Academic/scientific paper submission and acceptance guidelines

These guidelines apply to academic/scientific paper submissions for HIC 2019. 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 Submissions that fail to meet these criteria will be withdrawn from the conference.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 (excludes posters), the abstract of your paper will appear in the HIC 2019 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 HISA members to the high level of academic presentations from HIC 2019.

The following steps are required for the submission process

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

Paper Guidelines:
- <u>Do not</u> list authors or affiliations
- 2000 - 3000 words and <u>must</u> only be 6 pages; includes tables/figures and references
- Format to journal publication standard; please use the **template** provided to ensure correct formatting 'HIC 2019 Academic Scientific Paper Template_IOSPressBook.dot'. Please refer to "HIC 2019 Academic Scientific Paper 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 e.g. "My paper title: An exploration of sentence structure"
- Paper must be submitted as a word document. If you are writing your paper using LaTeX, you may upload your document as a PDF. Please note uploading a document as a PDF is for LaTeX users only.
- 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:
- **Submission Site:** All papers are submitted online via the [Academic/Scientific Speaker Portal](#)
- **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 abstract via the Paper Submission Tab.
- **Title:** Include your paper title
- **Presentation Type:** Select which category your presentation comes under: academic/scientific or student academic/scientific (student ID is required), this is 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

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- **AV requirements:** Include any audio-visual requirements i.e. internet required

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 by **1 May 2019.** 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
   - Revise paper according to the reviewer feedback. **If the committee are not satisfied with your revisions your paper will not be accepted for the program**
   - Further details of resubmission will be provided in the acceptance email.
   - You will also need to respond to the reviewer comments listing the changes made, or rebuttals

5. **Registration:** Presenting author to register for the conference at the reduced presenter rate before **14 May 2019.**

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 your lunch poster session to answer any questions delegates might have.

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 2019 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

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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).

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