Preparing a full paper manuscript

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ABSTRACT

This document provides information and instructions for the preparation of technical papers to be included in the Proceedings of the international conferences, symposia, workshops, etc., which will be organized by the Japanese Geotechnical Society. The authors are recommended to prepare their manuscript in MS-Word selecting Adobe PDF as the active printer before starting to work on it, because MS-Word document formatting is very sensitive to the selected printer. The first page is reserved for the title of the paper, authors, affiliation, abstract, and keywords. The INTRODUCTION must begin 24pt below the keywords.

Keywords: instruction, proceedings, geotechnical engineering, symposium

1 INTRODUCTION

The authors are recommended to prepare their manuscript in MS-Word format and submit both the original MS-Word file and its accompanying PDF file. The deadline for full paper submission is decided by the organizing committee of the event.

2 GENERAL SPECIFICATIONS

The paper must be written in English within a printing box of 17.4 cm × 24.6 cm, centered in the page. The paper including figures, tables, and references must have a length of 4 to 6 pages. In case of invited keynote papers, the maximum length is 16 pages. These lengths may be modified by the organizers.

3 TITLE, AUTHORS, AFFILIATION, KEYWORDS

The first page must contain the Title, Author(s), Affiliation(s), Abstract, and Keywords. The INTRODUCTION must begin 24pt (= 2 lines) below the keywords. The first line of the title is located 24pt from the top of the printing box.

3.1 Title

The title should be written centered in the page, in 12pt Times New Roman, with an initial capital (upper case) for the first word only (sentence case). It should be single spaced if the title is more than one line long.

3.2 Author

The author’s name should include first name (given name), middle initial, and surname. It should be written centered in the page, in 11pt Times New Roman, with an initial capital.

3.3 Affiliation

Author’s affiliation should be written below the authors’ names in 9pt Times New Roman.

3.4 Abstract

Use 10.5pt Times New Roman for the abstract. The word ABSTRACT must be set in boldface, centered in the page, 24pt below the last author. The abstract text should be written justified, in 10.5pt Times New Roman, within approximately 10 lines, and separated 12pt from the word ABSTRACT.

3.5 Keywords

Please write no more than six keywords. They should be written left aligned, in 10.5pt Times New Roman, and the line must begin with the word Keywords: boldfaced. Each keyword is separated by a comma. A 12pt space should separate the keywords from the Abstract.

4 HEADINGS

The main headings should be written left aligned, in 10.5pt, boldface and all capital Times New Roman letters. There should be a 12pt space before and 6pt after the main headings.

4.1 Main headings

Secondary headings should be written left aligned, 10.5pt, boldface Times New Roman, with an initial capital for first word only (sentence case). There should
be a 6pt space before and no space after the secondary headings.

5 TEXT

The normal text should be written single-spaced, justified, using 10.5pt Times New Roman in two columns. The first line of each paragraph must be indented 0.5 cm. There is no inter-paragraph spacing.

6 FIGURES

All figures should be numbered consecutively following “Fig.” and captioned. There is no distinction between figure and photo. The caption title should be left aligned, in 9pt Times New Roman. The caption of each figure needs a period “.” at its end.

Fig. 1. Example of photograph and caption (left aligned).

A 6pt space should separate the figure from the caption, and a 12pt space should separate the upper part of the figure and the bottom of the caption from the text.

7 EQUATIONS

A displayed equation is numbered consecutively, using Arabic numbers in parentheses.

\[ y = ax + \frac{x^2}{b} + \sqrt{t} \]  \hspace{1cm} (1)

The equation should be centered, and the equation number should be right aligned in the column, leaving a 6pt space above and below to separate it from the surrounding text.

8 TABLES

All tables should be numbered consecutively and captioned. The caption should be 9pt Times New Roman.

Table 1. Test conditions.

<table>
<thead>
<tr>
<th>Test ID</th>
<th>Width (m)</th>
<th>Height (m)</th>
<th>Depth (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case 1</td>
<td>5.0</td>
<td>2.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Case 2</td>
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10 CONCLUSIONS

Conclusions summarize the most important propositions concisely derived from the study.

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