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**INSTRUCTIONS FOR PAPERS**

**(EXAMPLE)**

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**Taro Iidabashi Tsukuto Construction Co.,Ltd., Japan**

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**Abstract**: This document contains detailed guidelines for the preparation of a paper. The abstract should be indented with 1cm in both left and right margins. Use 10pt Times New Roman for the abstract. The word Abstract should be set in Times New Roman 10.5pt, boldface. The abstract should also be single-spaced and should be no longer than 5-6 lines. Leave one blank line below the abstract. The word Keyword should be written in Times New Roman 10.5pt, boldface. The keywords should be set in 10pt, boldface.

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**Keywords:** **One line for the keywords and leave one blank line below the keywords.**

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**1. INTRODUCTION**

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Authors are strongly requested to follow the guidelines. The paper must not exceed six pages and must have a minimum length of four pages. Papers will appear in print exactly as they have been prepared by the author. Therefore, it is essential that the paper be accurately and attractively presented.

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**2. GENERAL SPECIFICATIONS**

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All text including tables and figures must fit into a printing box of 17 cm x 25.2 cm (the upper and lower margins should be 2.5 cm and 2.0 cm respectively, with the left and right margins being 2.0 cm) on A4 paper (21.0 cm x 29.7 cm) (Fig. 1). The normal text should be written single-spaced, justified, using 10.5pt Times New Roman in one column.

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**3. TITLE, AUTHORS, AFFILIATION**

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Page one of the paper starts with the title of the paper, the authors, affiliation, and the Abstract. There should be a 12pt space before and after the title.

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3.1 Title

The title should be written center aligned, in 12pt, boldface Arial, all capital letters.

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3.2 Affiliations and Authors’ Names

Use 10.5pt boldface Times New Roman for country, affiliations, academic degrees and authors’ names. The list of affiliations and authors should be flushed to right edge. Place the author who is presenter first and mark “〇” before name. Leave one blank line below the list.

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**4. HEADINGS**

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4.1 Main Headings

The main headings should be numbered and written left aligned, in 10.5pt, boldface in capital. Leave one blank line above and below the main heading.

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4.2 Secondary Headings

Secondary headings should be numbered and written left aligned, 10.5pt, Times New Roman, with an initial capital for word. There must be one blank line above the secondary heading. There is not secondary heading-paragraph spacing.

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4.3 Text

The normal text should be written single-spaced, justified, using 10.5pt Times New Roman in one column. The first

[Title]

Center, Arial, boldface, 12pt

Top margin

25㎜

297㎜

210㎜

Bottom margin

20㎜

Left aligned

Times New Roman

Bold face 10.5pt

[Abstract]

Times New Roman 10pt

[Text]

Justified

Times New Roman

10.5Point

Left aligned

Times New Roman

10.5pt

Right margin

20㎜

Left margin

20㎜

[Authors’ details]

Right justified,

Boldface,Times New Roman

10.5Point

Name (given name, initials and surname)

Academic degrees

Affiliation

Country

Mark “〇” before presenter name and place it first

 Arial, 10.5pt



[Keywords]

Boldface,Times New Roman

 10.5pt

Fig. 1 Page layout

line of the paragraph must be indented 0.5 cm. There is not inter-paragraph spacing.

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**5. EQUATIONS, FIGURES, AND TABLES**

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5.1 Tables

Keep tables simple. Type the table number and title immediately above the table. All tables should be numbered consecutively and captioned, the caption should be written centered, 10.5pt Arial (Table 1). The table should be centered, leaving a blank line above the caption and below the table.

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Table 1 Example of construction of a table

|  |  |  |  |
| --- | --- | --- | --- |
| J11000 | J12000 | J13000 | J14000 |
| J21000 | J22000 | J23000 | J24000 |
| J31000 | J32000 | J33000 | J34000 |

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5.2 Figures

All figures should be numbered consecutively and captioned. It should be used (a), (b) and (c) , if multiple figures placed in one figure. The caption should be written centered, 10.5pt Arial (Fig. 2). The figure should be understandable even in black and white prints. The figure should be centered, leaving a blank line above the figure and below the caption.

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(a) Fig.A

(b) Fig.B

Fig. 2 Example of construction of a figure

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5.3 Equations

A displayed equation is numbered, using Arabic numbers in parentheses. It should be centered, leaving a blank line above and below to separate it from the surrounding text.

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E = MC2 (1)

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**6. CAUTIONARY NOTES**

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6.1 Commercial comments

Don’t use commercial comments. And it should not use the unique name of product or construction method in the title and headings.

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6.2 Copyright of maps and figures

List the sources of the figures or photographs which quote from other papers and website. And it is necessary for the author to confirm that it does not have the infringement of the copyright by oneself.

Reprinting of Yahoo Maps, Google Maps, etc. is not permitted.

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**7. CONCLUSIONS**

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The paper should be written following the above-mentioned format. The organizers do not commit themselves to include in the proceedings any paper received later than the deadline.

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**ACKNOWLEDGMENTS**

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This optional heading should be inserted just before the References, both headings (**ACKNOWLEDGMENTS and REFERENCES**) being in bold Times New Roman 10.5pt, without numbering.

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**REFERENCES**

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1. List and number all references at the end of the paper under the major heading **REFERENCES**. Number the references in order of appearance, using Times New Roman 10.5pt as the following list.
2. Mutsuyoshi, H., Ichinomiya, T., Sakurada, M., and Perera, S.V.T.J., “High-Strength Concrete for Prestressed Concrete Structures,” Concrete Plant International, pp.42-46, August 2010.
3. Aravinthan T., Witchukreangkrai E., and Mutsuyoshi H., “Flexural Behavior of Two-Span Continuous Prestressed Concrete Girders with Highly Eccentric External Tendons,” ACI Structural Journal, Vol.102, No.3, pp.402-411, May-June 2005.
4. Bentz, E.C., “Sectional Analysis of Reinforced Concrete Members,” PhD dissertation, Dept. Civil Engineering, University of Toronto, Toronto, Canada, 2000.
5. Graduck, I.I., “Prestressed Concrete,” Gordon and Breach, New York, 1968.