This document provides detailed instructions on submitting your work as one of the following types of papers to be presented at the 2015 RESNA Conference:

- Research
- Practice and Service Delivery
- Public Policy and Education

Papers submitted should follow all guidelines outlined in this document. If necessary, authors can request additional information from the RESNA office at conference@resna.org

1. OVERVIEW

All submissions for the RESNA Conference will be reviewed by judges who are professionals in the field. Accepted papers will be presented at the conference and published in the RESNA Conference Proceedings which will be made available on the RESNA website.

Presentations

Authors of accepted papers will be expected to present their work during an “Interactive Poster Session” presentation at the RESNA conference. Four or five of the accepted papers from each topic area will be selected for presentation together as a 75-minute Platform Session, instead of as Interactive Poster presentations. The selection of papers for the Platform Sessions will be made by the conference planners based on what content helps complete or balance the program. Authors cannot choose the format that their paper will be presented in. Assignment to one or the other format is not a reflection of the relative quality of a paper. (Additional information on presentation formats is provided in Section 10, below.)

Publication Options

Authors of accepted papers are able to select between 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).

NOTE: Submitters considering requesting the Abstract-Only publication option—especially students—are encouraged to research the requirements of their targeted publications and consult with their advisors on this issue.

NOTE: Authors who wish to submit their paper to the RESNA Assistive Technology Journal do not need to limit their publication to an abstract, as the proceedings CD is not considered to be prior publication by the Journal editors.
NOTE: Winners of the Student Scientific Paper Competition are required to have their entire paper published in the Conference Proceedings, not just their abstract.

Student Scientific Paper Competition
RESNA conducts a student scientific paper competition each year. Full-time students in either an undergraduate or graduate academic program are eligible. To enter the competition, submit a paper through the online Scientific Paper submission process. The papers are then reviewed with other scientific papers, however, those student papers that are accepted for presentation at the conference are then moved to a second review process, specifically for the student scientific paper competition. Winners are selected and their papers are presented during a platform session at the RESNA Conference. **Note:** When submitting a paper, the author must include a Letter of Certification from a faculty member verifying that the first author was a student and carried out a majority of the work presented in the paper.

Eligibility
- Any research substantially performed while an individual is a full-time student in either an undergraduate or graduate academic program is eligible for the competition.
- Work of part-time students performed completely as part of his or her academic requirements and not related to other professional research is also eligible.
- A student applying for the competition must be listed as the first author and must have carried out a majority of the work presented in the paper. A letter of certification from a faculty member that verifies the student's fulfillment of these requirements is required and should be submitted with the paper.
- More than one paper can be submitted to the competition but no student will receive more than one award per year.
- The same paper cannot be submitted to both the Student Design and Student Scientific Paper competitions.

2. SUBMISSION DEADLINE
Papers must be submitted online via the RESNA Conference Paper Submission CMT Site at https://cmt.research.microsoft.com/RESNA2015/ no later than 11:59 pm ET Tuesday, January 13, 2015. A link is also available to the site from the RESNA conference page at www.resna.org.

3. TYPES OF PAPERS
Authors must classify their papers as one of the following Paper 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:
**CAC**  **Computer Applications & Communication**  
e.g. Augmentative and Alternative Communication: New or emerging technologies and applications; assessment and intervention strategies; language representation techniques; clinical/technical AAC research and developments; funding issues; service delivery options, outcomes measurement.  
e.g. Computer Access and Use: innovation in software and hardware; training strategies; integration of computer technologies; alternative access; 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.

**OUT**  **Service Delivery, Outcomes, & Measurement**  
e.g., service delivery programs and administration; telerehab; 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

**ROB**  **Robotics**  
e.g. exoskeletons; personal assistant robots; rehabilitation robots.

**SM**  **Seating and Mobility**  
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.

**OTH**  **Other:**  
Requested topics: 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. Other topics will also be considered – please briefly describe, including the segment of the RESNA audience that you feel will be interested.

5.  **REVIEW CRITERIA**  
Each paper will be reviewed according to the criteria listed below.

**Abstract/Background/Statement of Problem or Research Question**
Does the Abstract 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 March 3, 2015. 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 proof-read.

**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. The following sections describe how to set up your document.

**Paper Structure and General Style Guidelines:**

Template: Scientific Papers and Student Scientific Papers must be formatted according to the
RESNA Template. This template is available on the RESNA website.

Sample Paper: Authors should review the sample paper (RESNA Sample Paper.rtf) that is available on the RESNA website in the submission section in order to gain the clearest idea about style and layout guidelines.

Style Manual: Authors can also refer to accepted style guides, such as the *Manual of the American Psychological Association (APA)* (3rd Edition or later).

Submission Of Files: At least FOUR files will be uploaded to the RESNA CMT Site. One will be the full paper that includes all tables, charts, and figures placed appropriately. The second file will be a blinded copy of the full paper. The blinded paper will be the full paper, minus the names of all of the authors and affiliations, as well as any acknowledgement section. In addition, SSP authors will need to upload a letter of certification from their advisor/member of the faculty indicating that the author is (or was) a student at the time the research was conducted. Lastly, authors will need to upload alternative text for all non-text elements of your papers and any photos included in your paper separately.

**Technical Guidelines**

Equations: Equations should be accompanied by text equivalent of the equation. For example, the quadratic formula \( x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \) should 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, “\( \lambda \) (lambda)”.

