Instructions to Authors for Preparation of Symposium Manuscript

Aaaa Bbbb 1, Cccc Dddd 2, and Eeee Ffff 1 (Author(s)’ name)

*1Japanese Geotechnical Society, Japan (Affiliations, Country)*

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## ABSTRACT

This document provides information and instructions for the preparation of papers to be included in the Proceedings of the 15th JGS Symposium on Environmental Geotechnics. The authors are recommended to prepare their manuscript in MS-Word. Abstract must be entered with 9 pt Times New Roman font and must be limited to one (1) paragraph of no more than 250 words.

KEY WORDS: Environment, Soil, Vegetation, Landfill (4 to 6 words)

1. GENERAL

The symposium publication will be produced from a PDF document of your manuscript. Please produce your manuscript on standard A4 paper. Please remember there is no publisher intervention in the papers and the document supplied by you is what will be published.

The author should prepare his/her own manuscript according to this example.

2. OUTLINE OF THE FORMAT

2.1 Length

Your manuscript must be of 4 to 8 pages of A4 (297 × 210 mm) paper including all tables and illustrations, and produced according to the attached paper sample.

2.2 Fonts

Use Times New Roman set to 9 point (pt) type size with 10.5 pt line spacing.

2.3 Margins

Set 20 mm margins top, bottom, left and right on the standard A4 paper (297 × 210 mm).

Both color and black-and-white can be used for figures. Please ensure that all figures are of the high quality. All text and figures must fit within 257 × 170 mm area.

2.4 First Page

2.4.1 Title

On the first line type the title of the paper, in upper- and lower-case text, aligned to the center, unjustified, using Arial 10.5 pt.

2.4.2 Author(s)

Leave one line of 10.5 pt space. On the next line, using Times New Roman 9 pt aligned to the center, unjustified, type the name(s) of author(s).

2.4.3 Affiliation(s)

Leave one line of 10.5 pt space. On the next line, using Times New Roman 9 pt, Italic, aligned to the center, unjustified, type the author’s affiliation and country. If authors have different affiliations, repeat it for each affiliation and type the superscript number before each affiliation that is correspondent to those after each author’s name (See the above). Use line space of 10.5 pt.

2.4.4 Abstract

Leave two lines of 10.5 pt space. On the next line, after a heading “**ABSTRACT**”, enter the abstract of your manuscript with 9 pt Times New Roman font and must be limited to one paragraph of no more than 250 words. Set 15 mm indentations, left and right, and use line space of 10.5 pt.

2.4.5 Keywords

Your paper should include keywords. Leave one line of 10.5 pt space. On the next line, type 3 to 5 keywords, aligned to the left margin, with a heading “**KEYWORDS**: ”. Set 15 mm indentations, left and right.

3. MAIN TEXT

3.1 General

Set the main text fully justified in double columns (Column width is 82 mm). Use Times New Roman set to 9 point type size and line space of 10.5 pt.

Leave two lines beneath the keywords. Do not indent the first paragraph after a heading. Indent all further paragraphs on the first line with 4 mm.

3.2 Section Headings

- First-level section headings should be in 9 pt, UPPER CASE, aligned to the left margin, with two lines of space above, one line of space below.

- Second-level headings should be in 9 pt, Upper and Lower Case, aligned to the left margin with one line of space above, 5 pt of space below.

- Third-level headings should be in 9 pt, italic, *Lower case*, aligned to the left margin with 5 pt of space above, no space below.

- Number headings consecutively

- ACKNOWLEDGMENTS and REFERENCES are first-level section headings without number.

4. FIGURES, TABLES & EQUATIONS

4.1 General

Figures must be included within the number of pages allowed and within the text area.

Line illustrations should be embedded directly into the documents. The use of tints (shades of black) will not reproduce. Please use cross hatching or something similar.

Full color images are acceptable. Make sure your images are clear both in color and black and white.

4.2 Caption

- Captions are required for all figures and tables. Captions should be set as 9 pt, aligned to the left margin. Figure captions should appear beneath figures, table captions should appear above tables.

- Figures and tables must be referred to by number in the text and identified by their number in the captions.

- Keep appropriate space above and beneath the figures and tables.

4.3 Equations

- Equations should be printed clearly in black only, using standard conventions and notation, also using a standard font – please use the symbol fonts in Word rather than any other program.

- Number equations consecutively and place the number at the end of the line, between parentheses. Refer to equations by these numbers.

- Keep appropriate space above and beneath the equation.

Table 1. Table example.

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Fig. 1. Representative graphics embedded within the format of the paper.

REFERENCES

- At the end of the paper list all references in alphabetical order underneath the heading “REFERENCES”.

- Use 9 pt Times New Roman and line spacing of 10.5 pt.

- Book titles and journal titles should be in italics

- First line of each reference justified; indent following line of each listing with 4 mm.