**Instructions for Scientific Paper Submissions**

**Submission Deadline: Friday, December 1, 2017, 11:59pm ET**

**1. OVERVIEW**

RESNA accepts Scientific Papers each year for presentation at the RESNA Annual Conference. Submit your paper through the online Scientific Paper submission process at

<http://cmt3.research.microsoft.com/RESNA2018>.

Your submission will be reviewed and scored by a panel of reviewers who are experts in area(s) relevant to its topic.

**Presentation of Accepted Papers**

Authors of accepted Scientific Papers will be expected to present their work at the RESNA conference. Conference organizers will assign accepted papers to either a 15-minute platform presentation or an interactive poster session. See Section 9 below for more details about presentation formats.

**Publication Options**

Accepted scientific papers will be posted on RESNA’s website and will be publicly available as Conference Proceedings. The abstracts of accepted papers will also be published in an issue of RESNA’s Assistive Technology journal.

Authors may select between online publication of their full paper as submitted or a shorter abstract in the Conference Proceedings. The abstract-only option is ONLY for authors who plan future submission to scholarly journals and wish to avoid strict restrictions on "prior publication" established by some journals (e.g., Archives of PM&R and some medical journals).

* All authors considering the abstract-only publication option should investigate the requirements of their targeted journal.
* Authors who wish to submit their paper to RESNA's Assistive Technology journal do not need to limit their publication to an abstract, as the conference proceedings is not considered to be prior publication by the Journal editors.

**2. SUBMISSION DEADLINE**

Papers must be submitted online via the RESNA Conference Paper Submission CMT Site **no later than 11:59 pm ET Friday, December 1, 2017.** A link is also available to the site from the RESNA conference page at [www.resna.org](http://www.resna.org).

##### 3. TYPES OF PAPERS

Authors must classify their papers as **one** of the following types:

* **(RE) - Research:** Scholarly or scientific investigation and inquiry into rehabilitation technology-related issues. Research papers should be hypothesis-driven and should explore, through methodical investigation, a specific research question. Concrete results and discussion should follow.
* **(PR) - Practice:** Practice papers may include an actual case study or single event, documenting background of problem, options for intervention, resolution, and costs. A practice paper may also report on the feasibility, design, or modification of a device, method, or system for future research or for commercialization purposes. Practice papers are generally not formal hypothesis-driven papers, but may describe the development and validation of methods/technology that may be used in future hypothesis-driven research.
* **(PP) - Public Policy:** Report on legislation, reimbursement, service delivery programs and administration, Tech Act projects, technology transfer, telerehabilitation, AT Education, distance learning, advocacy efforts, credentialing, etc.

**4. TOPIC AREAS**

Authors must classify the scope and content of their papers into **one** of the following topic areas:

**ACT Access and Communication Technology**

e.g., Computer/Computing Access and Use: innovation in software and hardware; training strategies; integration of computer/computing technologies; alternative access; outcomes measurement.

e.g., Augmentative and Alternative Communication: Assessment and intervention strategies; language representation techniques; clinical/technical AAC research and developments; funding issues; service delivery options, outcomes measurement.

**COG Cognitive and Sensory Impairments**

e.g., cognitive disabilities; learning disabilities; developmental disabilities; cognitive rehabilitation and aids to memory; low vision/blindness; hearing impairments.

**INT International Appropriate Technology**

e.g., providing services or conducting research relative to Assistive Technology in developing countries and other resource-limited environments.

**JEA Job & Environmental Accommodation – Including Ergonomics**

e.g., Access to employment, education, or built environments; ergonomics; farming and other rural interventions; EADL systems; universal design of products, places & systems; home accessibility; liability and legal issues associated with home access and workplace modifications.

**NEW Emerging Technology**

Emerging technologies are new technologies and innovations with the potential to improve the health and well-being of people with disabilities. This is primarily for new technology not yet on the market or a new application of technology

**OUT Service Delivery, Outcomes, & Measurement**

e.g., service delivery programs and administration; telerehabilitation/*e*Health; models, challenges, funding, and best practices; ethics for practitioners;

 e.g., outcomes measurement tools, application, importance, practice

e.g., measuring/quantifying function; documenting change in performance; testing validity and reliability of measurement instruments.

