

TYPING INSTRUCTIONS AND TEMPLATE FOR SYMPOSIUM PROCEEDINGS

First Author's Name
First Author's Organization
First Author's Place (City and State or City and Country)
Second Author's Name (as needed)
Second Author's Organization (as needed)
Second Author's City and State (or City and Country, as needed)

This document provides formatting instructions and serves as a template for the Proceeding papers. The title of the paper should be in all caps and centered at the top of the page. Type the abstract here as a single paragraph in block format (indenting both margins by .5 in or 1.3 cm) and flush left. Do not exceed 150 words. The page limit is 6 pages, including the references, tables, and figures. Use a Times New Roman typeface with font size 12 for the text. A sans serif typeface may be used in figures. Submit the paper in a pdf file by March 15, 2019 via the ISAP web site, www.aviation-psychology.org. Any papers not following these guidelines or received after March 15 will not be included in the Proceedings. If you have any questions, please contact isap2019@isap.wright.edu before the deadline.

Neither the Abstract nor the Introduction should have a heading. The paper should fit on a 8 1/2 x 11 in page. Leave uniform margins of 1 in (2.54 cm) at the top, bottom, left, and right of every page. Use single space except between paragraphs and headings throughout the paper. Use the flush-left style (with indented first lines of paragraphs) and do not right-justify lines. Center page numbers (in Arabic numerals) .5 in (1.3 cm) from the bottom of the page.

Use the format of this document as a template for your paper. Your following the format diligently and consistently will result in a much more professional-looking archive of our work. Students should have their adviser or a senior colleague review their papers before submitting. Take care to proofread your paper before submitting because all papers will be published as is.

Detailed Instructions (Level 1 Heading)

To provide a consistent format for the proceedings, please type your paper using the format as shown in these instructions. It should be carefully proofed for spelling and format errors. Note that authors are responsible for securing permission to reproduce figures or text from authors and publishers concerned.

Levels of Heading (Level 2 Heading)

The five levels of headings are: Level 1 – **Centered, Boldface, Uppercase and Lowercase Heading**; Level 2 – **Flush Left, Boldface, Uppercase and Lowercase Heading**; Level 3 – **Indented boldface, lowercase paragraph heading ending with a period**; Level 4 – **Indented, boldface, italicized, lowercase paragraph heading ending with a period**; Level 5 – **Indented, italicized, lowercase paragraph ending with a period**. For a paper that only has one

level of heading, use Level 1; for a paper with two levels of heading, use Levels 1 and 2; if three levels are needed, use Levels 1, 2, and 3; and so forth.

Tables and Figures (Level 2 Heading)

Table and table title (Level 3 heading). Number all tables with Arabic numerals in the order in which they are first mentioned in text. In the text, refer to tables by their number (e.g., “as shown in Table 1”). For Table titles, type the word “Table” and its Arabic numeral, followed by a period, flush left. Then type the title as a sentence in italicized upper and lower case letters. Place Table notes, if any, at the bottom of the table. Italicize the word “Note,” followed by a period, and flush left. Type the note as a sentence.

Table 1.

Previous Locations of the International Symposium of Aviation Psychology.

Year	Location
2001	Columbus, Ohio
2003	Dayton, Ohio
2005	Oklahoma City, Oklahoma
2007	Dayton, Ohio
2009	Dayton, Ohio
2011	Dayton, Ohio
2013	Dayton, Ohio

Note. Table note goes to the bottom of the table. Only the word "Note" is italicized.

Figure and figure caption (Level 3 heading). Number all figures with Arabic numerals in the order in which they are first mentioned in the text. Place the figure caption below the figure. Italicize the word “Figure” and the appropriate number, followed by a period, flush left. Type the caption in a sentence form without italicizing. The caption serves both as an explanation of the figure and as a figure title. It should summarize the main points portrayed in the figure. Insert tables and figures where they are first mentioned in the text and not at the end of the paper.

References (Level 2 Heading)

Follow the APA (6th edition) format. References are cited in the text with an author-date citation (e.g., Roscoe (1968) found ...) and are listed alphabetically in the reference list at the end of the paper.

For the reference list, center the word “References” typed in uppercase and lowercase letters. List references alphabetically by first author. Use a hanging indent format with the first line of each reference set flush left and subsequent lines indented. Cite journals in full and include the volume and page numbers. Include the digital object identifier (DOI) in the reference

list if one is assigned. For articles retrieved online, include the homepage URI. Use this format: “Retrieved from <http://www.xxxxxxxxxx>.” Please take the time to furnish complete references to help the readers to locate the original work.

Acknowledgements (Level 1 Heading)

Identify grants or other financial support for the study. Acknowledge colleagues who assisted in conducting the study or critiquing the paper. Disclose any special circumstances such as the paper being based on an earlier study, a doctoral dissertation, or variation of related research. If any relationships may be perceived as a conflict of interest, explain them here. Also include any required disclaimer such as stating that the views of the research reported does not reflect the views of the employers or granting organization.

References (Level 1 Heading)

- Adams, J. A. (1979). On the evaluation of training devices. *Human Factors*, 21, 711-720.
- Broach, D., Schroeder, D., & Joseph, K. (2000b). Pilot age and accident rates report 4: An analysis of professional ATP and Commercial Pilot accident rates by age. Oklahoma City, OK: FAA Civil Aerospace Medical Institute. Retrieved from http://www.cami.jccbi.gov/aam-400A/AGE60/age60_4.pdf.
- Buck, R. N. (1995). *The pilot's burden: Flight safety and the roots of pilot error*. Ames, IA: Iowa State University.
- Durso, F. T., & Dattel, A. R. (2006). Expertise and transportation. In K. A. Ericsson, N. Charness, P. J., Feltovich, & R. R. Hoffman (Eds.), *The Cambridge handbook of expertise and expert performance* (pp. 355-371). New York: Cambridge University Press.
- Fothergill, S., & Neal, A. (2008). The effect of workload on conflict decision making strategies in air traffic control. In *Proceedings of the Human Factors and Ergonomics Society 52nd Annual Meeting* (pp. 39-43). Santa Monica, CA: Human Factors and Ergonomics Society.
- Jorna, P. G. A. M. (1989). Prediction of success in flight training by single- and dual-task performance. In *AGARD Conference Proceedings, AGARD-CP -458* (21-1-21-10). Neuilly-Sur-Seine, France: Advisory Group for Aerospace Research and Development.
- Mulder, M., Winterberg, R., van Paassen, M. M., & Mulder, M. (2010). Direct manipulation interfaces for in-flight four-dimensional navigation planning. *International Journal of Aviation Psychology*, 20, 249-268. doi: 10.1080/10508414.2010.487010
- Wickens, C. D., Hooey, B., L., Gore, B., F., Sebok, A., & Koenicke, C. S. (2009). Identifying black swans in NextGen: Predicting human performance in off-nominal conditions. *Human Factors*, 51, 638-651. doi: 10.1080/10508410802597382