General Formatting Issues (applicable to all sections)

Page size for book: Not decided yet. Could be large format, if necessary.

Figures: Color is preferable, but final decision won’t be made until later in process. Place the figures on a separate page within the document – with one figure per page. The publisher will want to reduce the figure size as small as possible – thin lines on your figure will disappear. Make lines relatively thick. Each figure should have a caption below the figure giving the figure number and a short description of the figure.

Figure 1-1 Figure number in bold at bottom of figure. Use chapter number and figure number. Number consecutively from beginning of each chapter.

Tables: Do not embed the table within the document – keep on a separate page, with one table per page. The table caption should be at the top of the table giving the table number and a short description of the table.

Table 1-1 Table number in bold at top of table with caption following. Use chapter number and table number. Number consecutively from beginning of each chapter.

Equations: Number consecutively with chapter number, display number flush with right hand margin. Equation is centered. Variables, such as $F$, are italicized.

\[ F = ma \]  

where $F$ is the resulting force (N) 
$m$ is the accelerated mass (kg) 
$a$ is the acceleration (length/time$^2$)

Refer to equations in the text using the complete number in parenthesis. Capitalize the first letter in Equation. Thus, the correct reference to the equation above is given by Equation (1-1).

Bullet lists: Use dots for bullets, indent

- This is bullet 1
- This is bullet 2. Note that the bullets are justified at the indent, not with the document.
References: Identify references in text using the author name(s) and date, all within paranthesis, i.e. (Smith, 1994). For two authors use both names, i.e. (Smith and Jones, 1994). For multiple authors use (Smith, et al., 1995). For AICHE publications (or other societies), use the organization name, (AICHE, 1996), (NFPA, 1994).

Citations in bibliography: Citations listed at the end of a chapter must be listed alphabetically by author in the following format,

For a journal article:
Jones, A. J., and Smith, C. E., "This is the Title of the Article in Quotes," *This is the Journal Name in Italics*, Vol. 1, No. 2, June 1995, pp. 14-16.

For a book:
Smith, C. E., *This is the Title of the Book* (New York: American Institute of Chemical Engineers, 1995).

For a book of monograph without an identified author:
NFPA 68, *This is the Title in Italics* (Quincy, MA: National Fire Protection Association, 1994).

Examples: Embed within document as shown below.

Example 1-1
Use bold to identify example. Number examples with chapter number and consecutive number within chapter. Indent problem statement 5 spaces from left of normal text in chapter.

Solution Indicate beginning of solution with bold text, justified with problem statement text.

Email File Names: CH01 20040614.DOC
PARTI.DOC for Introduction to Part I.

Internet reference links: Try to restrict to major government and organizational links. List link in references, if necessary. Try to explain link, or search criteria in text.

Acronyms/Abbreviations: Send list to Crowl. Define on first use in each chapter. Crowl will compile list for book.

Glossary: Send list to Crowl. Crowl will compile list for book.
Use this format for normal chapters and sections

1 Chapter Heading
- 24 point bold and italics, left justified.

1.1. First Subheading
- 14 point bold, numbered via chapter and section, blank line above and not below

Second Subheading
- 14 point bold and italics, no numbering, blank line above and below

Third Subheading. 12 point italics. Blank line above, not below.

General format: Left justify manuscript (do not use left and right justification - it is more difficult to read!) Manuscript line spacing should be 1.5. Place line numbers to the left of the margin – restart numbering on each page. Number pages at bottom center. Date, time and author in footer at bottom helps control versions – do not have the date automatically updated. Tables and figures must be kept separate and not embedded in the manuscript text. Use at least 12-point type – Arial.
1 Introduction to Human Factors

This is the normal beginning of the chapter. Do not indent the first paragraph. Use double spacing and line numbers. Left justify text. All subsequent paragraphs are indented.

1.1 History of Human Factors

This is the first subheading. The first paragraph is not indented. Use a blank line space above the heading, and no extra lines below.

Human Factors Prior to 1970

This is the second subheading. A blank line above the heading and none below. Do not indent the first paragraph.

The Contributions of John Smith.

This is the third subheading level. A blank line is above it the heading and none below.

Example 1-1

An example is indented from the normal text on the left. This indent is 5 spaces.

Solution The solution is indicated in bold and also indented. At the end of the example the text returns to the normal left justified.
Use this format for the two page Human Factors Topics sections

1 **Chapter Heading**
   - 24 point bold and italics, left justified.

**First Subheading**
   - 14 point bold, no numbering, blank line above and not below.

The subheadings for these sections should include the following:
   - Introduction
   - Typical Issues and Examples
   - Approaches
   - References – list references cited in chapter
   - Additional Resources – cite additional references

**Second Subheading**
   - 14 point bold and italics, no numbering, blank line above and below

*Third Subheading.* 12 point italics. Blank line above, not below.

General format: same as previous
1 Human / Computer Interface

Introduction

This is the first subheading. The first paragraph is not indented. Use a blank line space above the heading, and no extra lines below.

Typical Issues and Examples