*[Revised March 2020]*

*In this document:*

* General information
* Author Guidelines
* Style sheet
* Submission guidelines

General information

* Authors of accepted abstracts are invited to submit a short full paper prior to the conference by Sun April 19th 2020, 23:59 (CET). If you need longer, please notify Anke de Koning at j.dekoning@utwente.nl but please note that this may cause a delay in online publication.
* We are sadly unable to accommodate those with accepted poster submissions or exhibits but acknowledge your valued input.
* Papers should be prepared following the guidance below and submitted by amending your existing submission at <https://conference.shu.ac.uk/index.php/events/design4health2020/user> - see Submission guidelines below.
* Accepted full papers 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 is not compulsory. If you do not submit a full paper, your abstract will be published instead. See below for guidance.
* Papers will be reviewed by reviewed by members of the Design4Health review panel and notifications sent out in June – please check the website for dates. Modifications may be requested. If a paper is not accepted, the abstract, instead of the full paper, will be included in the proceedings.
* We intend to publish the Official proceedings online during the week of the conference. However, given the ongoing Coronavirus situation, there may be a delay in publishing full papers received after 19th April.
* The online proceedings will have an ISBN. See here for examples of our previous published online proceedings:<https://research.shu.ac.uk/design4health/publications>

Author Guidelines – full paper

* Papers should contain a maximum of 3000 words. The word count total includes all text (abstracts, captions, tables, brief references) except title and author names and affiliations.
* Up to 7 figures / tables may be included in the text.
* Papers must use the template provided and should be submitted as one complete Word document[[1]](#footnote-1), including all images, tables and references. Submissions not sent in this format will be returned. Please save your work within the template, rather than simply copying the formatting styles. Do not send a PDF file.
* 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 and research questions addressed, describe the research methods, and include relevant findings, discussion, conclusions. You should include key references, but be aware that these are included in the overall word count.
* The word count is limited for these short full papers; 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.
* 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 sheet below when preparing your paper.
* Please include the ID reference number and track number of your paper before the title. E.g. **123.4 Using Co-design Methods in…..**If you are not sure of the track number, just include the ID.
* The deadline for submission of full papers is Sun April 19th 2020, 23:59 (CET). Full papers received after this date will be considered for inclusion in the Official Proceedings by arrangement only and there may be delays in publication.

Author Guidelines – abstract only

If you are not submitting a full paper but would like your abstract to be included in the online proceedings, please prepare your final abstract using the first page of the template provided. Your final abstract should:

* Address any comments made by reviewers,
* Include any information previously removed for review (authors, affiliations etc.),
* be no more than 300 words excluding references. The overall word count of the abstract submission (i.e. including references, title and all other text) must not exceed 400 words.
* Include the ID reference number and track number of your paper before the title. E.g. **123.4 Using Co-design Methods in…..**
* Use the template (first page) and follow stylesheet and submission guidance below as for full papers.

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.

Abstract should be no more than 300 words.

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. Table text is included in the overall wordcount.

Submission guidelines

Once you have prepared your full paper, please submit online by **Sunday April 19th 2020, 23:59 (CET)** by adding it to your existing submission (do not create a new submission).

To do this, first log in by following the link in your acceptance email, or go to <https://conference.shu.ac.uk/index.php/index/design4health2020/user>, and click on your active submission/s. The status for your submission will say ‘Paper in review: Revisions Required’; this is to allow authors to upload full papers and does not necessarily mean we have asked for revisions. Click on the submission title.

**Step 1:** Click on **REVIEW** near the top. 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’. You won’t receive an email notification, but you will see a new file name (including the submission ID number) and submission date in small text just above the ‘Choose file’ or ‘Browse..’ box.

**Step 2:** Under Director Decision, click on the envelope by ‘Notify Director’. In the ‘body’ of the email, type ‘Full paper submitted’ and the ID number of your submission e.g. #863. Then click Send. This is to notify us that you have submitted your full paper.

N.b. if you are submitting an abstract only, type ‘Final abstract submitted’ and the ID number of your submission

For any other conference enquiries, please contact Anke de Koning at j.dekoning@utwente.nl

1. If you do not have access to Word, please send an unformatted editable .rtf or .txt file and notify us by email. [↑](#footnote-ref-1)