



## Author Guidelines

### **Please read these guidelines and checklist before submitting your abstract or proposal to Design4Health 2013.**

Submissions should be a maximum of 300 words plus References.

Up to 5 images may also be included. Please reduce the file size of any images before submitting them. See below for file sizes.

References should use the **Harvard system of referencing**.

#### **Abstracts**

Abstracts will be double blind reviewed; please **do not include your name or affiliation**.

Up to 5 images may also be included. Please reduce the file size of any images before submitting them. See below for file sizes.

Your abstract should describe the context of the research, questions addressed, how the research has been developed including research methods, findings or conclusions, and be supported by references.

#### **Exhibition proposals**

Your proposal should describe the design and the rationale behind its creation. It should also contain details of what you intend to exhibit (e.g. artefact, design) and should include the following:

- design or healthcare issue and problem to be addressed
- design approach and processes
- novelty of the design
- expected outcomes and user benefits.

Exhibition proposals *do not* need to be anonymous.

Technical requirements. Please also submit a **supplementary file** describing the *form* of your exhibit e.g. poster, artefact, video. Please include details of any equipment or services you intend to use. Will you require video/projection/ICT? Will the work need showcases/plinths? Will you require specialist insurance and/or security measures?

#### **Submission Checklist**





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Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director).
- The language of the conference is English and all submissions should be in English.
- The submission file is in Microsoft Word, PDF, RTF or OpenOffice document file format.
- The text is single-spaced; uses a 12-point font; and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- Abstracts:** Total file size should be a maximum of 1MB, including all images and tables.

**Exhibition proposals:** Total file size should be a maximum of 3MB, including all images and tables.

- References should use the Harvard system of referencing.
- If submitting a **paper abstract**, authors' names are removed from submission, with "Author" and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.

**Exhibition proposals** do not need to be anonymous.

- All URL addresses in the text (e.g., <https://pkp.sfu.ca>) are activated and ready to click.
- If submitting a **paper abstract**, all Microsoft Office documents (including Supplementary Files) have been saved by going to File and selecting Save As; clicking Tools (or Options in a Mac); clicking Security; selecting "Remove personal information from file properties on save"; clicking Save.

**Exhibition proposals** do not need to be anonymous.

- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Conference.

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and its initial presentation at this conference.

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