

TYPING INSTRUCTIONS FOR PAPERS OF PROCEEDINGS FOR THE 14th JAPAN EARTHQUAKE ENGINEERING SYMPOSIUM

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ABSTRACT: Instructions for typing papers submitted to the 14th Japan Earthquake Engineering Symposium are presented. This is an example of how to type them. The ABSTRACT shall be smaller in width than the main body by 1cm at the left and the right margins. Use Times New Roman in 11pt. The length of the ABSTRACT should not be more than 7 lines.

Key Words: Typing instruction, Format, Japan Association for Earthquake Engineering, Times New- Roman, 11pt, indent if key words exceed one line

INTRODUCTION

In order to allow for a homogeneous "look" of the proceedings, some instructions for typing your papers are presented here. Please, follow the instructions as close as possible. Papers should be submitted in electric format (pdf file) on the web site <http://www.14jees.jp/papers/>. The size of the pdf file should not exceed 5 MB.

PAGE FORMAT AND MARGINS, SPACING AND TYPES

Use A4 sheets (21 cm x 29.7 cm). Leave 2.5 cm margins at the top and right and left sides of the text and 3.5cm margin at the bottom. The total number of the pages should be 4 at minimum and 10 at maximum.

All main text should be single spaced, Times New-Roman types. Use 18pt in capital letters and boldface for **TITLE**, 12pt for authors, and 11pt for the rest, including affiliations, abstract, main text, headings, sub-headings, sub-subheadings, acknowledgement, appendix, references, and captions for figures, photos and tables.

ORGANIZATION OF THE PAPERS

Leave five lines, and then write the **TITLE** of your paper, centered and in 18pt capital letters and boldface types. After two more line space, write your names in 12pt. Last names should be in capital. Affiliations should be cited by superscripts. Leave one line, and write affiliations, cities, countries and e-mail addresses of all authors, as indicated above. Leave two lines, and then write abstract in 11pt. “**ABSTRACT**” should be in capital letters and boldface. Leave one line, and then write key words in 11pt.

After three lines, start main body of your paper in 11pt. The ordinary pages, starting from the second page, contain the main text from the top line. Avoid footnotes and remarks. Explain in the main text, or in Appendices.

Do not include the page numbers.

HEADINGS

Use at most three levels of headings, i.e., headings, subheadings and sub-subheadings. Headings shall be written in capital letters, boldface types, and centered of your text. Leave two lines space before headings and one after them. If necessary, insert one more line before headings to avoid headings at the bottom of a page. Do not indent the first line after headings, subheadings and sub-subheadings.

First lines of the other text paragraphs should be indented as indicated here. Do not leave blank lines between paragraphs.

Subheadings

Subheadings shall be written in lower-case letters and boldface types, right against the left side of your text, as indicated here. Leave one line space before and after subheadings. If necessary, insert one more line before subheadings to avoid subheadings at the bottom of a page. Use the above mentioned rules for indentation.

Sub-subheadings

The only difference with respect to subheadings is that sub-subheadings shall be in Italic and no lines space shall be left after sub-subheadings.

EQUATIONS AND SYMBOLS

Use high quality fonts for both mathematical equations and symbols. Papers with hand-written mathematical equations and symbols are not accepted. Equations should be centered and numbered as

$$F(t) = \sum_{i=1}^{\infty} a_i q_i(t) \quad (1)$$

$$G = \int_0^{\pi} \sin z dz \quad (2)$$

in which $F(t)$: forcing function, a_i : response acceleration, and $q_i(t)$: general coordinate for i-th mode. Leave one line above and below equations. The equation number, enclosed in parentheses, is placed flush right. Equations should be cited in the text as Eq. (1).

FIGURES, TABLES AND PHOTOS

Figures and tables shall be legible and well reproducible, and photos shall be clear. Colored figures, tables and photo are accepted. Captions shall be written directly beneath figures and photos and above tables, and shall be numbered as Fig. 1, Table 1 or Photo 1. They should be written in 11pt, and centered. Long captions shall be indented. Do not use capital letter or boldface types for captions.

Figures, tables and photos shall be set as close as possible to the positions where they are cited. Do not place figures, tables and photos altogether at the end of manuscripts. Figures, tables and photos should occupy the whole width of a page, and do not place any text besides figures, tables and photos. Leave one line spacing above and bottom of figures, tables and photos.

Do not use small characters in figures and tables. Their typing size should be at least 9pt or larger.

Do not insert movies in the pdf file. If movies are necessary, you can place them at your own web site and then you can make a link from the paper to your web site.

Table 1 Leave one line above and bottom of tables and figures

Specimen No.	Height (m)	Width (m)
A	2.5	4.2
B	3., 6	1.9
C	4.8	3.2
D	7.1	5.5

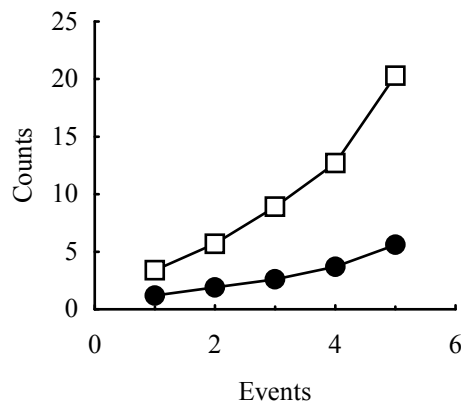


Fig. 1 Place a caption below the figure

UNIT

Use SI unit in the entire text, figures, and tables. If other units are used, provide it in parentheses after the SI unit as 2MPa (19.6 kg/cm²).

CONCLUSIONS

Write a **CONCLUSIONS** section at the end of your paper, followed by **ACKNOWLEDGEMENT**, **APPENDICES** and **REFERENCES**. All references should be numbered in alphabetical order. They are referred in the main text like (Gibson 1995a).

ACKNOWLEDGMENT

Acknowledgment should follow Conclusions.

APPENDIX DEVIATION OF EQ.(2)

Appendix should be placed between Acknowledgment and References, if any.

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