**PP Public Policy and Advocacy**

e.g., legislation; credentialing and certification; advocacy for AT funding; access to services; nation-wide or model programs

**SM Seating and Mobility – Including Complex Rehab Technology (CRT)**

e.g., seating and wheelchair interventions; transportation issues; vehicle modifications; user training; wheelchair features and client/diagnosis matching; objective tests; custom vs. off-the-shelf solutions; documentation and outcome measures for funding approval, mobility issues over a lifespan.

**OTH Other:**

Including: psychosocial aspects associated with accepting AT at different stages of life/for different diagnoses; serving baby-boomers; AT and end-of-life issues; grant writing and how to identify partners and resources; strategies for cognitive rehab; etc.

**5. REVIEW CRITERIA**

Each paper will be reviewed according to the criteria listed below.

**Introduction/Background/Statement of Problem or Research Question**

Does the Introduction concisely describe the content of this paper? Is the Statement of the Problem or Objective clear? Is the end user’s need clearly identified? Does the background information support the need for this study/development/policy issue? Is reference to previous work delineated clearly (if appropriate)?

**Methods/Approach/Solutions Considered**

If a research paper, are the methods clearly described and appropriate for achieving the stated objective? Is the research design appropriate and does it respond to the stated needs? If a practice or policy paper, are current methods or technologies considered? Are the solutions consistent with current clinical/design practice? Are methods to address the end user’s need adequately addressed? If applicable, have alternate methods to address the needs been presented/explored?

**Evaluation/Results/Resolution/Discussion/Outcome/Performance & Cost/Implications**

\*\*May *not be applicable for all Public Policy submissions*

If a research paper, are results well documented, valid and reliable? Are appropriate statistics used? If a practice paper, was an evaluation attempted? Do results/conclusions address wider use of the new device/methods/information gained? If design related, are appropriate design details and analysis presented? For all, are the conclusions/implications reasonable? Does the discussion demonstrate how the model/policy/solution/device addresses the issue? Is the discussion consistent and relevant to the needs described in the Problem Statement/Objective?

**Overall Quality of Presentation**

Is the paper understandable and well organized? Are the flow of information and development of ideas presented in a logical and easy-to-follow fashion? Are the grammar and spelling correct? Are the figures and figure legends clear? Are appropriate references provided (when relevant)?

**Subject matter is timely and appropriate to the RESNA audience**

Is the paper appropriate for the designated topic area? Is the content noteworthy? Will this paper add to the existing knowledge in the field? Is there sufficient detail for an out-of-field observer to follow the presentation? Does this paper provide a foundation for future work?

**6. AUTHOR NOTIFICATION**

Authors should receive notification indicating acceptance or rejection by spring 2018. The most common reasons for paper rejection include:

1. Failure to follow formatting and submission guidelines

 2. Falling outside the areas of interest/expertise of the RESNA audience.

 3. Having a seriously flawed approach to conducting the work reported.

 4. Failing to substantiate the claims made in the submission.

 5. Incomplete in methodology, results, or documentation.

 6. Previously submitted or published.

 7. Numerous grammatical errors or failure to adequately proofread.

**7. 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 refer to the *Manual of the American Psychological Association (APA)* (6th Edition) style guide for citation and reference information. However, the Template and Sample Paper indicate in-text citations using bracketed numbers are allowed. This is because of the extra space required for standard APA citation format

**Submission of Files:** You will need to upload the following files to the online system. The total allowable size for each file is 5MB.

1. Your full paper, including all tables, charts, and figures placed appropriately.

2. 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.

3. 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 in a single document and uploaded 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.

**8. SUBMITTING YOUR PAPER**

Papers must be submitted via the online system no later than 11:59 pm ET Friday, December 1, 2017. Go to <http://cmt3.research.microsoft.com/RESNA2018> to submit your paper.

Once you’ve submitted your paper, you will have the option to send yourself a confirmation email message from the “Submission Successfully Saved” screen. This is the only confirmation message you will receive, as the system does not automatically send one.

If you have problems submitting your paper, please contact the RESNA office at conference@resna.org with subject line Scientific Paper 2018.

**Submission Accommodation**

If you are unable to utilize the online process due to disability-related reasons, you can submit your paper and supporting files by email to: conference@resna.org with the subject line Scientific Paper 2018. Please include the title of the paper and the submitting authors’ last name in the body of the email message.

**Checklist**

☐ Paper is saved as two files (full paper and blinded) as doc or docx, and files are no larger than 5MB.

