

# JCI ANNUAL CONVENTION 2004 (KOCHI)

## JCI CONFERENCE

Japan Concrete Institute

### Checklist for English Manuscripts

#### (1) REQUIREMENT FOR MANUSCRIPTS

- The text is single-spaced and the single column format is applied.
- The top and bottom margins are 25mm and 20mm, respectively. The left and right margins are 22mm each.
- Times or Times New Roman typeface is used.
- The used type size is 12pt or 11pt.
- The International System of Units (SI) is applied.
- The length of the manuscripts is within 6 pages. (More than two-thirds of the last page is filled with texts, figures or tables.)
- The manuscripts have no large blank space.

#### (2) TITLE, AUTHORS' NAMES, ABSTRACT, AND KEYWORDS

- “- *Technical paper* -“ or “- *Technical report* -“ is placed in Times Italic bold or Times New Roman Italic bold typeface with right justification.
- The title is typed in all capital letters, and centered on the first page beginning on the third line of the manuscript. The type size is 14pt. The bold type face is used.
- The authors' names are centered on the first page with two blank lines below the title. The last name of each author is typed in capitals.
- All the title and authors' names are the same as what you described in the application form at submission of the abstract.
- An abstract is within 7 lines and given at the fourth line below the authors' names.
- Keywords are within 2 lines and below the abstract.
- Two blank lines are allowed between the keywords and the first heading of the text.

#### (3) TEXT FORMAT

- Major and second level headings are typed in bold capitals and numbered. Only the first

letter of the third headings is capitalized. All headings are numbered and begin at the left-hand margin.

- The headings of **ACKNOWLEDGEMENT** and **REFERENCES** are centered and not numbered.
- Two blank lines are allowed above the major headings and only one blank line below.
- Only one blank line is allowed above each subheading.
- A new paragraph is started with 5-space indent.
- Equations are included in the text and numbered such as (1), (2), and (3). The number of equations appears in right-hand margin.

#### (4) FIGURES, TABLES, AND PHOTOGRAPHS

- Captions of figures and photographs appear below them and captions of tables are typed above.
- Captions are typed in bold face.

#### (5) PRODUCTION OF PDF FILES

- The file size is less than 750KB.
- The PDF file has the same images as the printout of the original document, especially in terms of the location and size of figures, tables, and photographs.
- The number of pages in the PDF file is within 6 pages.
- No text is placed in the header or footer of the pages.
- Page security in the PDF file is off.
- [page only] is selected in [open] of [document info.].
- The PDF file for submission is not compressed.