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| Paper TitleAuthor(s) NamesAuthor(s) Affiliation |

# Introduction

This template was created in MS Word and saved as “Word 97-2004”. It provides authors with the formatting specifications needed to prepare their paper. Margins, column widths, line spacing, and type styles are built-in: you can replace the existing text with your own. Simply highlight a heading, sub-heading or text body and type in (or paste) your own content. You can delete or copy and paste sections of the document as your require.

# Abstract

This is a 2000 word (including spaces) concise description of the content of the paper. The author should clearly state the objective, identify the end user’s needs, and provide the background information needed to support this paper. Additionally, if this references a previous work, the delineation should be clear.

# Submission instructions

Each submission must be a minimum of 2 pages and a maximum of 4 pages. Submissions must be in English only. All papers must be submitted electronically through the online submission process in MS Word doc or docx format.

# Page layout

Top and bottom margins should be set at 1” (2.5 cm). Left and right margins should be set at 3/4" (1.9 cm). The text should use a single-spaced, two-column format where each column is 3 3/8" (8.6 cm) wide, with a 1/4" (0.6 cm) space between columns.

The title, author names and author affiliations should be centred in a 1.5” (3.8 cm) full page-width space, as shown above.

# Text

## Title

The title of the paper should be in bold UPPER CASE letters in 12-point Verdana font and centered. Author(s) names and affiliation should be in upper and lower case letters and centered in 12-point Verdana font, with their affiliations italicized. Authors should be listed as first name followed last name (e.g. Albert Einstein) and should only appear on the first page. *Ensure that all names and affiliations are removed from the blinded version of the paper*.

## Text

All text and headings should use 10-point Verdana font, with left and right justification. Paragraphs are indented 1/4" (0.6 cm) with a 6-point space following each paragraph.

## Headings

Major headings are to be bold UPPER CASE and centered, in 10-point font with a 12-point space preceding and following the heading.

Subheadings should be in upper and lower case letters and underlined. They should start at the left edge of the column and occupy a separate line, with 12-point space preceding and 6-point space following the sub-heading.

# Figure and Tables

## Positioning of figures and tables

Figure captions should be directly below the figure; table headings should appear immediately above the table. Large figures and tables may span the full width of the page. Headings and captions should be centered, with a 6-point space preceding and following.

Photographs and images can be integrated directly into your document, not provided separately.

Table 1: Example of table heading

|  |  |
| --- | --- |
| Table Column Heading | Table Column Heading |
| Table Subheading | Table Subheading |
| Table text | Table text | Table text |

We suggest that you use a text box frame to insert images. This method is somewhat more stable than directly inserting a picture. Use the “Insert” function and select “Text Box”; click and drag to the width of the column. Images can then be dragged into the text box. Font within a figure should not be smaller than 8-point.

To have non-visible lines on your frame, select the frame, use the MSWord “Format” menu item, select “Text Box”, select “Colors and Lines” and choose No Fill and No Line.

Figure 1: Example of a figure caption

# Equations

It is suggested that adequate space be allowed between each equation and adjacent text. This is especially important when subscripts and superscripts are used.

|  |  |
| --- | --- |
| E = mc2 |  |

# Acknowledgements

# References

Unless there are six authors or more, include all authors' names; do not use “et al.”. References and citations should be prepared in accordance with the APA Publication Manual, 6th ed. Cite in text by author and year of publication (Smith, 1983) and include an alphabetical list of references at the end of the paper. Accuracy is the responsibility of the author. Some examples of different reference formats are provided below:

*Journal article:*

Jutai, J. W., Rigby, P., Ryan, S., & Stickel, S. (2000). Pyschosocial impact of electronic aids to daily living. *Assistive Technology, 12*(2), 123–131.

*Book:*

Staney, K.M. (2002). *Handbook of virtual environments: Design, implementation, and applications*. Mahwah, NJ: Erlbaum.

*Proceedings or Chapter in a Book:*

Smith, R.O. (2002). Assistive technology outcome assessment prototypes: Measuring “INGO” variables of “outcomes.” In R. Simpson (Ed.), *Proceedings of the RESNA 25th Annual Conference* (239–341). Minneapolis, MN: RESNA Press.

*Website:*

Electronic and Mechanical Assistive Technologies. (2002). *Ziska environmental control unit*. Retrieved http:// www.hsc.mb.ca/re/catalogue/env\_remove.htm