**NES 2019 template and guidelines for full papers**

**DOUBLE BLINDED REVIEWS: DO NOT COMPLETE THE AUTHOR NAMES OR AFFILIATIONS UNTIL YOU SUBMIT YOUR FINAL PAPER. When you do submit your final paper please delete this red text. Leave two blank lines between paper title and author names.**

First name SURNAME (1), First name SURNAME (2), First name SURNAME (3)

(1) Affiliation

(2) Affiliation

(3) Affiliation

**Abstract:** The abstract must stand on its own and be engaging, clear and concise. It must accurately reflect the content of the paper beginning with the broad context of the study, followed by specific background. It must emphasise new or important aspects of your work and be understandable to a diverse audience. It should be a single paragraph of 150 words or less with no citations or abbreviations.

Keywords: Keyword 1, keyword, 2, keyword 3.

**1. Introduction**

An introduction should set the stage for the importance of the work and draw the reader in to the specific study. The scope and impact of the work should be clearly stated.

The content of the full paper (5 – 8 pages) should be indicated through suitable headings. Although not compulsory, the headings should include Introduction, Methodology/approach, Results, Discussion with practical implications (if applicable), and Conclusions.

All material should fit a European A4 paper with right, left, top, and bottom margin of 3 cm. Please, do not insert page numbers in the manuscript, as these will be added later.

**2. Typing instructions**

A full paper is between 5 and 8 pages. The paper should be written in British English. Authors are responsible for content, language and spelling of the paper. Note the style of headings and text body in this instruction sheet. They have been typed and placed according to the instructions. Use header numbering as shown in this instruction sheet.

**2.1 Body and heading text**

The body text font is 11-point Times New Roman. Use full justification in the body text. You are encouraged to use first order headings only – like this 2.1 section. All headings are in 12-point Times New Roman. Leave one blank line before a new heading. Spacing in the entire document is “Exact 14 pt.”

**2.2 Title and affiliation**

Use 16-point Calibri for the paper title and 11-point Calibri for name of authors and affiliation. Apply left justification.

**2.3 Abstract and keywords**

The abstract and keywords should be 11-point Calibri left justification. No more than three keywords shall be placed one blank line under the abstract. Leave two blank lines under the keywords.

**2.4 Figures and tables**

Make sure that figures and tables are of good quality to ensure a good print. Each figure/table should have a caption in the same font as used in the text body (Times New Roman 11-point). Number figures and tables consecutively and cite them in the text, as for example, Figure 1, Table 1, etc. Figures and tables should be inserted at the appropriate point in the text.

**3. Citations and references**

References should be cited in the text by name and year. If the reference has more than two authors cite the first author in the text followed by et al., for example (Shorrock and Williams 2017, Davis 2018, Hughes et al. 2017).

Cited references should be placed at the end of the text, listed alphabetical by the surname of the first author followed by all author names. Please, apply hanging indentions by 0.5 cm.

The reference header should not be numbered. When preparing the references, use the format shown in this instruction. If you want to apply a reference management system, please choose APA 6th Edition.

**References**

Shorrock, S. and Williams C. (Eds) (2017). *Human factors and ergonomics in practice: Improving system performance and human well-being in the real world*. CRC Press, Boca Raton.

Davis, M.C. (2018). Embedding human factors and ergonomics in MSc organizational psychology. In Bagnara, S., Tartaglia, R., Albolino, S., Alexander, T., Fujita, Y. (Eds): *Proceedings of the 20th Congress of the International Ergonomics Association* (vol. IV), Springer Nature, Cham, 67-71.

Hughes, H.P.N., Clegg, C.W., Bolton, L.E., Machon, L.C.(2017). Systems scenarios: a tool for facilitating the socio-technical design of work systems. *Ergonomics, 60*(10), 1319-1335.