

PAPER PREPARATION GUIDELINES
INTERNATIONAL DRIVING SYMPOSIUM ON HUMAN FACTORS IN
DRIVER ASSESSMENT, TRAINING, AND VEHICLE DESIGN
(TITLE: CENTERED BOLD ITALIC ALL CAPS)

Author(s) name(s) (Please do not include titles such as Ph.D.)

Author Affiliation

City, State, Country

E-mail

Summary: Summaries should be no longer than 250 words. They should be indented 1.5 inches (3.81 cm) from the left and right margins and justified. Please use the format and instructions provided below in preparing your proceedings paper. **Papers that do not adhere to the guidelines will be returned to the author for revision.** A checklist is provided at the end of this document to assist you in ensuring that your paper will meet our production requirements. Please submit a copy of the completed checklist with your final paper. **Please be sure to submit your paper in a Word document and not as a PDF file.** With your help, we hope to be able to produce the proceedings in a timely manner. Copies of the proceedings will be available as CD-ROMs, on the conference website and may be available as a bound book.

AUTHOR'S GUIDELINES (HEADING 1)

Page Setup (Heading 2)

Margins should be 1 inch (2.54 cm) on the top, bottom and both sides. The setting for Header and Footer should be .5 inch (1.27 cm). Page numbers should be centered on the bottom of the page and should be Times New Roman 10-point type. Please be sure to set paper size to 8 ½ x 11 (US Letter size). **DO NOT USE A4-SIZE PAPER!**

Length

There is an absolute **SEVEN-PAGE LIMIT** for proceedings papers, **including any figures, tables, illustrations and references.**

Text

Please use Times New Roman 12-point type. Text should be left-justified and single spaced, with a paragraph return before and after headings and between paragraphs. **Please do not use section breaks to separate text.** (The only exception would be where a page must be printed landscape.) Page breaks may be used where necessary. **Please use a single space rather than a double space after the period between sentences.**

Headings (Heading 3). Heading styles are as demonstrated on this sheet. First-order headings are uppercase, bold and flush left. Second-order headings are upper and lowercase, bold and flush

left. Third-order headings are italic, uppercase first letter of first word, followed by a period and run-in with the rest of the paragraph.

Tables. Table titles should be in Times New Roman bold 10-point type centered above the table, followed by a 6-point space. There should not be a period at the end of titles. Number tables consecutively in Arabic numerals. Table text may be in a smaller font, if desired (e.g., 9-point). An example is presented below.

Table 1. Example of a table format

Steering Entropy	Microsleep episodes		
	Pre	During	Post
Mean	0.40	0.48	0.45
Std. Deviation	0.05	0.05	0.05

Figures. Figure titles should be in Times New Roman bold 10-point type centered below the figure. There should not be a period at the end of titles. Number figures consecutively in Arabic numerals. We sometimes have trouble with figures submitted. **Please be prepared to send figures separately or in different format if requested to do so.** See example below.

