Academic/Scientific Paper Submission and Acceptance Guidelines

These guidelines apply to academic/scientific paper submissions for HIC 2014. 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 Submissions that fail to meet these criteria will be withdrawn from the conference.

IOS Press
For all accepted presentations, the abstract will appear in the HIC 2014 Proceedings and the paper will be published in the prestigious IOS Press series. For the past 3 years we have published academic papers with IOS Press as part of their ‘Studies in health technology and informatics’ series. For HIC 2014 we will continue with this series but will be making the papers Open Access rather than printed. This will allow access for all HISA members to the high level of academic presentations from HIC 2014.

The following steps are required for the submission process

1. **Abstract Submission**: Submit a full version of your paper

   **Guidelines:**
   - **Do not** list authors or affiliations
   - 2000 - 3000 words and must only be 6 pages; includes tables/figures and references
   - Format to Journal publication standard; please use the **template** provided to ensure correct formatting ‘HIC 2014 Academic Scientific Paper_IOSPressBook.dot’. Please refer to “Manuscript Instructions for Authors” for the further formatting and layout instructions
   - Double check spelling and grammar. Please replace American spelling with British English spelling
   - Paper title to be in sentence case, using capitals where appropriate eg “My paper title: An exploration of sentence structure”
   - If your paper exceeds the word/page limit or is not formatted to the Journal publication standards it will be not be accepted for review and will be returned to you to be re-formatted

   **Submitting:**
   - File format of Word .doc
   - Filename of HIC2014_authorsurname.doc (if submitting more than one paper use numbers to identify multiple papers eg HIC2014_authorsurname2.doc)
   - All papers are submitted online via the [Academic/Scientific Speaker Portal](#)
   - Select which category your presentation comes under academic/scientific or student academic/scientific (ID is required), this is required for judging the [Branko Cesnik award](#).
   - Select a topic that best relates to the paper (please see the ‘Call for papers’ for a list of topics)
   - Please take care to tick the author who will be presenting at HIC 2014 and ensure all affiliations are correctly annotated to each author
   - Upload a bio (50 word or less) for inclusion in the conference handbook
   - Upload the paper online
   - Upload a photo (head and shoulder shot) high res jpeg image for inclusion in the conference handbook. Photo must be over 500 kb

2. **Abstract Review**: All submissions will be blind reviewed by three independent members of the Academic/Scientific Program Committee or invited referees.
3. **Notification:** You will be notified if your paper is accepted or declined. Authors will be notified of acceptance along with the reviewer’s comments.

If your paper is accepted:

4. **Resubmission:** Author to resubmit paper (via email)
   - Revise paper according to the reviewer feedback. **If the committee is not satisfied with your revisions your paper will not be accepted for the scientific program**
   - Add author names and affiliations
   - 2000 - 3000 words and must only be 6 pages; includes tables/figures, authors, affiliations and references
   - Format to the journal publication standard; please use the **template** provided to ensure correct formatting 'HIC 2014 Academic Scientific Paper_IOSPressBook.dot'. Please refer to “Manuscript Instructions for Authors” for the further formatting and layout instructions
   - Double check spelling and grammar. Please replace American spelling with British English spelling
   - Ensure paper title is in sentence case, using capitals where appropriate eg "My paper title: An exploration of sentence structure"
   - Advise HISA if you are not the presenting author

Please note if you are accepted for a presentation your name, job title, organisation name, email address, photo and biography will be included in the conference proceedings book.

5. **Reviewer Comments:** Author to create a separate document listing the changes (or rebuttals) made in response to each point raised in the reviews. Please paste each reviewers comment above each of your responses.

6. **Registration:** Presenting author to register for the conference at the reduced presenter rate before Wednesday 21 May 2014.

7. **Approval:** Resubmission is approved by the committee. If the committee are not satisfied with your revisions your paper will not be accepted for the academic/scientific program

8. **IOS:** Paper is sent to the journal for publication

Successful presenters have been allocated 15 minutes including questions time for their presentation.

**IOS Press Paper Formatting**

**Paper:** Please refer to 'HIC2014 Academic Scientific Paper Manuscript Instructions for Authors.pdf' for instructions and tools for authors on how to prepare and submit a camera-ready manuscript in MS Word.

**Abstract:** Your submission must include an abstract. As far as possible adopt the structured abstract approach where the 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:

- Introduction to 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 / conclusions
- References
Keywords: MeSH http://www.nlm.nih.gov/mesh/

Some forms of papers 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.

Illustrations: Consider the quality of your illustrations. Do not use illustrations taken from the Internet. The resolution of images intended for viewing on a screen is not sufficient for printing. If you are incorporating screen captures, keep in mind that the text may not be legible after reproduction (using a screen capture tool, instead of the Print Screen option of PC’s, might help to improve the quality).

Reference notation: Reference notation should be numbered. It should be consistent.

Spelling/Grammar: Australian usage only Macquarie Dictionary and AGPS Style Manual for Authors, Editors and Printers preferred. Do not use American spelling (e.g., organisation should be used, not organization).