

HiNZ Submission Guidelines - Scientific Paper

These guidelines apply to scientific paper submissions to the 2016 HiNZ Conference. Submissions must be the original work of the submitting author(s), must not have been previously published and must not be under consideration by another publication or conference. Submissions that fail to meet these criteria will be withdrawn from the conference.

We are looking for scientific papers that provide insights into the latest thinking, innovations and emerging initiatives. Authors of Selected papers may be invited to submit revised versions of their papers to a special edition of the newly enlarged electronic journal of Health informatics (ejhi) www.ejhi.net, the Australasian health informatics Journal.

Step 1: Prepare your paper

Instructions for full version of paper

- Do not list authors or affiliations
- 2000 - 3000 words and must be maximum of 6 pages. Includes tables/figures and references
- Format to Journal publication standard. Please use the template provided 'HiNZ 2015 Scientific Paper Template'.
- Paper title to be in sentence case, using capitals where appropriate e.g. "My paper title: An exploration of sentence structure"
- If your paper exceeds the word/page limit or is not formatted to the Journal publication standards it will be not be accepted for review and will be returned to you to be re-formatted
- Some forms of scientific papers such as opinion pieces or case studies may not neatly fit all of these headings, and authors may vary the structure. However, it is strongly advised that authors do conform to the guidelines, as reviewers may mark them down for failing to follow them.
- Consider the quality of your illustrations. Do not use illustrations taken from the Internet without permission. The resolution of images intended for viewing on a screen is not sufficient for printing. If you are incorporating screen captures, keep in mind that the text may not be legible after reproduction (using a screen capture tool, instead of the Print Screen option of PCs, might help to improve quality).
- Please use the Vancouver style (numbered)

Instructions for abstract

Scientific paper submissions must include an abstract (maximum of 350 words). As far as possible adopt the structured abstract approach where the abstract is a condensed version of the paper, using the section headings noted below. An abstract briefly summarises the contents of the full paper, and is structured in the following manner:

- Introduction to topic area and paper objectives or hypothesis
- Background and concise literature review
- Methods (e.g. study design, data sources, and interventions)
- Results and discussion of implications / conclusions
- References
- Keywords: MeSH <http://www.nlm.nih.gov/mesh/>

Step 2: Submit your paper online

The deadline for submissions is **27 June 2016**. Submissions received after this date will not be reviewed. Upload your case study following the instructions at www.hinz.org.nz

Please note the following:

- File format: Must be Word document.
- Filename format: Paper title.doc
- You can only be lead author on 1 submission.
- You will have the option to tick 'poster only' during the online submission process if you would prefer not to present your case study.

Step 3: Paper Review

All submissions will be blind reviewed by at least two independent members of the Scientific Program Committee or invited referees. The papers will be scored by the below criteria:

- Relevance or significance of the topic
- Method/Research/Descriptive
- Presentation of information
- Originality
- Discussion or interpretation
- Clarity of writing

Step 4: Author notification

You will be notified by **25 July 2016** if your paper is accepted for an oral presentation, a poster or declined. You will be provided with the reviewers' comments. The presentation date and time allocated will be confirmed in the invitation.

If your paper is accepted as a presentation:

Step 5: Paper resubmission

- Revise paper according to the reviewer feedback.
- Author may include a separate document listing the changes (or rebuttals) made in response to each point raised in the reviews. Please paste each reviewers comment above each of your responses.
- Add author names and affiliations.
- Confirm whether you are the presenting author.
- Upload revised paper to www.hinz.org.nz following the online instructions.

Step 6: Approval

Resubmission is approved by the committee. (If the committee are not satisfied with your revisions your paper will not be accepted for the scientific program.)

Step 6: Submit presenting author(s) details

Email a photo and biography to www.hinz.org.nz

Note: By accepting the invitation to present you are giving HiNZ permission to publish your name, job title, organisation name, email address, photo and biography in the conference app and handbook.

Step 7: Registration

Register for the conference at the reduced presenting author rate, at www.hinz.org.nz (Authors that are not registered will not be allowed to present)

If your paper is accepted as a poster

Step 5: Create poster

Author to redevelop submission in poster format. (Poster guidelines will be provided).

Step 6: Registration

Poster author to register for the conference at the reduced presenting author rate. (Poster authors that are not registered will not have their poster displayed.)

Step 7: Poster presentation

The posters will be displayed for the duration of the conference. There will be a poster presentation session facilitated by the conference MC where you will have the option of giving a short 2 minute oral presentation to summarise your poster. (The poster oral presentation is not compulsory).

Questions? Email admin@hinz.org.nz