General information

* Authors of accepted abstracts are invited to present their work at the conference and are expected to write and submit a short full paper (for accepted abstracts) or visual essay (for accepted artefact-led proposals) prior to the conference. Submission is at <https://conference.shu.ac.uk/index.php/index/D4H2015/user>
* Accepted full papers and visual essays will be published in the Official Proceedings of the conference. Selected authors will be invited to develop their papers to full journal articles for Design for Health after the conference.
* Submission of a full paper or visual essay is not compulsory; you may still present your work without submitting a full paper. However, you are expected to attend the conference as paying delegates in order to have your paper published in the proceedings.
* Papers will be reviewed by reviewed by members of the Design4Health review panel and notifications sent out by 30th June 2018. If a paper is not accepted, it may still be presented at the conference but the full paper will not be included in the proceedings.
* We aim to publish the full programme four weeks prior to the conference.
* Official proceedings will be published online during the week of the conference. Prizes will be awarded for the best paper.

Author Guidelines

* Papers must be within the word count maximum for your submission type (see below). Word count totals include all text (abstracts, references and captions) except title and author names and affiliations.
* Papers must use the template provided and should be submitted as one complete Word document, including all images, tables and references. PDF files are not accepted.
* Your paper should expand on the work described in the abstract accepted, and take into account any recommendations made by the Review panel. It should discuss in brief the context of the research, questions addressed, how the research has been developed, including research methods, findings or conclusions, and be supported by references. The word counts are limited for these short full papers and visual essays; your paper should therefore cover the main points and serve as a starting point for delegates interested in attending your presentation who would like to know more about your work / project. Visual essays should concentrate on the visual elements; photographs, sketches, diagrams etc. may be included.
* Please reduce the file size of any images before pasting them into your full paper file; the total file size of your completed paper should not exceed 2MB.
* References should use the [Chicago author-date](https://www.tandf.co.uk//journals/authors/style/reference/tf_ChicagoAD.pdf) system of referencing, as used by the journal [Design for Health](https://tandfonline.com/action/showAxaArticles?journalCode=rfdh20).
* Please use the Style Guide on the following page when preparing your paper.
* The revised deadline for submission of full papers is Mon 18 June 23:59 (BST). Full papers received after this date will not be considered for inclusion in the Official Proceedings.

Full papers

* 3000 words including abstract, references, notes, captions and tables. The total does not include title and author details.
* Up to 7 figures / tables may be included in the text.
* Please use the template provided.

Visual essay

* 1000 - 2000 word visual essay. Word count includes abstract, references, notes, captions and tables. The total does not include title and author details. Up to 8-12 figures / tables may be included in the text. We encourage the use of visual elements to document and explore concepts, methods and processes.
* Please use the template provided.

Style Sheet

The referencing, style, spelling and formatting used in full papers follows that used by the journal [Design for Health](https://tandfonline.com/action/showAxaArticles?journalCode=rfdh20).

Spelling should follow English not American style, but with ‘ize’ for words such as organise, (not for words which keep ‘ise’ such as ‘advertise’).

References should use the [Chicago author-date system of referencing](https://www.tandf.co.uk//journals/authors/style/reference/tf_ChicagoAD.pdf),

In text citations as follows:

(Smith 2010; Khan 2012); with page numbers: (Smith 2010, 84; Khan 2012, 54–60). For four or more authors, use (Smith et al. 2012).

The following **unnumbered** heading styles may be used:

Level 1 heading - Bold Initial Caps

Level 2 heading - Bold Italic Initial Caps

Level 3 heading - Non-bold Italic Initial Caps

Level 4 heading - Non-bold Italic Initial Cap. Text runs on. All ranged left, numbers should not be included, no indent below.

Single quotes should be used, with double quotes for quotes within quotes.

End notes, rather than foot notes, may be used.

Tables. Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text.

Submission guidelines

Once you have prepared your full paper, please submit online by Mon 18 June 23:59 (BST).

To do this, first log in by following the link in your acceptance email, or go to <https://conference.shu.ac.uk/index.php/events/D4H2018/author>, and click on your submission. The status will say ‘Revisions Required’; this is to allow authors to upload full papers and does not necessarily mean we have asked for revisions.

**Step 1:** Under Director Decision, there is an option to ‘Upload Author Version.’ Click on ‘Choose file’ or ‘Browse’ to locate your full paper, and then click ‘Upload’.

**Step 2:** Under Director Decision, click on the envelope by ‘Notify Director’. In the ‘body’ of the email, type ‘Full paper submitted’ and click Send. This is to inform us that you have submitted your full paper.