

# Instructions for Manuscript Preparation and Presentation of Symposium of Japan Society on Water Environment (JSWE)

## I. Introduction for Manuscript Preparation

The copyright of the manuscript on the Proceedings of Symposium belongs to JSWE.

### 1. Preparation of the Manuscript

- (1) The presentation title, name of author(s), the presenter, and the language should be the same as the submitted application in the registration
- (2) Manuscripts should be prepared in one or two page(s) in A4 size with left and right margins of 15 mm, a top margin of 20 mm and a bottom margin of 25 mm including figures and tables.
- (3) The font size of manuscript should be 9-10 points, and the lineage should be 50 lines per page. Please use Template. ([https://www.jswe.or.jp/event/symposium/pdf/SymTemplate\\_E2021.docx](https://www.jswe.or.jp/event/symposium/pdf/SymTemplate_E2021.docx))
- (4) 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 excepting 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. In the case of multiple authors, please mark "○" in front of the name of the presenter. Please mark \* after the name of corresponding author.
- (5) The e-mail address of corresponding author should be written. Please mark \* before the e-mail address.
- (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.
- (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 methods, results, discussion and conclusions. Please put the subheading at the beginning of each clause. 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. References should also be listed in accordance with this guideline. Even if you have no choice but to simplify the text, please provide at least the information necessary to identify the references. (<https://www.jswe.or.jp/eng/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.

The printed proceedings of our symposium are in black and white printing.

## 3. Revision or modification of the program

If there are any modifications in the title, presenter, speaker, language, etc, please be sure to notify the person in charge of your session and JSWE Secretariat ([nenkai@jswe.or.jp](mailto:nenkai@jswe.or.jp)) no later than the end of July.

## II. Submission of Manuscripts

### 1. Deadline

Early August. Please ask the person in charge of your session for actual date.

### 2. Manuscript Submission

The manuscript should be sent to the person in charge of your session.

Please note that if the manuscripts did not arrive by the above deadline, the presentation would be cancelled.

## III. Instruction for Presentation

### 1. Oral Presentation

- (1) Presentation time for each session will be decided by the Research Committee of that session. The presentation time schedule will be also available on the JSWE web site after the middle of August.
- (2) Oral presentations will be performed using an LCD projector (MS PowerPoint).
- (3) 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
- (4) The presenter should be in the meeting room at least 30 minutes prior to his/her presentation.

### 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.