

HIC2009 Publication Structure Guidelines

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[Revised December 2008]

These guidelines apply to submissions for HIC2009. Submissions must be the original work of the submitting author(s), must not have been previously published and must not be under consideration by another publication or conference. Submissions that fail to meet these criteria will be withdrawn from the conference. Intending authors are asked prepare and to submit a full version of their paper (four-six pages, 2,000-3,000 words) for consideration by the HIC2009 Scientific Program Committee (SPC). When submitting the paper authors will be asked to state if they require (1) scientific E1 standard or, (2) non-scientific standard, however all submissions will be subject to peer review.

HIC2009 publication standard: All submissions paper types will be reviewed / refereed by two independent members of the Scientific Program Committee or invited referees. Authors will be notified of the acceptance or otherwise of their paper along with the referee's comments. Once the process is complete authors may receive requests for revision of their paper to ensure it is structured according to HIC2009 publication standards. Following the review process a separate document will request author(s) paper keywords (3) (MeSH) and copyright assignment to HISA for publication.

Full Paper: The full paper will be four to six pages in length, include title, author(s) details and references. A full paper will commence with the abstract (450-500 words) and may contain a limited number of electronically inserted 'pictures', tables or illustrations and references essential to summarising the paper's purpose, content and conclusions. See page three for general hints when preparing a paper. Full papers must adopt the following format:

- **Abstract:** As far as possible adopt the structured abstract approach where the full paper abstract is a condensed version of the paper, using the section headings noted below. An abstract briefly summarises the contents of the full paper, and is structured in the following manner:
 - Topic area and paper objectives or hypothesis
 - Background and concise literature review
 - Methods (eg study design, data sources, and interventions)
 - Results and discussion of implications with references and conclusions
- Some forms of paper such as opinion pieces or case studies may not neatly fit all of these headings, and authors may vary the structure. However, it is strongly advised that authors do conform to the guidelines, as reviewers may mark them down for failing to follow them. The paper should be 4-6 pages in length.
- **Page format:** A4 paper size with 2 cm margins top, bottom and both sides, and header and footer dimensions of 1 cm. No logos, Endnotes insertions or other header or footer information will be accepted.
- **Title:** Maximum two lines single-spaced, Times/Times Roman 16point bold, left justified, followed by a single 12point blank line.
- **Author(s) and institutional affiliation:** On separate lines in Times/Times Roman 12point, left justified, single-spaced, followed by one 12point blank lines. Name(s) one line and Institution(s) second line. Should an author(s) or institution(s) names differ please superscript 1, 2 etc correlating the author name with the institution.
- **Full paper abstract heading:** The single word 'Abstract' in Times/Times Roman 12point bold, left justified, preceded and followed by a single 12point blank line.

HIC2008 Publication Guidelines and General Information:

Submitting Author

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- **Full paper abstract contents:** As far as possible adopt the structured abstract approach using the section headings of the abstract (see above).
- **Headings:** Times/Times Roman 12point bold, left justified, preceded by a single 12point blank line, followed by a colon and the text to which it relates. Headings should never be separated at the bottom of a page from the text they precede (no 'widows').
- **Text:** Times/Times Roman 12point, left justified, single-spaced, with a single 12point blank line between each paragraph. Paragraphs should not be indented. 'Orphans' (single lines of text at the top of a page) and 'widows' (single lines of text or headings at the bottom of a page) are not acceptable.
- **Long quotations:** As with text paragraphs, except when lengthy use 11point and indent 1 cm left and right and single 11 point blank line between quotation paragraphs. Quotation should be preceded and followed by single 12point blank lines except when embedded within a paragraph.
- **Bullet points:** As with text plus except bullets indented .5 cm from left only and text indented ('hanging' indent) an additional .5 cm, followed by a single 12point blank line.
- **Numbering:** Paragraph and section numbering should NOT be required in an abstract and should be minimised in the paper itself.
- **Tables and illustrations:** Tables and illustrations may be required to clarify meaning or reduce wordiness. Either should be introduced in the text prior to their use and numbered consecutively. Table text, Times/Times Roman 11point. Titles following Times/Times Roman 12point, left justified, with table number only in bold, separated by single 12point blank lines before and after.
- **Footnotes/Endnotes:** *Footnotes and endnotes are NOT to be used for a HIC2009 submission. Papers will be returned for author changes.*
- **References, acknowledgments, contact details:** Times/Times Roman 10point, left justified, single-spaced. The first line of individual paragraphs indented 1 cm from the left with no blank lines following, each section followed by a single 12-point blank line. Book or journal titles in italics, article titles in single quotes, nothing in bold. Headings for these items should be Times/Times Roman 10point, left justified, preceded by two 10point blank lines and followed by a single 10point blank line.
- **Reference notation:** Reference notation should be consistent, preferably using the author/date format.

Spelling/Grammar: Australian usage only *Macquarie Dictionary* and *AGPS Style Manual for Authors, Editors and Printers* preferred.

Submitting: Papers must be submitted to HIC2009 as appropriate in a Word .doc or .rtf file only with a filename of HIC2009_authorsurname.doc or HIC2009_authorsurname.rtf where surname are the characters of the first author's last name.