

AMAM 2003: Information for Authors

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Abstract

These instructions are provided for the authors of AMAM papers, who are preparing their manuscripts for inclusion in the proceedings. Your final paper should look like this paper. To ensure that papers will be reproduced clearly and in the correct size and format, please observe the following instructions.

1. Introduction

Our goal is to obtain, as closely as possible, the same appearance for all papers included in the proceedings of AMAM 2003. These instructions have been prepared in the preferred format and therefore, you should prepare your paper as closely as possible to this example.

2. General Information

Prospective authors are kindly asked to submit their full-length papers in English (the official language of the symposium) electronically. Papers have to be sent by the form of E-mail attachment and the attached file format must be PDF or ps. If necessary, use an MS Word submissions. Please send e-mail to hiroshi@kimura.is.uec.ac.jp.

The total length of the paper is 6 pages (standard), 4 pages (minimum) and 8 pages (maximum). No extra page charge is needed. But the total length of the paper should not exceed 8 pages. There is no page limitation about papers for keynote speeches.

3. Manuscript Preparation

3.1 Typing and special paper

- Manuscripts must be typed two columns to a page.
- Manuscripts must be single and not double spaced.
- Typing for the main body of the text - i.e., all text excluding headings, must be in the font size of 10 points. Please use a font from the Times Roman family and ensure that text is justified on both sides.
- Papers are to be printed onto A4 sheets (210 x 297mm), using a laser printer. Only one side per sheet of paper must be used. Papers that are

printed on both sides of the sheets will not be acceptable.

- Laser printers must be used and photocopies are unacceptable.

3.2 Paper format

Text and illustrations should fill, but not extend beyond an area of 157 x 227mm. Therefore, authors should closely adhere to the dimensions in Table 1 and apply them to a document that will print onto A4 (210 x 297mm) paper:

Table 1: Dimensions for creating correct printing area

Top margin	38mm
Bottom margin	32mm
Left margin	30mm
Right margin	23mm
Column width	76.5mm
Column length	227mm
Gutter between columns	4mm

Therefore, the printing area on each page will be 157 x 227mm. It is very important that no figures, tables or text extend beyond this area.

4. Title of Paper

The title of your paper should appear as in this example, typed in bold in a font size of 14 points and centred on the page.

Authors' names and affiliations should appear as in this example positioned in the centre of the page. Please type authors' names in bold in a font size of 10 points and affiliations in plain text in a font size of 9 points.

5. Abstract

A brief abstract should be included as the first paragraph of the paper. The word 'Abstract' should be centred at the top of the 1st column and written in bold text, in a font size of 9 points. The text must

follow on a new line in a font size of 9 points. The suggested length of the abstract is from 5 to 12 lines.

6. Headings

- Headings are numbered and are positioned flush with the left hand margin. Following the number for each heading there must be a full stop.
- Please use capital letters for the first letter of each significant word. For example, in heading 4 of this paper the words 'Title' and 'Paper' begin with capital letters and the word 'of' does not.
- Please use bold text and a font size of 12 points.
- Please leave a line space above and below headings.
- The first paragraph following any sort of heading should not be indented, but all subsequent paragraphs need to be indented.
- Do not type a new heading on a page unless there is space for at least two lines of text as well.

6.1 Subheadings

- Subheadings are numbered with two digits and are positioned flush with the left hand margin.
- Leave a line space above and below subheadings.
- Use bold text and a font size of 10 points.
- With subheadings, only the first letter of the first word should be a capital letter. For example see heading 3.1 of this paper.

6.1.2 Subsubheadings

- Subsubheadings are numbered with three digits and are positioned flush with the left-hand margin.
- Leave a line space above and below subsubheadings.
- Use bold, italic text and a font size of 10 points.
- With subsubheadings, only the first letter of the first word should be a capital letter.

7. Page Numbers

Do not type page numbers; page numbers will be added by the Publisher.

8. Figures and Tables

- It is essential that all figures and tables fit into the required area of 157 x 227mm.
- Figure captions should be typed in a font size of 9 points and they should always be positioned *below* the figure.

- Table captions should be typed in a font size of 9 points and they should always be positioned *above* the table. (See Table 1 in this paper.)
- Only put a capital letter on the first letter of the first word in a caption.
- Take care that all figures and tables are numbered correctly.
- Try to avoid using shading in figures and tables. Areas of shading do not reproduce clearly and can often obscure text or make it very difficult to read.
- Only black and white photographs are accepted. Please scan these into your documents and ensure that they will all print clearly.
- Annotation on figures must be clear and legible. Avoid the use of very small point size when annotating.

9. Text Citations

Number references consecutively in the order in which they are first mentioned in the text. Identify references in the text by Arabic numerals in square brackets. For example: "... previously published [1]".

10. Reference List

- Type the references section of your paper in a font size of 9 points.
- List references in numerical order.
- If a work has more than three authors, list only the first three followed by "et al".
- Do not number the heading entitled "References", but use 12 point bold text.

References

- [1] Expert, A.N., 1989, *A Book He Wrote*, His Publisher.
[2] Amam, I.S., 2000, "Some related article I wrote," *Some Fine Journal*, Vol. 17, pp. 1-100.