

Instructions for Manuscript Preparation for Proceedings of Annual Conference of Japan Society on Water Environment (JSWE) and Oral/Poster Presentation

I. Introduction for Manuscript Preparation

Instructions 1 and 2 are for all the oral and poster presenters including applicants for the annual conference best presentation award (Kurita award) and for the best student poster presentation award (Lion award).

Please note that all the presenters should submit their manuscripts through our website.

Manuscripts for the presentation in English should be written in English, and manuscripts for presentation in Japanese should be in Japanese. Presenters who want to change language should inform JSWE secretariat (nenkai@jswe.or.jp).

1. Preparation of the Manuscript

(1) Manuscripts should be one page including figures and tables.

(2) Manuscripts should be prepared in A4 size with left and right margins of 15 mm, a top margin of 20 mm and a bottom margin of 25 mm. Please use Template.

http://www.jswe.or.jp/event/lectures/pdf/ACTemplate_e.doc

(3) **The presentation title and name of author(s) and the presenter should be the same as the submitted application in the registration.** However, it is possible to add author(s) not listed in the conference program due to the limitation of the number of authors in the registration form. All authors listed in the conference program should be in the manuscript. If cancellation of some of the author(s) is inevitable, please inform JSWE secretariat (nenkai@jswe.or.jp).

(4) **The font size of manuscript should be 9-10 points, and the lineage should be 50 lines per page.** The font style should be limited to **MS mincho, MS gothic, Times New Roman, Arial, or Symbol.**

(5) The presentation title, affiliations and name(s) of author(s) should be written in the lines 1 - 6 from the top. Please write the presentation title with a font size larger than the body text or in Gothic style, and the first letter of each word except preposition and conjunction should be capital. The affiliation(s) and name(s) of author(s) should be right justified and filled out successively without a line break. Additionally, in the case of multiple authors, please mark "O" in front of the name of the presenter.

(6) If the author(s) prepare the manuscript in English, please write the presentation title, name(s) of author(s) and affiliation(s) in the lines 5 and 6 in Japanese. Please insert a comma between these items. The affiliation(s) should be written in parentheses using abbreviations. If the author(s) prepare the manuscript

in Japanese, please fill these items in the lines 5 and 6 in English by the same manners.

(7) The body text should be in two columns with a 5 mm intervening margin, and please begin to write from the 7th line. The body text should consist of the purpose, experimental method, results, discussion and conclusions. Please put these clauses at the beginning of each paragraph.

If difficulty exists in classifying the research contents into these clauses, you may omit a part of clauses, but the content needs to be equivalent to the above.

(8) For codes and abbreviations, please refer to journal submission guidelines for JWET (Journal of Water and Environment Technology) at the JSWE website (<http://www.jswe.or.jp/publications/instructions/index.html>).

(9) Authors must take responsibility for the contents of their manuscript. However, if the contents are advertising or inadequate for the academic conference, or out of compliance with this instruction, the manuscript should be rejected or corrected as requested.

2. Preparation of Tables and Figures

Draw up figures and tables clearly in black and white, with easy-to-read size text.

Readability of figures should be checked by printing in black and white before submission.

II. Submission of Manuscripts

1. Deadline

Deadline: Designated date (around January 20)

Upload should be completed by 24:00 JST.

Designated date would be placed in the Journal of JSWE and the JSWE web site after September.

2. File format

(1) **All papers should be submitted in PDF format.** Please use 'print' command for converting to a PDF file.

(2) **The file size of the paper should not exceed 800kB.** The files over 800 kB cannot be uploaded through our system.

(3) You can discretionarily give a name for your file. The file is automatically renamed after your submission.

(4) You can change your manuscript by uploading new file before the deadline.

3. Manuscript Submission

The manuscript **cannot be uploaded after the submission deadline.**

III. Instruction for Presentation

1. Oral Presentation

(1) Presentation time for general oral presentation is 15 minutes. Please keep time, 10 minutes for presentation and 5 minutes for discussion.

(2) Oral presentations will be performed using a LCD projector (MS PowerPoint).

(3) Please refer to "Guidelines for Oral Presentation Using a LCD Projector (Microsoft PowerPoint)", when preparing the presentation file, which is available on JSWE web site.

(<http://www.jswe.or.jp/event/lectures/pdf/47ProjectorENG.pdf>).

(4) The presenters should consider the degree of specialty of the attendees. Please prepare a presentation that is easy to understand and avoid becoming redundant.

(5) Please clarify the following points in the presentation:

- a Necessity of the study
- b Review of the studied area and originalities of the presentation
- c Illustration of important results
- d Interesting views
- e Values of the provided views
- f Outlook for the future

(6) We notify presentation date and time, by sending an e-mail to registered address at the end of December. The presentation time schedule will also available in the Journal of JSWE published in February, and on the JSWE web site after late December.

(<http://www.jswe.or.jp/event/lectures/index.html>)

(7) The presenter should be in the meeting room at least 30 minutes prior to his/her presentation.

(8) If you use the PC provided in the meeting room, please be sure to copy the presentation file on the PC before the session you will make a presentation. The presentation file will be deleted from the hard disk after the presentation finishes by the annual conference organizing committee.

(9) To avoid the infection by computer viruses from data storage media to the meeting-room PC or from the meeting-room PC to the data storage media, please use a write-protect USB flash memory when you copy the file to the meeting-room PC.

2. Preparation of Presentation File

The presentation file should be prepared using MS PowerPoint with consideration of the following points:

- (1) Explanatory time for each page may be approximately 1 minute.

(2) Each slide should deal with one theme, and please avoid too much content.

(3) Simple graphs and illustrations are preferred rather than tables and formulas.

(4) The first slide should show the presentation title.

(5) Itemized conclusions in the last slide help the attendees to understand the points of the presentation.

(6) It is desirable to mark page numbers clearly on the lower center of each page.

3. Poster Presentation

The core time for poster session is from 13:30 to 15:00 on the 1st day and from 13:30 to 14:30 on the 2nd day. Please make sure to be in front of your poster during the both core time for the presentation and discussion

The core time for the applicants for the annual meeting best presentation award (Kurita award) and for the best student poster presentation award (Lion award) is from 13:30 to 15:00 and from 16:45 to 18:15 on the 1st day.

Posters should be set up by 13:00 on the 1st day and should not be taken off till 14:30 on the 2nd day.

Posters could be taken off after 14:30 on the 2nd day, and taken down by 13:00 on the 3rd day.

4. Preparation of Poster

Posters should be within 200 cm height × 86 cm width. The shape, number of sheets and the size of each sheet is no object as long as the posters are within this size. However, please be sure not to let posters fall down or block a passage.