Images: All images must be included as separate files, with at least 800 pixel width. Images can be in .png, .jpg, or .gif. Image should include a text equivalent providing the information that the image is intended to convey. The alt-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 alt-text, but do need to be submitted as true tables. This means that it is submitted either as 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.

**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 Alt 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.

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. But the reader has no information about what the alternative layout is.

![Figure 1](image-url)
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 alt-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 also 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.

**Equations:** All equations must have accompanying alt text, especially those that use non-English symbols. Most screen readers ignore symbols that are not standard alpha-numeric, including pi, theta, and other standard mathematical symbols. Imagine you are giving someone the formula over the telephone, and write what you would say.

**Tables:** Standard numerical tables do not require alt-text, though a description of the purpose of the table is requested. However, this is true only if your table is, in your document, alpha-numeric. Some applications, when pasting a table, will silently convert it to a graphic, which is not accessible. If you are not able to select text from a table in the finished document, it will not be accessible to screen-readers and other assistive technology. If you cannot insert the table as text, you must send a copy of the table in a form that is compatible with Excel (including csv and tab-delimited text).

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.

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.

4. NAMING YOUR FILES
All submissions should be in an editable format (e.g. .doc, .docx, .txt, etc.) rather than PDF. Name your file using the name of your submission.

8. SUBMITTING YOUR PAPER

**Submission Format, Methods and Deadline**
Proposals must be received ON or BEFORE Tuesday, January 13, 2015, 11:59pm Eastern Time. All papers shall be submitted through our on-line system which can be accessed through [https://cmt.research.microsoft.com/RESNA2015/](https://cmt.research.microsoft.com/RESNA2015/). Full instructions for submitting your proposal online are available in a step-by-step process within the online CMT submission system. In addition to these instructions, Microsoft's CMT customer service team provides support online.

You must upload 3 files (4 for Student Scientific) - the full paper formatted according to the RESNA Template and a blinded copy of the paper, with no author, affiliation or acknowledgements noted, alternative text for all non-text elements and Student Scientific Papers need to upload a Letter of Certification from a faculty member verifying that the first author was a student and carried out a majority of the work presented in the paper.

If you have technical difficulties with the submission, contact the RESNA office via phone or email at 703-524-6686 ext. 310, conference@resna.org

**Submission Accommodation**
If you are unable to utilize the online process due to disability-related reasons, or if you are directed to do so by office staff, you can submit your paper and supporting files by email to: conference@resna.org
Subject: Paper Submission, "Submitting Author's last name" Include the following information in the body
of the email message: “Submitting Author's last name”, Title of paper.

Remember:
- Your paper should not exceed 2000 words of text excluding references (approximately 3-4 pages).
- The total allowable submission size for each file is 5MB.

Submission Checklist
- Paper is saved as two files (full paper and blinded) as .DOC, .DOCX, file and is no larger than 5 MB.
- Submit via: https://cmt.research.microsoft.com/RESNA2015/ unless unable due to technical or disability-related reasons. (See Section 9.A and B above)
- For Student Scientific Paper Competition Submissions - Upload another file that is a Letter of Certification from a faculty member verifying that the first author was a student and carried out a majority of the work presented in the paper.
- 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 nearly all of the accepted papers will be presented in an open, free flowing style called Interactive Poster Sessions.

Interactive Poster Sessions
Interactive Poster Sessions are scheduled 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 mount their posters on a 4’ x 8’ poster board and stand next to their posters to present them at their 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 slot.

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 Interactive Poster Sessions. Authors should not rely on the use of their laptops.

Platform Sessions
Platform Sessions are scheduled in 75-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 & PowerPoint presentation so that there will be some 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 projection system. Presenters must bring their presentation on a CD-ROM or USB flash drive that can be opened by a PC for a quick, smooth, and professional transition. A laptop will be provided by the conference organizers.

10. ASSISTIVE TECHNOLOGY JOURNAL
Assistive Technology, RESNA’s official journal, invites authors of Conference papers 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 Annual Conference?
A: Any individual or group can submit a paper.

Q: I’m confused by the Topic Areas and not really sure where my proposal fits.
A: Select the Topic Area “Other” and the Topic Area coordinators 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 LESS 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, contact the RESNA office. If your problems are disability-related, submit via email per the instructions provided in Section 9.

Q: If my paper is accepted, I understand that I will be invited to present it during RESNA 2014. Do I have to pay to register for the conference?
A: Yes – if a Paper Author wants to attend the full Conference (sessions, receptions, plenary speakers), then he/she must pay the 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 the full Conference, then he/she does not have to pay the Registration Fees and will have access to the Exhibit Hall ONLY, which is where the poster presentations will be held. Please contact Dawn Paulson at d paulson@resna.org or 703-524-6686 x310 to arrange to have a presenter only badge.

Q: If my paper is selected, but we have multiple authors, who should/can present?
A: Only one representative from each paper must be at the Conference to present the paper. For the Interactive Poster Sessions, there are no limits as to how many authors may present the work. If a paper is selected for presentation as a Platform Session, then only one author can present that paper, but all authors or individuals are welcome to attend the RESNA Conference. Remember, ALL paper authors must pay the applicable Registration Fees if they want to attend the Conference program.

CONTACT US:
Please direct any questions to the RESNA office:
• Email: conference@resna.org  Subject Line: Scientific Presentations.
• Phone: 703-524-6686 ext. 310
• Fax: 703-524-6630