TYPING INSTRUCTIONS FOR PAPERS OF JOURNAL OF JAPAN ASSOCIATION FOR EARTHQUAKE ENGINEERING

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

Keywords: Japan Association for Earthquake Engineering, Typing instruction, Format, Times New Roman, 11 pt (indent if keywords exceed one line)

1. INTRODUCTION

In order to allow for a unified "look" of the Journal, some instructions for typing your papers are presented here. Please, follow the instructions as close as possible. Papers together with a cover sheet should be submitted in electronic format (PDF file) to *submit@journal.jaee.gr.jp* on the web site *https://mc.manuscriptcentral.com/jjaee* . A PDF file with size exceeding 10 MB should be sent after dividing into several files or mailed to:

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in the form of CD-ROM.

2. PAGE FORMAT, MARGINS, SPACING AND TYPES

Use A4 white paper sheets (21 cm × 29.7 cm). Leave 2.5 cm margins at the top, right and left sides of the text and 3.5 cm 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 23.7 cm (= 21 cm − 2.5 cm − 3.5 cm) and 16 cm (= 21 cm − 2 × 2.5 cm), respectively, and it should be appropriately arranged so that it conforms to the above requirements in appearance.

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

3. ORGANIZATION OF THE PAPERS

Put *Logo-mark* of the Japan Association for Earthquake Engineering at the left top of the first page, and provide "Journal of Japan Association for Earthquake Engineering, Vol. X, No. X, 20XX" in 11 pt at the right top of the first page, as indicated. The *logo-mark* can be copied from the cover sheet document file. Do not change the size of *logo-mark*. The volume and number of your paper will be assigned after accepted for publication.

Leave three lines, and then write the **TITLE** of your paper, centered and in 18-pt capital letters and boldface types. After two more line space, write your names in 12 pt. 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 11 pt. "**ABSTRACT**" should be in capital letters and boldface.

After three lines, start main body of your paper in 11 pt. 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.

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

4. HEADINGS

Use at most three levels of headings, i.e., headings, subheadings and sub-subheadings. Headings shall be written in capital letters, boldface types, numbered consecutively and left-aligned 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.

4.1 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.

4.1.1 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.

5. 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

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

$$G = \int_0^{\pi} \sin z \, \mathrm{d}z \tag{2}$$

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).

6. 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 11 pt, 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. In citing figures at beginning of a sentence, use "Figure" rather than "Fig." for example "Figure 1 shows …"

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

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

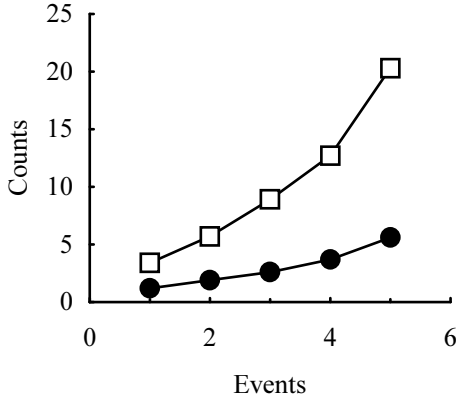

Fig. 1 Place a caption below the figure

7. 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 2 MPa (20.4 kgf/cm^2).

8. CONCLUSIONS

Write a **CONCLUSIONS** section at the end of your paper, followed by ACKNOWLEDGMENT, APPENDICES and REFERENCES. All references should be numbered in the order of appearance in the article. They are referred in the main text with the right-parenthesized numbers like "Paulay[1)], Priestley et al.[2)] and Tanaka and Park[3)]." Multiple references can be cited as "previous studies[1), 2)] or related studies[1)–3)]."

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

ACKNOWLEDGMENT

Acknowledgment section should follow Conclusions section.

APPENDIX: DERIVATION OF EQ. (2)

Appendix section should be usually placed between those of Acknowledgment and References.

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