

Submission Guidelines for ODAM and NES 2014 Full Papers Maximum length: 6 pages

First name LAST NAME, First name LAST NAME and First name LAST NAME

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Abstract. Use Times New Roman 12-point font size for the abstract. The abstract should be fully justified and single-spaced. The abstract must not exceed 100 words and should be typed as a single paragraph. Please adhere to the guidelines in preparing an electronic copy of your paper. The guidelines show how the final paper should look. The paper must be prepared as an MS-Word document. Other formats such as pdf and html will not be accepted.

Keywords. Provide 4 keywords of your paper.

1. Introduction

Please use the guidelines as a template for the paper.

The paper must not exceed six (6) pages. Anything over 6 pages will not be included in the proceedings. Use a single column layout throughout the paper. You are suggested to use the pre-formatted styles of this document.

1.1 Typing

Use Letter paper size (8.5 X 11 in.). Use Times New Roman 12-point font size throughout the paper, except for the title **Times New Roman 14-point font size**. The references may use 10-point font size.

Single-line spacing should be used throughout the paper.

Do not number the pages.

1.2 Margins

The margins should be 3.0 cm (top, left and right) and 0.5 cm (bottom).

2. Methods

Leave two line spaces from the top of the margin to the title. Title should appear in mixed upper and lower case letters. Leave two line spaces after the title and list the author(s), in Times New Roman 12-point font size. The authors' affiliation addresses and country should be in *italics*. Leave two line spaces and type **Abstract**, followed by the content.

Leave one line space after the abstract and type **Keywords**. Provide a maximum of

4 keywords. Leave two line spaces and start the body of the paper.

Section headings should be labeled numerically (i.e. 1., 2., etc...) and in **Times New Roman 12-point font size**. Leave one line space before and after each section heading. Sub-section headings should be labeled 1.1, 1.2, etc... in italics. Do not leave a space after each sub-heading.

The abstract and body of the paper must be fully justified.

3. Results

Keep footnotes to a minimum.

3.1 Tables and Figures

Tables and figures have to be placed close to the relevant text. All tables and figures must be numbered consecutively (i.e., not section-wise), using Arabic numbers. Cite tables and figures in the text, for example, see Figure 1,... Use Times New Roman 12-point font size italic for table and figure captions and keep them always flushed left. Table captions should be placed above the table. Figure captions should be placed below the figure. Insert one line space between text and table or figure caption. Make sure that there are no “linked” images in your document. It is best to use the “Paste Special” option to paste the figures as “Pictures” (Insert – Graphic – File...).

All figures should be centered. All tables and figures should be in **black and white**. Please note that figures appearing in the proceedings will look only as good as what you provide.

4. Discussion and Conclusion

The manuscript will be published as it is received. Please check for English language and spelling accuracy. Test your finished manuscript. Check that your final manuscript including text and figures is readable.

References

Provide complete, APA-formatted (APA 5th Edition) references and text citations and ensure that the two correspond exactly (APA = American Psychological Association, see <http://www.apa.org>).

Reference citations in the text should contain the author’s name and year of publication in parentheses, such as (Khalid et al., 2004).

References should be placed at the end of the text, listed alphabetically by the name of the first author in the following manner:

Journal

Khalid, H.M., & Helander, M.G. (2004). A framework for affective customer needs in product design. *Theoretical Issues in Ergonomics Science*, 5, 27-42.

Book

Boff, K. R., Kaufman, L., & Thomas, J. (1986). *Handbook of perception and human performance*. New York: John Wiley & Sons.

Chapter in a book

Luczak, H. (1997). *Arbeitswissenschaft in internationalen Vergleich*. In H. Luczak &

E. Volpert (Eds.), Handbuch der arbeitwissenschaft (Chap. 3, pp. 599-658). Stuttgart: Verlag Schaeffer-Poeschel.

Conference Proceedings

Swanson, N., Grubb, P., Beam, C., Dunkin, R., Schleifer, L. & Sauter, S. (2002). The influence of job stressors on the taking of rest breaks among call center operators. In H. Luczak, A.E. Cakir and G. Cakir (Eds.), Proceedings of the 6th International Conference on Work with Display Units (pp. 674-675). Berlin: Ergonomic Institute.

Technical report

Hopkins, C.O., Snyder, H.L., Price, H.E., Hornick, R.J., Mackie, R.R., Smilie, R.J. & Sugarman, R.C. (1982). Critical human factors issues in nuclear power regulation and a recommended comprehensive long-range plan (Technical Report NUREG/CR-2833, Vol 3). Washington, DC: U.S. Nuclear Regulatory Commission.

Internet

Stewart, T. (2002). Reasons why designers get it wrong. Retrieved July 3, 2002, from <http://www.system-concepts.com/Editorial/vol8no2ed.html>.