☐ Submit paper online at <http://cmt3.research.microsoft.com/RESNA2018> unless unable to do so due to technical or disability-related reasons.

☐ Alternative text has been uploaded for all non-text elements

**9. PRESENTATION FORMATS**

The presentation format of each paper will be determined by the conference organizers. Authors should be aware that many accepted papers will be presented in an open, free flowing interactive poster session.

**Poster Sessions**

Interactive Poster sessions will be scheduled for 1.5-hour time blocks on the first two days of the conference. Authors will be assigned to one of the 1.5-hour time blocks, either on the first day or on the second day of the conference. On the day of their scheduled poster presentation, authors will be assigned to a 4’ x 8’ poster board. They will affix their poster to the poster board and stand next to their poster and present them at the scheduled time, and then dismantle the posters at the end of the day. Authors will be notified of any changes to this process prior to the conference. Authors should be prepared to discuss their work with individuals and small groups of people throughout the time block.

On-site participation of the authors is critical to the interactive nature of the poster sessions, which serves to stimulate spontaneous and dynamic networking, brainstorming, and information gathering between the authors and the attendees.

Accessibility: In order to make the papers accessible to persons with visual or other types of disabilities, authors must be physically present during their assigned time-slot so they can verbally interact with the attendees.

Audiovisual Equipment: Due to constraints related to assigned space and location, no audiovisual equipment, tables, or outlets will be provided for the poster sessions. Authors should not rely on the use of their laptops.

**Platform Sessions**

Platform sessions are scheduled in 60-minute time blocks in which a panel of 4-5 authors present their papers in a related topic area. Authors whose papers are chosen for a platform session will be expected to prepare a 10-12 minute oral presentation with PowerPoint; the 10-12 minutes **includes** time for questions and discussion. The session coordinator may moderate additional discussion as time allows.

Audiovisual equipment: Platform sessions will be furnished with an LCD projector and screen. Presenters must bring their presentation on a USB flash drive that can be opened on a PC for a quick, smooth, and professional transition. A laptop will NOT be provided by the conference organizers.

**10. ASSISTIVE TECHNOLOGY JOURNAL**

The abstracts of accepted scientific papers will be published in an issue of *Assistive Technology,* RESNA's official journal. The Journal also invites authors of conferencepapers to submit a longer, full-length manuscript. Such articles, which are peer-reviewed, can describe applied research, reviews, case studies, practical notes, trends, practices, or policies. To download the *Author Submission Guidelines,* visit www.resna.org and click-on the Assistive Technology Journal link. The Editor will be glad to assist first-time authors with the submission process.

**11. FREQUENTLY-ASKED QUESTIONS**

**Q: Who can submit a paper to the RESNA Conference?**

A: Any individual or group can submit a paper.

**Q: I’m confused by the Topic Areas and not sure where my proposal fits.**

A: Select the Topic Area “Other” and the program committee will confirm the category for your paper.

**Q: Should I submit BOTH an electronic and hard (paper) copy of the paper?**

A: No hard copies, please. The electronic format is mandatory. If it is saved correctly in doc or docx format, and each file is no larger than 5 MB, there should be no problems.

**Q: I am unable to utilize the online system. What do I do?**

A. If you have technical difficulties, please contact the RESNA office at conference@resna.org with subject line Scientific Paper 2018.

**Q: If my paper is accepted, I understand that I will be invited to present it during the RESNA 2018 Conference. Will I need to register and pay to attend the conference?**

A: Yes; if an author wants to attend conference workshops, plenary sessions and receptions, they must register and pay applicable registration fees. However, if an author only wants to present his/her paper on the designated day/time and does not want to attend conference sessions, they will receive a pass allowing access to the exhibit hall ONLY, which is where the poster sessions will be held. Only one exhibits-only pass will be provided per paper accepted.

**Q: If my paper is selected and we have multiple authors, who can attend and/or present the paper?**

A: At least one author from each accepted paper must be at the conference to present the paper. Any/all additional authors are welcome to attend the conference by registering and paying applicable fees. There is no limit to the number of authors who present the paper at poster sessions. However, if a paper is selected for presentation as a Platform Session, then only one author can present that paper.

CONTACT US:

 Please direct any questions to the RESNA office:

* Email: conference@resna.org
* Subject Line: Scientific Papers 2018.
* Phone: 703-524-6686