

INSTRUCTIONS FOR SUBMISSION

All submissions will be peer reviewed. Accepted FULL papers will be published in the conference proceedings published by Springer and indexing by Scopus.

Abstract Only submission will also be reviewed and included in the conference booklet published by HFEJ.

Full Paper Only (Deadline: 15 February 2023)

1. Please use the [Springer template](#) when preparing your paper for submission. Each paper should not be less than 8 pages and not more than 15 pages, including references and acknowledgement. Please submit the paper in PDF Format. Papers formatted improperly will be returned to the author(s).
2. All final papers must be submitted as Springer compliant pdf files. Instructions for final paper preparation will be sent to authors of accepted papers.
3. Choose at least ONE primary topic and ONE secondary topic for your paper from the given conference tracks. The topics must be related to your paper. This information will be used by the PC Chair to assign appropriate reviewers and to schedule sessions.
4. The topics are found on the [HFEMC 2023](#) website.
5. After submission, you may still make as many changes as you wish. However, this must be done before the given submission deadline. After this date, you may no longer edit, re-submit, add co-author, re-order author listing, etc.
6. Full paper submission deadline: **15 February 2023**.
7. Authors will be notified of a decision from **1 April 2023** onwards.
8. For accepted papers, the final camera-ready paper is due on **15 May 2023**.
9. Each submission will be assigned a PAPER ID. Please quote this in all correspondences.
10. To submit your full paper, log in to the EquinOCS Conference Submission System. If you are a new EquinOCS user, [sign up here](#).
11. A signed "Consent to Publish" form (Copyright Transfer Agreement) must be uploaded and submitted (PDF format) during the revised full paper submission process.
12. The paper File Name Format should be: [primary author lastname_firstname_PaperID.doc](#) (e.g., [Doe_John_111.doc](#)).

Abstract Only (Deadline: 1 March 2023)

1. To submit your full paper, log in to the EquinOCS Conference Submission System. If you are a new EquinOCS user, [sign up here](#).
2. All speakers must submit an abstract for the conference booklet. The abstract must be written in English of 800 words. No figures, photos or illustrations are allowed in the abstract. The inclusion of trade names/brand names is not allowed in the abstract.
3. After submission, you may make as many changes as you wish but must be before the submission deadline.
4. Only submissions made via the online process will be considered. You will receive an email confirmation within 24 hours of your submission. If not, please email the secretariat, admin@hfemc2023.org

Policies: Important Notes to Authors/Presenters

1. All papers will be peer reviewed.
2. English shall be the official language throughout the meeting.
3. Authors will be responsible for plagiarism check of their paper. Run **Turnitin**, <https://www.turnitin.com>. Ensure that the similarity score does not exceed 20%
4. Acceptance is based on condition that at least one author will register and present the paper at the conference. HFEMC reserves the right to exclude a paper from distribution after the conference (e.g., removal from Springer publication) if the paper is not presented at the conference.
5. Authors/presenters must pay fees by **15 July 2023**.
6. Late payment may result in the paper not being included in the conference program and any other publications that are produced for distribution at the conference.
7. Each paid fee covers one presentation only. The same author cannot present more than TWO papers.
8. Participation will only be confirmed upon receipt of the online registration form and fee payment.