

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

I. Introduction

Instructions 1-3 are for general oral and poster presenters. Applicants for the annual meeting best presentation award (Kurita award) should also follow the instructions 1-3 for the manuscript preparation, while the instructions 1 and 4 are for applicants for the student best poster award (Lion award).

II. Instruction for Manuscript Preparation

1. Paper for Manuscript and Printing Method

(1) Manuscripts should use only high quality, A4 sized white paper, with left and right margins of 15 mm, a top margin of 20 mm and a bottom margin of 25 mm.

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

(3) Manuscripts should be prepared using a word processor and printed using black printer ink. We do not accept the hand written manuscripts.

2. Preparation of Manuscript

(1) **The presentation title, name of author(s) and 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 authors' number limitation on the registration.

The font size of manuscript should be 9-10 points (one line including 45 characters), and the lineage should be 50 lines per page.

(2) The presentation title, affiliations and name(s) of author(s) should be written in the lines 1-6 from the top. In addition, for the lines 1-4, please make a blank space of 40 mm from the left margin to put the presentation number. Please write the presentation title with a font size larger than the body text or in Gothic style. 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 ○ in front of the name of the presenter.

(3) 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. In this case, the first letter of each word except preposition and conjunction should be capital.

(4) 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 the clauses, but the content needs an equivalent as to the above.

(5) For code and abbreviations, please refer to JSWE journal submission guidelines (instructions for preparation of manuscript and example) at the JSWE website (<http://www.jswe.or.jp/>).

(6) If the contents are advertising or inadequate for the academic conference, the manuscript should be rejected or corrected as requested.

(7) **Please be sure to fill out the registration number, presentation number, and presenter's name using a pencil at the upper left side of manuscript.**

3. Preparation of Tables and Figures

Draw up figures and tables clearly using black printer ink and avoid making the figures too small or labeling the figures with a tiny, hard to read font.

4. Preparation of Abstract for the student best poster award (Lion award)

(1) **The presentation title, name of author(s) and 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 authors' number limitation on the registration.

(2) The presentation title, affiliations and name(s) of author(s) should be written in the lines 1-5 from the top. In addition, for the lines 1-4, please make a blank space of 40 mm from the left margin to put the presentation number. Gothic characters with 14 points font size should be used for the presentation title, whereas the affiliation(s) and name(s) of author(s), and body text should be 12 points in Times New Roman or Mincho. 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 ○ in front of the name of the presenter. The body text should be within 125 words and begin from the 7th line.

(3) For code and abbreviations, please refer to JSWE journal submission guidelines (instructions for preparation of manuscript and example) at the JSWE

website (<http://www.jswe.or.jp/>).

(4) Applicants who are also general oral and poster presenters are required to prepare the manuscript additionally according to the above instructions 1-3.

III. Submission

1. Deadline

Start receiving: December 15 (Monday), 2008

Deadline: January 20 (Tuesday), 2009

If the manuscript is not received by the submission deadline, the presentation could be cancelled.

2. Materials

(1) **Please submit a CD-R and one hard copy on the high quality paper of A4 size.** On the CD-R, an electronic file of the manuscript should be saved in PDF format. In addition, the used OS (Windows or Macintosh), registration number and presentation number should be specified on the label of CD-R. Please send the hard copy with materials such as cardboard to avoid fold. The name of PDF file should be the presentation number from which hyphens are deleted. (e.g. 1D093.pdf for presentation 1-D-09-3)

(2) The submitted CD-R will be processed appropriately by the organizing committee after presentation and will not be returned to the author.

(3) Applicants for the annual meeting best presentation award (Kurita award) should submit five additional hard copies on which upper right side the word "apply" should be specified using a pencil. Thus, the six hard copies and one CD-R are the materials to be sent. Lack of materials causes the applicant to be ruled out as a candidate for the annual meeting best presentation award.

3. Manuscript Submitting Address

Please send to the following address.

Mitsuo TANAKA

Fuji Electric Information Service Co., Ltd.

1-9-4 Asahigaoka, Hino, Tokyo 191-0065

JAPAN

TEL. +81-42-586-1919 FAX. +81-42-587-0511

Applicants for the annual meeting best presentation or the student best poster awards should specify "Apply" on the envelope in red.

IV. Instruction for Presentation

1. Oral Presentation

(1) Presentation time for general oral presentation will be within 15 minutes. Please keep time, 10 minutes for presentation, 5 minutes for discussion.

(2) Oral presentations will be performed using LCD projector (MS power point). **Overhead projector is not available.**

(3) Please refer to "Guidelines for Oral Presentation

Using LCD Projector (MS power point)", when preparing the presentation file. The guidelines will be sent to the presenter in the middle of December.

(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 presentation
- c Illustration of important results
- d Interesting views
- e Values of the provided views
- f Outlook for the future

(6) As for presentation date and time, please refer to the JSWE web site (<http://www.jswe.or.jp/>) after late December 2008 and the journal of JSWE published in February 2009.

(7) The presenter should be in the meeting room by at least 30 minutes before the presentation. As for the timing to copy the presentation file onto the notebook PC provided in the meeting room, please refer to "Guidelines for Oral Presentation Using LCD Projector (MS power point)".

(8) The presentation file will be deleted from the hard disk after the presentation finishes by the annual conference organizing committee.

2. Preparation for Presentation File

The presentation file should be prepared using MS power point 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 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 13:00 to 14:00 on the 1st day for the presentations of which final number is odd and 13:00 to 14:00 on the 2nd day for the presentations with even final number.

4. Preparation of Poster

Posters should be within 180 cm height x 90 cm width, set up by 13:00 on the 1st day, and took down by 12:00 on the 3rd day.