

Instructions for Authors

Names of Authors¹

¹Full postal-mailing address, e-mail address, and affiliation of each author.

ABSTRACT

The abstract need not be identical to that initially submitted but should be similar. It must be a maximum of 200 words long and not contain any figures, tables, or references. It should present a concise statement of the scope, summary of work, principal findings, and conclusions of the paper.

PAPER LENGTH

The paper should 6,8 or 10 pages. The maximum permitted length for a paper is 10 pages.

FORMAT

Submission. Papers must be submitted in MS-WORD (2003 or later version) format and PDF, as camera-ready files fully formatted for inclusion in the proceedings. Authors should be aware that the pages may be reduced in size for printing so very small details in figures may be lost.

Point size and font. Follow the layout of this document.

The text must be in 11-point “Times New Roman” font. Headings must be in 12-point “Times New Roman” font, except the paper title should be in 16-point. Main headings must be **BOLD UPPERCASE** and sub-headings must be **Bold Lowercase**. Within tables and figures 12-point font must also be used.

Layout. All text must be single-spaced with one blank line above all headings and below main headings. Single column format must be used with a justified right-hand margin. Figures and tables must be embedded in the text and should follow as soon as possible, without creating a short page, after the first time they are referred to in the text.

Margins. The margin settings are shown in Table 1. The first page of the paper must have an additional 2 cm. (0.8”) below the top margin. All text, figures, and tables must fit within the margins. The tables and figures should be arranged so the area within the margins is filled and short pages are not created.

Table 1. Margin Settings

Margins	8.5” × 11” (letter)	A4
Top	1”	3.5 cm
Bottom	1”	3.5 cm
Left	1.375”	3.25 cm
Right	1.375”	3.25 cm

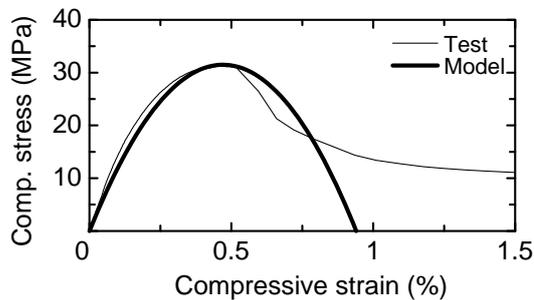


Figure 1. Caption of a typical figure.

Captions and Legends. A descriptive caption, including a figure/table number, must be placed directly below figures and above tables. Legends for figures should be accommodated in the figures themselves. Captions must be 12 point font (not bold) with one blank line above and one below.

Style. The paper must be written in third-person narrative, clear and concise technically, and grammatically correct English language. Authors must use short sentences. Papers will be rejected if the language is found to be inadequate. The paper is strongly recommended to be checked by native speaker, if it is written by author whose mother tongue is NOT English. Authors must use generic names of products (the commercial name may be given the first time the generic name is given).

Mathematics. All mathematics must be embedded in the text. Equations must be numbered as below.

$$Ax = b \tag{1}$$

System of Units. MKS SI units must be used throughout the text, figures, and tables. Imperial/US Customary Units conversions may be placed in brackets after them.

References. All references that are cited in the text must appear together at the end of the paper. The Name-and-date (Harvard) system should be used so references should not be numbered; see the section below - **REFERENCES**.

PERMISSIONS

If a figure, photograph, or table has been published previously the *author* must obtain written permission from the original publisher.

SUBMISSION

Authors must upload their papers to the file server for review on the RCCS web site at <https://rccs.science-server.com/paper/> until December 31st, 2014 (the dead line is extended). Please prepare the registration number of 5 digits like A0001 to upload the papers, which

was provided on the confirmation e-mail from *info-rccs@jci-net.or.jp* on the occasion of the abstract submission. Authors will be able to re-submit their papers and/or other information with this registration number in case of any corrections. If the registration number wasn't provided or is missing, enter "A9999".

If any difficulty is encountered, please let us know via e-mail to *info-rccs@jci-net.or.jp*. Authors should not submit a paper copy or a disc at any stage in the submission process, unless specifically requested.

AUTHORS WITH MORE THAN ONE PAPER

In view of the number of papers that will be presented we shall unfortunately only be able to schedule maximum two presentations by any author-delegate. In order to overcome this we suggest that some papers could be presented by co-author-delegates.

CORRECTIONS

Comments from reviews will be available on the RCCS web site from early February, 2015. The revised version of the paper must be uploaded from the RCCS web site at <https://rccs.science-server.com/paper/> until February 28th, 2015.

REFERENCES

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