

Instructions to authors for preparation of the symposium manuscript

General

- The publication will be produced from a reproduction of your manuscript and figures. Please produce your manuscript on standard A4 paper according to the sample format. Please remember there is no publisher intervention, except the title header, in the papers and the print out supplied by you is what will be published.
- Please submit an electronic PDF version by E-mail to the symposium secretary, Dr. Masahiko Katoh (mkatoh@meiji.ac.jp).
- The submitted manuscripts will be reviewed by the symposium organizing committee.

Length

- Your text must be no more than 8 pages of A4 (297 × 210 mm) paper including all tables and illustrations, and produced according to the attached paper sample.

Margins

- Set 20 mm margins top, bottom, left and right on the standard A4 paper (297 × 210 mm). All text and figures must fit within 257 × 170 mm area.

First page

- **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.
- **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).
- **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 first author's affiliation and country. If there are other authors with 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 sample file).
- **Abstracts:** 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.
- **Key words:** 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.

Main text

- 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 line space between the keywords and the main text.
- Do not indent the first paragraph after a heading. Indent all further paragraphs on the first line with 4 mm.

Section headings

- First-level section headings should be in 9 pt, UPPER CASE, aligned to the left margin, with two lines of space above and 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 and 5 pt of space below.
- Third-level headings should be in 9 pt, Lower case, aligned to the left margin with 5 pt of space above, no space below.
- Number headings consecutively
- Note particularly the use of an italic font for quantity symbols, and the use of an upright font for unit symbols
- Use the official SI notations.
- "ACKNOWLEDGMENTS" and "REFERENCES" are first-level section headings without number.

Figures and Tables

- All figures and tables must be included within the number of pages allowed and within the text area.
- Full color images are acceptable. Make sure your images are clear both in color and black and white.

Caption

- Captions are required for all figures and tables. Captions should be set as 9 point Times New Roman. 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.

Equations

- Equations should be printed clearly in black ink 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 one open line before and beneath the equation.

Citations & References

- Present all citations within the text and generate a list of references following the text of the manuscript. In the text, place the authors' surnames (without initials) and the date of publication in parentheses. See the examples below:
 - Author & Author (1989) instead of Author and Author (1989)
 - (Author 1989a, b, Author & Author 1987) instead of (Author, 1989a,b; Author and Author, 1987)

- (Author et al. 1989) instead of (Author, Author & Author 1989)
- At the end of the paper list all references in alphabetical order underneath the heading (without number) REFERENCES. If several works by the same author are cited, entries should be chronological.
 - Use 9 pt Times New Roman.
 - Book titles and Journal titles should be in italics
 - First line of each reference justified; indent following line of each listing with 4 mm.

Queries

- If you have any queries on the preparation of papers, please contact the conference secretaries

Contact

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