

(24 pt = 2 lines)

## Preparing a full paper manuscript (12pt)

(24 pt = 2 lines)

Taro Tokyo<sup>i)</sup>, Hanako Osaka<sup>ii)</sup> and Jiro Jiban<sup>iii)</sup> (11pt)

(12 pt = 1 line)

i) Professor, Department of Civil Engineering, ISSMGE University, 9-13, Street, City 909-2015, Country. (9pt)

ii) Director, Geotechnical Research Centre, 6JCS Co., Ltd., 13-9, Street, City ZIP-CODE, Country.

iii) Ph.D Student, Department of Civil Engineering, ISSMGE University, 9-13, Street, City 909-2015, Country.

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### ABSTRACT (10.5pt bold)

(12 pt = 1 line)

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. (10.5 pt)

(10.5 pt)

**Keywords:** (10.5pt bold) instruction, proceedings, geotechnical engineering, symposium (10.5pt)

(24 pt = 2 lines)

### 1 INTRODUCTION (10.5PT UPPERCASE, BOLD) (6 PT SPACING BELOW)

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. (10.5pt)

### 2 GENERAL SPECIFICATIONS (10.5pt uppercase, bold) (12 pt spacing above and 6 pt spacing below)

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. (10.5pt)

### 3 TITLE, AUTHORS, AFFILIATION, KEYWORDS (10.5pt uppercase bold) (12 pt spacing above and 6 pt spacing below)

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. (10.5pt)

#### 3.1 Title (10.5pt bold) (6 pt spacing above)

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 (10.5pt bold) (6 pt spacing above)

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 (10.5pt bold) (6 pt spacing above)

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

#### 3.4 Abstract (10.5pt bold) (6 pt spacing above)

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 (10.5pt bold) (6 pt spacing above)

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 (10.5pt uppercase, bold) (12 pt spacing above and 6 pt spacing below)

#### 4.1 Main 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.

#### 4.2 Secondary headings (10.5pt bold) (6 pt spacing above)

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 (10.5pt uppercase, bold) (12 pt spacing above and 6 pt spacing below)

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 (10.5pt uppercase, bold) (12 pt spacing above and 6 pt spacing below)

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 (10.5pt uppercase, bold) (12 pt spacing above and 6 pt spacing below)

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

$$y = ax + \frac{x^2}{b} + \sqrt{t} \quad (1)$$

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 (10.5pt uppercase, bold) (12 pt spacing above and 6 pt spacing below)

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

Table 1. Test conditions.

Test ID	Width (m)	Height (m)	Depth (m)
Case 1	5.0	2.5	7.5
Case 2	10.0	5.0	15.0

A 6pt space should separate the table from the caption, and a 12pt space should separate the table from the text. The caption of each table needs a period “.” at its end.

## 9 FORMATS OF REFERENCES (10.5pt uppercase, bold) (12 pt spacing above and 6 pt spacing below)

In the text, place the author’s surnames (without initials) and the year of publication in parentheses (such as, (Tokyo et al., 2011) and (Jiban and Gakkai, 2020)). At the end of the paper, list all references in alphabetical order. Please carefully check the formatting of the reference list at the end of this template. If several works by the same author are cited, entries should be chronological. If there are more than two references by the same first author in the same year, the year is followed by a character in alphabetical order, e.g. 2010a and 2010b.

## 10 CONCLUSIONS (10.5pt uppercase, bold) (12 pt spacing above and 6 pt spacing below)

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

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- 1) Japan Ministry of Transport (1992): Design Codes for Concrete Structures of Japan Railway, ISBN 4-621-03760-9 C3051, Maruzen Print Co. Ltd., 79-107 (in Japanese). (reference with DOI is also recommended) (9pt)
- 2) Osaka, D. and Tokyo, K. (2010): Submission of your recent original work, *Soils and Foundations*, 53(6), 39-52.
- 3) Sapporo, A., Nagoya, B. and Fukuoka, U. (2015a): Preparation of your manuscript for the *Proceedings of the 15th Asian Regional Conference on Soil Mechanics and Geotechnical Engineering*, Fukuoka, Japan, 45-48.

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