

TYPING INSTRUCTIONS FOR PAPERS OF THE GREAT EAST JAPAN EARTHQUAKE SYMPOSIUM

Kazuhiko KAWASHIMA¹, Tetsuo KUBO² and Andrew M. GIBSON³

¹ Professor, Department of Civil Engineering, Tokyo Institute of Technology,
Tokyo, Japan, kawashima.k.ae@m.titech.ac.jp

² Professor, Department of Architectural Engineering, University of Tokyo,
Tokyo, Japan, kubo@arch.t.u-tokyo.ac.jp

³ President, Gibson & Associates, San Francisco, CA, USA
gibxx@aol.com

ABSTRACT: Instructions for typing papers submitted to the “One Year After 2011 Great East Japan Earthquake - International Symposium on Engineering Lessons Learned from the Giant Earthquake-” are presented. This is an example of how to type manuscripts. 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: Great East Japan earthquake, earthquake engineering, type instruction, format, Times New- Roman, 11pt, indent if key words exceed one line

INTRODUCTION

In order to allow for a homogeneous "look" of the papers, some instructions for typing your papers are presented here. Follow the instructions as close as possible. Papers together with the cover sheet should be submitted in electric format (pdf file) to eqsymp@event.jaee.gr.jp. A manuscript with size exceeding 8MB cannot be submitted.

The maximum page of a paper is 12 pages for regular papers and 20 pages for invited papers. A paper should have an even number.

PAGE FORMAT AND MARGINS, SPACING AND TYPES

Use A4 white paper 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. Special attention has to be paid in preparing papers using US letter-size paper. Height and width of the main body of papers should be 23.7cm (= 21cm - 2.5cm - 3.5cm) and 16cm (= 21cm - 2x2.5cm), respectively, and it should be appropriately arranged so that it conforms to the above requirements.

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

Leaving six lines from the top, write the **TITLE** of your paper, centered in 18pt capital letters and boldface types. After two 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.

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.

Page should be numbered in footer, centered at bottom. Final pages are provided after the papers are accepted for publication.

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. 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. 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 photos are accepted. Since size of a photo taken by a new camera with high resolution is extremely large, reduce size appropriately so that size of paper does not become excessively large. 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 possibly close 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.

Table 1 Leave one line above tables

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

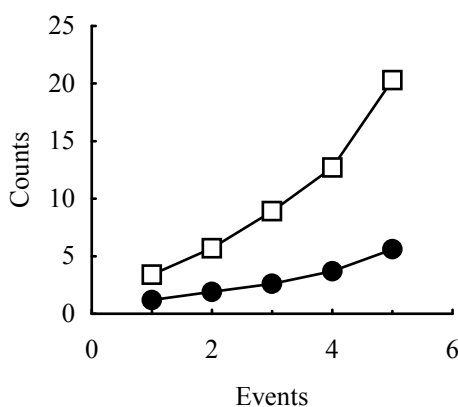


Fig. 1 Place a caption below figures leaving one line from the bottom

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 kgf/cm²).

CONCLUSIONS

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

The reference list is followed by the dates of submission and acceptance as shown in the present example. The date of acceptance will be assigned after accepted for publication. They should be written in parentheses in 9pt in boldface types.

ACKNOWLEDGMENTS

Acknowledgment should follow Conclusions.

APPENDIX DEVIATION OF EQ.(2)

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

REFERENCES

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