

April 07, 2021

INCOSE Human System Integration Conference Paper Preparation Guidelines

Purpose

This document is intended to help authors prepare a technical paper for the INCOSE Human System Integration Conference. To access documents referenced below, go to the Downloads section of the INCOSE HSI website: <https://www.incose.org/hsi2021/downloads>.

A Word document template complying with the guidelines described in this document is available from the INCOSE HSI website.

IMPORTANT!

The information collected during the submission process is only intended for use in processing and reviewing submissions and creating the program and advertising materials for the INCOSE Human System Integration Conference. INCOSE does not share information with third parties.

A double-blind peer review process will be used for paper submissions; the author's identity will be concealed from the reviewer and the reviewer's identity will be concealed from the author. To facilitate the double-blind review process, the first submission of a paper must be anonymized according to the guidelines provided in these instructions so that it does not contain any reference to the author's name or organizational affiliation. The goal of this approach is to remove potential bias from the review process to ensure papers accepted for the HSI Conference are selected based on their merit.

The submitted papers MUST be close to final drafts. Submissions of abstracts or presentations are NOT acceptable and will not be reviewed. Papers that have been published previously are not candidates for submission to this conference.

The importance of crediting sources cannot be stressed enough. Use of wording or ideas without proper citation of their origin is plagiarism. INCOSE will reject any paper that evidences plagiarism.

All attendees, including presenters, must register and pay for at least the one day they are attending the INCOSE HSI Conference.

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Submission Process

To submit a paper:

1. Download the paper template from the INCOSE HSI website. Choose the template in the appropriate paper size for your typical print configuration (A4 or Letter).
2. Follow the guidelines in the template and save it as a PDF file. Delete all instructions and sample text in the template before finalizing the paper. To facilitate the double-blind review process, make sure the paper you initially submit for review has been “anonymized” as described in these instructions.
3. Review the Submission Worksheet below. This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing the submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.
4. Access the online submission site for **papers** and log into EasyChair. Links to the online submission sites are available in the Downloads section of the INCOSE HSI website. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.

Note: Make sure to access the correct online submission site. Proposals submitted in the wrong category might be lost in the review process.

5. If you are not automatically directed to the submission page upon logging into EasyChair, click **Add a Submission** on the menu at the top right of the page.
6. Complete the necessary fields in EasyChair for your initial submission and upload your paper. Papers must be in PDF format. Review and confirm that all of your entries are correct, then click **Submit**.

Note: Review the Submission Worksheet below for important instructions regarding EasyChair fields.

7. After the submission is complete, a confirmation message is displayed with your submission number. A confirmation email will also be sent to the email address provided in your author information. You should receive the email within minutes; if you do not receive an email, contact the HSI organizing committee for confirmation.

If necessary, use the options in the top-right corner of the confirmation page to modify your submission any time before the submission due date.

8. If your paper is accepted:
 - a. It **must** be updated to address all feedback and suggestions from the reviewers, and to add relevant author information. Upload the final version of the paper with your submission in EasyChair, ensuring it replaces the initial submission file. Make sure all information in EasyChair is up-to-date for the final submission and update it where necessary.
 - b. You must provide a zip file containing a signed IP release form from each author. Upload the zip file with your submission in EasyChair.

After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact the Technical Program Chair for assistance.

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Submission Worksheet

Note: This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

Author Information

Add or delete columns as necessary for fewer or additional authors.

Contact Details	Author 1	Author 2	Author 3
First Name (as it should appear in the conference program and advertising)			
Last Name (as it should appear in the conference program and advertising)			
Email <u>Note:</u> This email address will be used as the primary means of communication with each author.			
Country <u>Note:</u> This information will be used to assess geographical representation in the Technical Program.			
Organization (complete business, school, or organization name as it should appear in the conference program and advertising)			
Corresponding Author Indicate whether each author should be included on correspondence regarding the submission and conference. If there are multiple authors, select at least 2 corresponding authors.			
Speaker Identify the planned speaker that will represent the paper at the conference.			