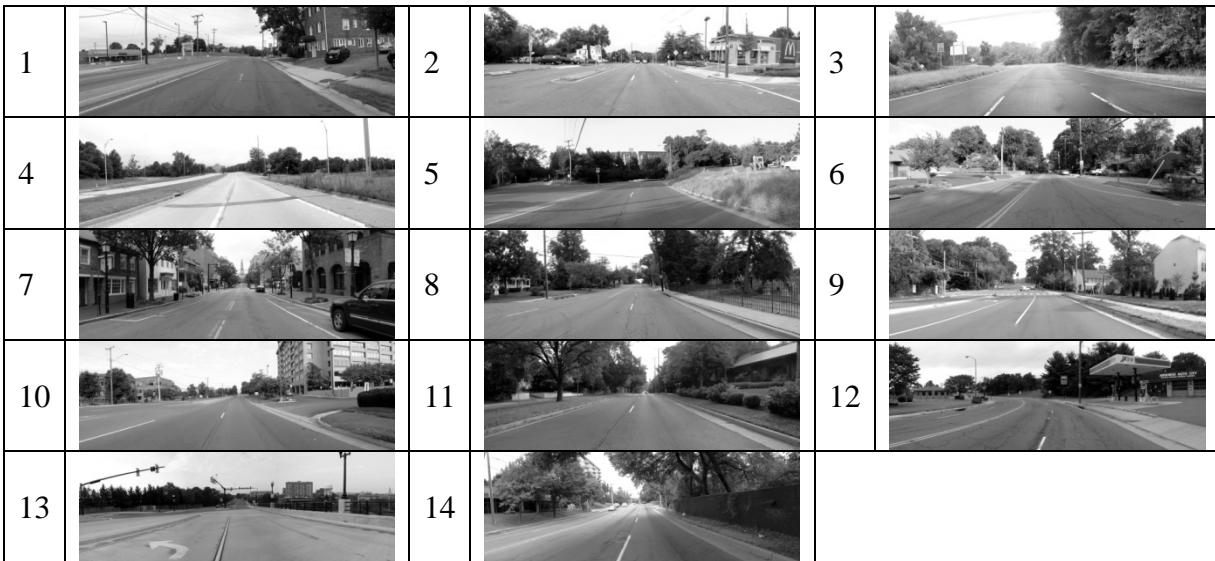


Figure 1. Example of a legible figure

*Please note: If a figure or photograph has been published previously, it will be necessary for the author to obtain written approval from the original publisher for reprinting.

Equations

Please center equations and number them consecutively in Arabic numerals enclosed in parentheses at far right. We have sometimes had difficulties with equations not appearing as an author intended. See example below.

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (1)$$

$$ax^2 + bx + c = 0 \quad (2)$$

Symbols, Metrication and Abbreviations

Use only standard symbols and abbreviations. Measurements must be in either SI (metric) units, or in both SI and U.S. customary units. If using both, please place the SI units first with the customary units following in parentheses.

Photographs

Photos should be printed at a minimum of 300 dpi and sized to fit the manuscript layout.

Color

The Proceedings will be printed in black and white. Please consider this when creating images. We recommend that you print a test page using a black and white printer to assure that gradients on charts and graphs are distinctive enough.

ACKNOWLEDGMENTS

If acknowledgments (for example, for funding support) or disclaimers are necessary, please place them under a Heading 1 label ACKNOWLEDGMENTS immediately before the References section.

REFERENCES

References should be embedded in the text (e.g., Brookhuis et al, 2003). Full citations should be given at the end of the paper under a Heading 1 label REFERENCES. Please use a hanging indent of .25 inches (.635 cm) and 6-point spacing between entries. **PLEASE DO NOT USE FOOTNOTES.** erPaps with footnotes will be returned to authors to have the material incorporated into the text. Please make sure that citation information is complete. List references alphabetically by the surname of the first author, then chronologically (most recent publication first) if necessary. References should follow the APA style.

Sample references:

Journal

Davis, G.A., & Yihong, G. (1993). Statistical methods to support induced exposure analysis of traffic accident data. *Transportation Research Record*, 1404(1), 43-49.

Book

Reason, J.T. & J.J. Brand. (1975). *Motion sickness*. New York: Academic Press.

Proceedings

Flannagan, M.J. & Mefford, M.L. (2005). Distance perception with a camera-based rear vision system in actual driving. *Proceedings of the Third International driving Symposium on Human Factors in Driver Assessment, Training and Vehicle Design*, Rockport, Maine, 58-65.

Government report

National Highway Traffic Safety Administration. (1994). *Research agenda for an improved novice driver education program*. (Report to Congress, May 31, 1994). Washington, DC: Department of Transportation.

Please address questions to Kathy Holeton (kathy-holeton@uiowa.edu).

CHECKLIST

- 8 ½ x 11 paper (US Letter-size)
- Seven-page limit
- Word document
- Summary 250 words, indented 1.25 inches (3.81 cm) right and left, justified
- Margins 1 inch (2.54 cm) on top, bottom, and both sides
- .5 inch (1.27 cm) setting for header and footer
- Page number centered on bottom
- Text Times New Roman 12-point, left justified, single-spaced; paragraph return before and after headings and between paragraphs
- Single space after sentences
- No section breaks
- No footnotes
- Photographs printed at minimum of 300 dpi and sized to fit manuscript
- Table title bold, 10-pt Times New Roman centered above table; Figure titles bold, 10-pt Times New Roman centered below the figure
- Reference style .25-inch (.635 cm) hanging indent and 6-point space between entries
- E-mail final copy of paper to kathy-holeton@uiowa.edu.

**Please be prepared to send images as separate electronic files if necessary.