

## Guidelines for contributors



to the Proceedings of the Human Factors and Ergonomics Society Europe Chapter meeting

### General

- Authors of **oral presentations** may submit a manuscript for the proceedings.
- Only a few of the **poster** authors are invited to submit a manuscript, a selection will be made on quality
- All manuscripts will be **reviewed** by one of the editors and by an external reviewer. This may lead to a request to revise your manuscript. If the manuscript does not meet scientific standards it may be refused.

### Preparation of manuscript

- The corresponding **author** should be clear, as well as mailing address, telephone, and email address.
- The total manuscript **length** of papers –*if printed single spaced* (11 point Times Roman) on A4 standard page size (including graphs and references)– should not exceed 10 pages. Please note that manuscripts are to be prepared double spaced. The equivalent of this is a total of 4000 **words** or less.
- If **figures** are to be included then these should be in black-and-white and legible when printed at 600 DPI. Figures and tables should also remain legible if their size is reduced to 11.8 cm, which is the maximum figure and table width. Maximum allowed final height is 18 cm. Do not send figures inserted in a Word document, but send these separately in a standard graphical format (.tiff preferred). **Also include copies in the format of the programme the figures were created in.** Keep legibility in mind, i.e., high contrast, keep the background area white (not grey), in bar graphs use different patterns instead of colour for different conditions. The figures approximate insertion position in the text should be indicated. If colour images or other media (e.g. sound files) are a useful addition we can put these on <http://extras.hfes-europe.org> and include a reference in the paper
- Add **tables** in **text** format, not in graphical format
- Figure and table **captions** should be listed in a separate document.
- Never use the “**cross-reference**” option of Word to refer to or number tables/figures.
- Maximum two levels of **sub headers** are allowed.

### Style

- Manuscripts should be written in conservative **British English**, confirming to accepted standards of UK English style, grammar and usage.
- Papers should be **proof read** by a **native** English speaker before submission
- All manuscripts should include a short **abstract** (max. 200 words) in which the paper’s content is briefly described.
- *Two* levels of **headlining** are allowed: sections and subsections. Do not number sections, nor use capital letters only.
- Try to avoid the use of abbreviations
- Do not overuse ‘bullets’.
- Use S.I. (Système Internationale) measures (e.g., metres, not feet), or add the S.I. measure in

parentheses.

- Do **not** use phrases like “we found that...”, “.. in our experiment...”, if required use passive mode (it was found that..., ... in the present study., etc).
- Use the proper **tense**. In general: *past tense* for abstract, material and methods, and results, *present tense* for introduction and discussion
- One sentence is not enough to make a paragraph...

## References

References in the text should be mentioned by the name of the author followed by the year of publication in parentheses, e.g., Brookhuis and De Waard (1989), or alternatively, the name of the author and the year of publication separated by a comma in parentheses, e.g., (Brookhuis & De Waard, 1989). Please note also the use of ‘and’ and ‘&’, ‘and’ in the text, ‘&’ in brackets. If references mention the names of two authors text citations include both names, three or more authors are referred to in the text as the first author followed by “*et al.*”.

References are to be listed alphabetically by author at the end of the manuscript. Works of the same authors are ordered according to year of publication. Work including co-authors follows single author publications. In case of multiple publications in a year a letter is added after the year. All co-authors should be included in the reference list. References consist of:

### *references to titles in journals:*

- Surname of the author, followed by his or her initials (do not separate initials by spaces: e.g., Brookhuis, K.A., not Brookhuis, K. A.)
- Surname of **all** co-authors, each name followed by a comma and the initials
- In brackets the year of publication followed by a full stop.
- The title of the publication
- The title of the journal in italics
- The number of the volume in italics
- **Only** include issue number in brackets if page numbers do not continue over issues in a Volume
- first and last page of the paper separated by a hyphen

### *references to chapters in books/conference proceedings:*

- Surname of the author, followed by his or her initials
- Surname of the co-authors, each name followed by the initials
- In brackets the year of publication of the book
- The title of the chapter
- The text “In “ followed by the initials and surnames of the editor(s) (in that order, so first first name, then surname, editors are separated by “and”, not by “&”
- The title of the book in italics
- In brackets “pp. firstpage-lastpage”
- The location of the publisher (also for conference proceedings, so **not** the location of the conference)
- Name of the publisher (also for conference proceedings)

### *references to technical reports:*

- Surname of the author, followed by his or her initials
- Surname of the co-authors, each name followed by the initials
- In brackets the year of publication
- The title of the publication in italics
- The text “(Report reportnumber)”
- The location of the publisher/research institute
- Name of the publisher/research institute

### *Some examples:*

Mulder, L.J.M. (1992). Measurement and analysis methods of heart rate and respiration for use in

- applied environments. *Biological Psychology*, 34, 205-236.
- Brookhuis, K.A., De Vries, G., & De Waard, D. (1993). Acute and subchronic effects of the H<sub>1</sub>-histamine receptor antagonist ebastine in 10, 20 and 30 mg dose, and triprolidine 10 mg on car driving performance. *British Journal of Clinical Pharmacology*, 36, 67-70.
- Steyvers, F.J.J.M. (1993). The measurement of road environment appreciation with a multi-scale construct list. In A.G. Gale, I.D. Brown, C.M. Haslegrave, H.W. Kruysse, and S.P. Taylor (Eds.), *Vision in Vehicles-IV* (pp. 203-212). Amsterdam: North-Holland.
- Dols, J., Pardo, J., Verwey, W., & De Waard, D. (2001). TRAINER project: development of an improved learning method for training novice drivers with simulators. In *ATTCE 2001 proceedings, Volume 1: safety* (pp. 141 – 151). Warrendale, USA: SAE Society of Automotive Engineers.
- Godthelp, J. (1984). *Studies on human vehicle control*. PhD thesis, University of Delft. Soesterberg, The Netherlands: Institute for Perception TNO.
- Fairclough, S.H. (1991a). *Adapting the TLX to measure driver mental workload* (Report V1017/BERTIE/No. 71). Loughborough, Leics, UK: HUSAT Research Institute.

Please check whether all references in the text are in the reference section and vice versa.

### **Submission of manuscripts**

One hard copy of the manuscripts should be submitted. In addition an electronic version of the manuscript should be sent by email, or submitted on CD. Allowed word-processing formats are MS-Word and OpenOffice. Please indicate on the disk which system and wordprocessor was used (e.g. Windows - Word 2007). If figures are to be included, please provide these separately in software (see above). All figures should be submitted in the format of the programme they were created in and in high resolution in a standard graphical format (tiff is preferred). Do make sure that the hard copy and the disk copy match exactly.

#### **For more information contact:**

Dr. Dick de Waard,  
University of Groningen,  
Department of Psychology  
Grote Kruisstraat 2/1  
NL-9712 TS GRONINGEN  
The Netherlands  
d.de.waard@hfes-europe.org  
tel +31 50 363 67 61