**Style guide for Authors:**

**TDM 2021**

###### A. Author 1 and A. Author 2

*Authors Address,*

*Location,*

*City*

 **Abstract**

This document outlines how you should submit your paper which will be published in the TDM symposium conference proceedings. Please follow these guidelines carefully to conform with the high standards we wish to promote. The title (14 point) and the authors' names (11 point) should be in bold as shown above. All the text should be in font type Calibri. Authors with different affiliations should be given superscript numbers (e.g. 1, 2) to distinguish them. Authors' names and affiliations should be centred on the page. Leave two blank lines after the title and after the authors' names. Using this format as an example, begin the abstract 100mm from the top of the page. For the abstract reduce the left and right margins by 10mm and do not exceed 12 lines in depth.

### **Introduction**

The proceedings will be produced directly from the submitted papers. The quality is totally dependent on the quality of the material you submit; if the quality of your paper is poor it may not be included in the proceedings. If you have any problems in producing a high quality paper, please contact the conference organisers as soon as possible so that appropriate arrangements can be made. Your paper should not exceed six pages. Please submit an electronic copy of the paper in **Microsoft** **Word** format. Do not submit papers in PDF format.

**Layout**

Use this document format as a guide and follow these instructions. This text was produced using Microsoft Word and arranged according to the instructions given herein. Please note that the text will be photographically copied. The quality of the text and images may deteriorate during this process so ensure the original script is of good quality print.

##### Margins

Use only A4 sheets. Page margins should be set as shown in Table 1. These describe distance from the edge of the page for an A4 sheet and set your margins so that the width of the main body text is 140mm and the depth is the width of the abstract text should be 120mm. Please fill the page to full depth.

**Table 1. Page margins for A4 paper**

|  |  |  |
| --- | --- | --- |
|  | Margin | Distance from edge of page (mm) |
| Main text | top | 30 |
|  | left and right | 30 |
|  | bottom | 40 |
| Abstract | left and right | 40 |

*Font*

The Calibri font style should be used throughout. Font sizes for headings are described below (Table 2). For the main text 11 point size should be used. Super and subscripts of 6 points may be used where appropriate.

*Format*

• The first line of each new paragraph should be indented 10mm except for the first paragraph of a section or subsection.

• Use single line spacing throughout the document.

• Text must be fully justified (i.e. have straight left and right hand margins).

• Avoid underlining text. Bold or italics should be used to emphasis words if appropriate. S.I. units should be used.

• The first use of an abbreviation should be accompanied by the full spelling of the word(s), but commonly accepted abbreviations need not be spelt out.

• The first line of a page should not be the last line of a paragraph.

Headings

*Title*

The title must be size 14 point bold capitals. It should not exceed 2 lines.

*Main headings*

Two blank lines must be left before, and one blank line after, a main heading. The main headings must be 12 point size in bold and should not be capitalised. Please try to restrict yourself to a maximum of 5 main headings.

*Secondary headings*

A blank line must be left before a secondary heading, but not after. Font 12 point italics must be used. Please avoid using third level headings, and do not leave headings 'stranded' at the bottom of a page. Titles and headings should not be finished with a full stop.

**Table 2. Font sizes**

|  |  |
| --- | --- |
| Text elements | Size (Point) |
| Paper Title | 14 |
| Main Heading | 12 |
| Secondary Heading | 12 |
| Main Text | 11 |

**Tables and illustrations**

*Tables*

All tables must have a caption centred above them; leave one blank line before the caption. Captions should be in **bold** (11 points) and should not be finished with a full stop. Text in the tables should be 11 point and should be left justified. Tables should be centred to the main body of the text. An example of the preferred style is shown in Tables 1 and 2. For some complex tables other styles may be appropriate; this is left to the author's discretion. However, vertical lines should only be used when necessary for clarity.

*Illustrations*

Each illustration must have a number (e.g. Figure 1) and a caption centred below it; captions should be 11 point **bold**. Leave two blank lines before the illustration, and one blank line between the caption and the following text. Any text in the illustration must be at least 3mm high.

|  |  |
| --- | --- |
| When distinguishing areas on graphs please use hatching: | Use |
| **Use** |
| Not shading: | **Do not use** |
| **Do not use** |

**Figure 1. An example of a figure**

*Halftones and Screen dumps*

If any photographs are used they must be scanned into the page. Screen dumps should be scanned into the page to a high resolution.

Please use line drawings where possible, as a good line drawing usually conveys information more effectively than a poorly reproduced photograph.

If hatching is used please use light rather than dark hatching. If shading has to be used please use shading of 20% or 25% (and not more than 25%); but bear in mind that hatching reproduces more effectively than shading.

**Submission of paper**

Submit your paper electronically in word format on easychair (<https://easychair.org/conferences/?conf=tdm2021>

**References**

References quoted in the text should give the author's/authors' name and date of publication, e.g. Grandjean (1988). Where references are quoted within brackets, the date should be separated by a comma (e.g. Grandjean, 1988). Where a paper has only one or two authors, the names of all authors should be referenced in the text (e.g. Megaw and Smith, 2001). Where a paper is written by more than two authors, the first name should be used, followed by et al. in italics (e.g. Salvendy et al., 2000).

For the full reference, all authors' names should be given. Please use initials for first names. The full source title should be used; journal and book titles should be italicised. Volume numbers for journals should be in bold. Page numbers, where appropriate, should appear at the end of the reference. References should appear in alphabetical order, and where more than one paper by an author is referenced, these should be in ascending year of publication. Two or more publications by the same author(s) in one year should be distinguished by (a), (b) etc. Do not leave a blank line between references. References should be fully justified. Please indent the second and later lines of the references by 10mm as shown. Examples of the main types of references are given below.

**Acknowledgements**

If you wish you can acknowledge the individuals that contributed to the research in the paper or to funding sources.

**Sample reference list**

Gustafsson, E., Thomee, S., Grimby, Ekman, A., and Hagberg, M., 2017, *Texting on mobile phones and musculoskeletal disorders in young adults: A fine year cohort study*, Applied Ergonomics, 58, 208-214.

Kroemer, K.H.E. and Grandjean, E. 1997, *Fitting the Task to the Human: An Ergonomic Approach*, Fifth Edition, Taylor and Francis, London.