

## Academic/Scientific paper submission and acceptance guidelines



These guidelines apply to academic/scientific paper submissions for HIC 2020. Submissions that fail to meet these criteria will be withdrawn from the conference.

### IOS Press

For all accepted presentations (excludes posters), the abstract of your paper will appear in the HIC 2020 conference app and the paper will be published in the prestigious IOS Press series. The paper will be published with IOS Press as part of their 'Studies in health technology and informatics' series and it will be Open

Access rather than printed. This will allow access for all AIDH members to the high level of academic presentations from HIC 2020.

### The following steps are required for the submission process

#### 1. Paper Submission: Submit a full version of your paper

##### Paper Guidelines:

- 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
- 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-Scientific-Template'. Please refer to 'HIC-Scientific-Manuscript-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 e.g. "My paper title: An exploration of sentence structure"
- Do not include organisation name or project titles as this will lead to the submission not being a blind review
- Paper must be submitted as a PDF document
- 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



### IOS Press Paper Formatting

- If your paper has been accepted you will be prompted to resubmit your paper in the compliant IOS Press Formatting for the published Open Access journal. Please read the following important information regarding this process:
  - **Paper:** If your paper is accepted, we will then provide you with the 'HIC 2020 Academic Scientific Paper Manuscript Instructions for Authors.pdf' for instructions and tools 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).

#### Submitting:

- **Submission portal:** All papers are submitted online via the submission portal which can be found on the [Academic page](#) on the HIC website.
- **New account:** If it is your first time using the portal you will need to set up a new account. The portal will guide you on setting up a new account.
- **Contact information:** When you login to the portal for the first time you will need to create your contact in the second tab and input your contact information.
- You can then submit your paper via the call for submissions tab.
- **Title:** Include your paper title according to the above guidelines
- **Presentation type:** Select which category your presentation comes under: academic/scientific or student academic/scientific (student ID is required). Presentation type is important for AIDH when forming the program. This is also required for judging the [Branko Cesnik award](#).
- **Streams:** Please choose the stream that is most relevant to your paper
- **Authors and affiliations:**
  - **Step 1** - add each affiliation that the authors of the paper belong to.
  - **Step 2** - add each of the authors details remembering to include their corresponding affiliations.
  - **Note:** It is important to indicate which author is the presenting author.
- **Biography:** Add a 50-word bio of the presenting author
- **Paper Upload:** Upload your paper, ensuring your paper is formatted according to the guidelines above.
- **Keywords:** select 4-5 keywords
- **AV requirements:** The HIC session rooms will be equipped with standard conference AV set up which includes: Projector, screen, laptop (Windows7, Office16), sound system, lectern, lectern microphone, and a remote slide advancer.

**2. Paper review:** All submissions will be blind reviewed by three independent reviewers.

The papers will be scored by the below criteria:

- Relevance or significance of the topic
- Method/Research/Descriptive
- Presentation of information
- Originality
- Discussion or interpretation
- Clarity of writing

**3. Notification:** You will be notified via email if your paper is accepted for a presentation, a poster or not accepted during the week of **21 September 2020**. Authors will be notified of acceptance along with the reviewer's comments.

If your paper is accepted as a presentation, the next step is to resubmit:

**4. Resubmission:** Author to resubmit paper

- We now need your paper with authors added and in word document format for IOS Press publishing. If accepted, your acceptance email will explain how to resubmit clearly, however, in summary the resubmission needs to include:
  - Content revised taking into account the reviewer feedback. **If the committee are not satisfied with your revisions your paper will not be accepted for the program**
- Prepare a second document that responds to each of the reviewer comments listing the changes made, or rebuttals.

**5. Registration:** Presenting author to register for the conference at the reduced presenter rate before **Friday 9 October 2020**.

**6. 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.

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

Successful presenters have been allocated 15 minutes for their presentation.

For those who are selected for a poster – the posters will be displayed for the duration of the conference, however we ask you to stand near your poster during the lunch poster session to answer any questions delegates might have.

## Academic/Scientific submissions terms and conditions

By submitting a paper, you agree to the following terms and conditions:

- 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.
- All submissions must meet the format requirements specified by the Conference Organisers.
- The Conference Organisers reserves the right to refuse material that does not meet requirements or is deemed inappropriate in either content or size.
- Required documents must be submitted online. Papers, bio notes and papers will not be accepted in hard copy format or by fax.
- Submission acceptances will be advised during the week of **21 September 2020** and final submissions are due **Friday 9 October May 2020**.
- Details of the required format for final submissions will be sent to presenters with notification of submission acceptance.
- Accepted authors must pay and register for the Conference by **Friday 9 October 2020**. Failure to register will result in the submission being withdrawn.
- The Conference Organisers reserve the right to publish all submitted papers via conference proceedings/conference app or other channels.
- For all accepted academic/scientific submissions (excluding posters), the abstract will appear in the HIC 2020 app and the paper will be published in the prestigious IOS Press series.
- You give AIDH permission to publish a PDF of your slides on the AIDH/HIC website. If you require modifications to your slides i.e. don't want particular slides published, it is your responsibility to email AIDH and advise of the changes you would like to make.
- The speaker grants permission to AIDH for a live stream to be made available to media
- The speaker grants permission to AIDH to include the presentation (slides and recording) in their content on demand program for our virtual HIC delegates. By granting permission, you understand you will receive no financial or other compensation for doing so, the video will become the property of AIDH in perpetuity to use only in the manner described above, the logo of the company sponsoring the event may be included at the start of the final edited version of the video, and that the AIDH logo will be watermarked over the length of the video. If you are accepted for a presentation or poster your name, job title, organisation name, photo and biography will be included in the conference app.
- Submission of a paper will be regarded as acceptance of these conditions.
- **Registration:** Accepted submissions must confirm their acceptance by purchasing a speaker registration to attend the conference. Speakers receive the cheapest registration available for HIC.