**FORMATTING YOUR PAPER**

The following guidelines provide explicit instructions on how to format your paper submission to facilitate the review process and comply with electronic accessibility requirements for the Conference Proceedings. The format must be followed precisely in order to make your paper accessible to individuals with visual impairments and to enhance our ability to publish the paper in electronic format on the RESNA website. Failure to adhere to these guidelines will hinder the review and publication process and may result in your paper being rejected.

**Paper Structure and General Style Guidelines:**

* **Template:** Scientific Papers must be formatted according to the RESNA Template. This template is available on the RESNA Conference website.
* **Sample Paper:** Authors should review the sample paper (RESNA Sample Paper) that is available on the RESNA Conference website in the submission section in order to gain the clearest idea about style and layout guidelines.
* **Style Manual:** Authors can also refer to the *Manual of the American Psychological Association (APA)* (6th Edition) style guide for citation and reference information.
* **Submission of Files:** You will need to upload the following files to the online system. The total allowable size for each file is 5MB.

You should have submitted the following…

* Your full paper, including all tables, charts, and figures placed appropriately.
* A blinded copy of the full paper. The blinded copy will be the full paper minus all of the author names and affiliations, as well as any acknowledgement section. Please be careful to accept all Track Changes and save as a Final version (not Showing Markup) so that no identification is given for a true-blinded review process.
* Alternative text for all non-text elements.

**PLEASE NOTE:** You will also be required to paste your abstract into the system. Your abstract cannot exceed 2000 characters with spaces.

Naming your Files: All files should be submitted in an editable format (doc or docx), rather than a PDF. Please name your files using the title of your paper.

**Technical Guidelines**

Equations**:** Equations must be accompanied by text equivalent of the equation. For example, the quadratic formula (  ) must be accompanied by the text equivalent "x equals the quantity minus b plus or minus the square root of the quantity b squared minus four a c, that quantity divided by two a". Whenever a special symbol or Greek letter is used, that letter should be identified in parentheses - for example, "λ (lambda)".

Images**:** All images must be included as separate files, with at least 800-pixel width. Images can be in png, jpg, or gif format. Image should include a text equivalent, providing the information that the image is intended to convey. The alternative text is not a description of the image (e.g. “a graph showing the relationship between speed and force”) but the information of that image (e.g. “The data shows that as speed increases, the force increases as the square of the speed.”).

Tables**:** Tables do not need alternative text, but do need to be submitted as “true tables,” as either an Excel spreadsheet or table within a word processing document. If it isn't possible to select and copy the contents of an individual cell of the table, it isn't a true table. It is allowed to color columns or cells individually, but the inclusion of graphical symbols, rotated text, etc. is not possible. For tables that include graphics, bar charts, or other non-text elements, you must provide alt-text for those elements, or for the table as a whole.

**Alternative Text Descriptions**

When writing your text alternatives for non-text elements for the RESNA proceedings, there are a few points to keep in mind that will make your paper much more accessible.

General Alternative Text: The W3C requirement is that all non-text elements be accompanied by an alternative text to convey the same information. The user of your alt-text will be someone who cannot see your image (e.g. blind or using a text only browser), but wants your information. The content of your alt-text should be what you wanted the reader to get from your image, not a description of the image.



Figure 1.

For example, for Figure 1, one might say "Picture of an alternative keyboard layout.” While this is true, it tells the reader who cannot see the image nothing other than that this is an alternative layout, not QWERTY. However, the reader has no information about what the alternative layout is. A slightly better alternative text would be "Picture of the Chubon keyboard layout.” This allows the reader to put a label on the image, but still gives no information about its content.

A satisfactory alternative text might say something like: "Picture of the Chubon keyboard layout. This layout moves the most frequently used letters to the center of the keyboard, and places frequent letter pairs close together. The overall key layout matches that of the conventional keyboard, with the space bar in the bottom middle and shift keys to each side. The arrow keys and enter are located on the right.” This alt-text gives the reader an overall impression of the keyboard without simply reading off the rows of keys, which would make the pattern very hard to grasp.

Please keep in mind that we are required by policy to make the information of your paper available to all readers, and that alt-text is an important part of that process.