	Times New Roman (Bold)
Secondary Heading	12	Times New Roman (Italic)
Main Text	11	Times New Roman

Tables and illustrations

Tables

All tables must have a caption centred above them; leave one blank line before the caption. Captions should be in **bold** (11 points) and should not be finished with a full stop. Text in the tables should be 11 point and should be left justified. Tables should be centred to the main body of the text. An example of the preferred style is shown in Tables 1 and 2. For some complex tables other styles may be appropriate; this is left to the author's discretion. However, vertical lines should *only* be used when necessary for clarity.

Line illustrations

Each illustration must have a number (e.g. Figure 1) and a caption centred below it; captions should be 11 point **bold**. Leave two blank lines before the illustration and one blank line between the caption and the following text. Any text in the illustration must be at least 3mm high so that it is readable once the paper has been reduced for publication.

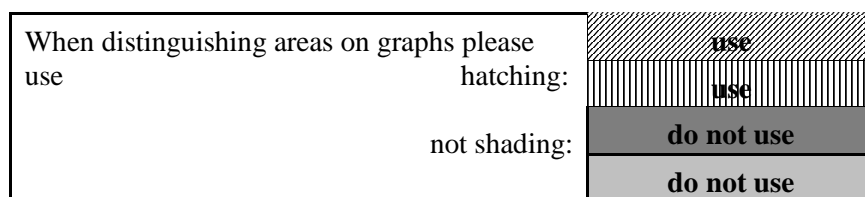


Figure 1. An example of a figure

Excel and Powerpoint

Graphs produced in Excel or Powerpoint images must be produced with black lines on a white background (not colour lines, or greyscale background). In other respects these should be treated as line illustrations.

Halftones, greyscale images and screendumps

As this is printed in black and white, any images should be greyscale. Any colour images or colours in graphs and tables will not print well. All screendumps should be scanned into the page to a high resolution and additionally embedded into a Word file

Please use line drawings where possible, as a good line drawing usually conveys information more effectively than a poorly reproduced photograph.

If hatching is used please use light rather than dark hatching. If shading *has* to be used please use shading of 20% or 25% (and not more than 25%); but bear in mind that hatching reproduces more effectively than shading. In other respects these should be treated as line illustrations.

Printing

Your paper will be submitted electronically and a printed copy from the author is not required.

Please make sure your reference number W00... number is quoted on the submission.

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References

References quoted in the text should give the author's/authors' name and date of publication, e.g. Grandjean (1988). Where references are quoted within brackets, the date should be separated by a comma (e.g. Grandjean, 1988). Where a paper has only one or two authors, the names of all authors should be referenced in the text (e.g. Megaw and Smith, 2001). Where a paper is written by more than two authors, the first name should be used, followed by *et al* in italics (e.g. Salvendy *et al*, 2000).

For the full reference, all authors' names should be given. Please use initials for first names. The full source title should be used; journal and book titles should be italicised. Volume numbers for journals should be in bold. Page numbers, where appropriate, should appear at the end of the reference. References should appear in alphabetical order, and where more than one paper by an author is referenced, these should be in ascending year of publication. Two or more publications by the same author(s) in one year should be distinguished by (a), (b) etc.

Do not leave a blank line between references. References should be full justified. Please indent the references as shown. Examples of the main types of references are given below.

Sample reference list

- Kroemer K.H.E. and Grandjean, E. 1997, *Fitting the Task to the Human: An Ergonomic Approach*, Fifth Edition, (Taylor and Francis, London)
- Hanson, M.A., Graveling, R.A. and Donnan, P.T. 1997, Investigation into the factors associated with symptoms of ULDs in keyboard users. In S.A. Robertson (ed.) *Contemporary Ergonomics 1997*, (Taylor and Francis, London), 425–430
- Megaw, E.D. 1979, Factors affecting visual inspection accuracy, *Applied Ergonomics*, **10**, 27–32
- Grimes, E.T. and Smith T. 2003, Advice for spectacle use with prolonged VDU viewing. In K. Jones (ed.) *Anger in the Workplace*, (Taylor and Francis, London), 352–357