

Proposal Details

Proposal Page Limit - Proposals must be no more than five (5) pages long (except for Workshops; see below). Be sure to format your proposal according to the [page layout template](#).

Proposal Templates and Forms - Please use the following templates and forms when preparing your submission:

1. [Page layout template](#): Follow the instructions in this PDF document to correctly format your proposal.
2. [Microsoft Word template](#): Insert your text into this blank document, which has the correct margins for 8.5 x 11-inch paper.
3. **Descriptions of presentation types** (e.g., lecture, panel, poster) you can select for presenting your work at the meeting.

Proposal Elements - Annual Meeting proposals consist of the following three elements in a formatted document of five (5) or fewer pages. References should be styled according to the latest edition of the [APA Publication Manual](#) (6th ed.).

- *150-Word abstract*. Your abstract will be available for viewing in the online program and elsewhere.
- *Summary*. The summary must include sufficient detail about the work to permit a meaningful review. Clearly indicate (a) the purpose of your work or proposal, (b) what you did (experiment, literature analysis, or information synthesis), and (c) results or key findings. Generally speaking, a summary of around 2,000 words is usually sufficient to ensure thorough review of the proposal, but a longer summary is acceptable as long as the overall proposal does not exceed 5 formatted pages.
- *References*. Add key references and citations where necessary.
- *Tables and figures*. You may submit tables, illustrations, and/or figures if they substantially clarify the method or results.

Research Papers - Summaries of research papers should contain the following, as appropriate:

- *Introduction*: General statement to orient the reader to the specific problem, research strategy, and relevant literature.
- *Method*: How the study was conducted, including participants, apparatus, and procedure. State exactly what independent and dependent variables are included in your research.
- *Results*: Summarize the data collected and the statistical treatments and effects.
- *Discussion*: Describe your inferences from the results and their implications.
- *References, tables, figures*: Provide full references for all citations used in the proposal.

Practice-Oriented and Practitioner Day Papers - Papers that focus on the practice of human factors/ergonomics in education, industry, government, and other environments are encouraged. Examples might include:

- Critical analyses of problem or technology-application areas.
- Summaries of advances in human factors/ergonomics processes, procedures, and tools and methods of using them.
- Field studies and case reports.
- Organizational issues and challenges in the practice of human factors.
- Critiques of existing research and its translation into practice.
- "Lessons learned" discussions of human factors/ergonomics successes or failures.

Practice-oriented papers should emphasize information that could be used readily by practitioners (e.g., new approaches, methods, strategies, or techniques), not merely report on a project one has completed.

The practice-oriented paper requirements are slightly different from those for research proposals:

- *Introduction:* General statement to orient the reader to the area of your study.
- *Practice innovation:* Exactly what your paper will demonstrate or explain. Sources of information: How and where you have gathered relevant information, or a detailed description of your idea, product, system, or concept.
- *Findings or Practice Application:* A summary of the information you have gathered or the way you have implemented your practice innovation.
- *Discussion:* Practical applications and implications. Discuss applicability and limitations of the practice innovation.
- *Practitioner Take-aways:* A bulleted-list of practical advice and take-aways for human factors practice.
- *References, tables, figures:* Provide full references for all citations.

Theoretical Papers - HFES encourages submissions that make important theoretical contributions to HF/E, both those that advance a particular theoretical perspective and those that report on systematic evaluations of alternative theories in a given domain. Simple literature reviews and surveys that do not make additional theoretical contributions are not considered appropriate for submissions to the Annual Meeting. (Note: adapted from [APA guidelines for Psychological Review.](#))

Format theoretical papers according to the following sections/headings:

- *Introduction/thesis:* Introduce topic area, background information, and goal of paper. Describe theoretical proposition(s) and/or argument(s) of the paper.
- *Review:* Sources of information: Describe literature and other resources used to support thesis.
- *New contribution:* A summary of the theoretical contribution made by your thesis.
- *Discussion:* Conclusions and practical applications of theoretical contribution to the field of human factors/ergonomics.
- *References, tables, figures:* Provide full references for all citations used in the proposal.

Presentation Types - Select the presentation type that best matches the nature of the material

you are submitting as well as the objective(s) of your presentation.

Click any link in the table below for additional submission requirements for each presentation type.

Presentation Type	Presentation Length	Blind Review?
Alternative Format	Varies depending on need; can be a full session if warranted	Yes
Demonstration	Brief oral presentation (5–10 minutes) followed by a brief live demonstration	Yes
Discussion Panel	Up to six (6) presenters' comments, limited to 5–10 minutes each, allowing for substantial amount of time for audience interaction	No
Invited Symposium	A group of 4–5 related presentations, each 12–15 minutes in length; often includes an overview by the organizer	Yes
Lecture	A single presentation of 12–15 minutes	Yes
Poster	Presenter must be on hand for the full 90–minute session	Yes
Workshop	Three (3) hours (morning or afternoon) or 6 hours (full day)	No

Technical Areas - HFES has 25 Technical Groups (TGs) that are concerned with the HF/E aspects of specific application areas. Read the [Technical Group Descriptions](#) and submit your proposal to the group that most closely fits your topic. NOTE: There is a new pending Technical Group on Cybersecurity, to which you may submit as appropriate to your research.

If your topic doesn't fit any particular group or addresses multiple TG topics, submit the proposal to General Sessions. Also, if you are the current TG Program Chair for the TG of your choice, you must submit your own work to General Sessions.

Blind Review - Most submissions will undergo double-blind review (the authors and reviewers are not known to one another). Exceptions include discussion panels and workshops, for which the names and experiences of the participants are crucial to evaluating the submission. Reviewers' identities are not revealed to the authors.

Omit author names from your proposal to facilitate blind review, except for Discussion Panels and Workshops.