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Submission Information

Title Copy and paste the title from your paper. See additional title guidelines below.	
Abstract Copy and paste the abstract from your paper. See additional abstract guidelines below.	
Keywords Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.	
Topics Select no more than 3 topics. Only select topics relevant to your submission, as this information will help conference organizers optimize the placement of the session. For options, refer to the “Themes” on INCOSE HSI website.	
Primary Sector Select Government, Industry, or Academia. If more than one sector is applicable, indicate the primary sector for the main author of the paper.	

Author and Other Information to be Anonymized

Initial Paper Submission (before review):

To support the double-blind review process, the paper must be “anonymized” for initial submission by removing all identification details as follows:

- Do not include any author information on the first page.
- When referencing previous work by the paper’s author, anonymize citations as follows:
 “We demonstrated previously that ... (Anonymous 2015)” where the author’s previous publication is listed in the references as:
 Anonymous 2015. Details omitted for double-blind reviewing.
- Use of further references by the author should be similarly indicated (for example, “Anonymous 2003”).
- Ensure that figure and table titles are treated similarly when identifying the source as a previous publication by the author.
- Remove all references to funding sources and participating organizations.
- Do not include acknowledgements.
- Do not include biographies of authors.

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Final Paper Submission (updated after review):

After the initial paper submission has been reviewed, the author must update the paper to address all reviewer proposals and comments. The final paper should also contain relevant author details such as name, organization, and contact details. Use the following guidelines:

- Below the paper title, center the author's name, organization (business or school affiliation), and complete mailing address using mixed case formatting.
- The authors' telephone numbers and email addresses may be included.

Note: Email addresses should be formatted as hyperlinks (for example, author.person@gmail.com). Access Microsoft Word Help for instructions for creating hyperlinks.

- Two or more authors with different addresses should have author information placed in two columns. If the final author count is an odd number, center the information for the last author. Refer to the paper template for an example.
- Once completed, the updated (final) paper needs to be submitted again to replace the first "anonymized" submission. The author should check after this second submission that the final paper appears in EasyChair.

Abstract

Begin the paper with an abstract (50 to 150 words) that summarizes the topic and important results presented in the paper. The first paragraph of the abstract should be preceded by the title "Abstract" formatted as a SubHeading as shown in the template.

Headings and Body Text

Use the Heading 1 style for main headings.. Use Heading 2 style to create a more detailed outline structure. Use title capitalization for all headings.

Use the Body Text style for all body paragraphs. Use sentence capitalization and one space after punctuation.

Do not include any blank lines above or below headings or between paragraphs of body text. The styles in the template contain the correct line spacing.

Tables and Figures

Graphics should be no larger than necessary for legibility. Ensure that all graphics are embedded in the document (not linked). To ensure acceptable print quality, graphics should use a resolution of at least 300 dots per inch (dpi).

Immediately follow the first reference to a table or figure with the actual table or figure.

Label and number each table and figure sequentially using Arabic numerals (1, 2, 3...) and a separate sequence for tables and figures. Do not use auto-numbering.

Use the Caption style for figure and table labels. Table labels should appear above the table. Figure labels should appear below the figure.

A ¾ point border may optionally be used for figures.

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References

Citations and references must comply with the Swinburne Harvard reference style. A descriptive guide with examples is available in the Downloads section of the INCOSE HSI website. Additional information is available at: <http://www.swinburne.edu.au/library/referencing/harvard-style-guide>.

Multiple entries by the same author should be arranged chronologically with three dashes (——) in place of the author's name for subsequent entries.

Italicize the title of a book or the name of a journal.

Website addresses in references should be enclosed in angle brackets < > and **should not** be formatted as hyperlinks.

Note: For the initial paper submission, do not include title or author information in references to previous work by the paper's author. Include full reference information for the final paper submission.

Biography

Initial paper submission (before review):

- Do not include the Biography section.

Final paper submission (updated after review and acceptance):

- Include a short biography (50 to 100 words) for each author.
- A headshot color photograph may be included as shown in the template.