



TYPING INSTRUCTIONS FOR PAPERS OF THE 17TH JAPAN EARTHQUAKE ENGINEERING SYMPOSIUM

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ABSTRACT: Instructions for typing papers submitted to the 17th Japan Earthquake Engineering Symposium are presented. This is an example of how to type them. The ABSTRACT shall be smaller in width than the main body by 10 mm at the left and the right margins. Use Times New Roman in 11 pt.

Keywords: *Typing instruction for technical papers, Times New Roman, 11 pt (indent if keywords exceed one line), Capitalize only the first word of each keyword except proper nouns, of which all words should be capitalized.*

1. INTRODUCTION

In order to allow for a unified “look” of the proceedings, some instructions for typing your papers are presented here. Please, follow the instructions as close as possible. When submitting, please convert the file to PDF format using Adobe Acrobat or similar software, ensuring the paper is within 10 pages and the file size is less than 10 MB. Please submit the created PDF file through the website of the 17th Japan Earthquake Engineering Symposium. Note that this template has been created to minimize differences from the format of the Journal of Japan Association for Earthquake Engineering.

2. PAGE FORMAT, MARGINS, SPACING AND TYPES

Use A4 white paper sheets (210 mm × 297 mm). Leave 25 mm margins at the top, right and left sides of the text and 35 mm margin at the bottom. Special attention must be paid in preparing papers using US letter-size paper. Height and width of the main body of papers should be 237 mm (= 297 mm – 25 mm – 35 mm) and 160 mm (= 210 mm – 2 × 25 mm), 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, subheadings, sub-subheadings, acknowledgement, appendix, references, and captions for figures, photos and tables.

3. ORGANIZATION OF THE PAPERS

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.

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

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

$$G = \int_0^{\pi} \sin z \, dz \quad (2)$$

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).

Use the hyphen “-”, minus sign “−”, em dash “—”, and en dash “–” properly. In the cases of Gutenberg–Richter’s law, stress–strain curve, and pp. 1–3, en dash “–” should be used.

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; however, captions longer than one line shall be justified and indented. Do not capitalize or use 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

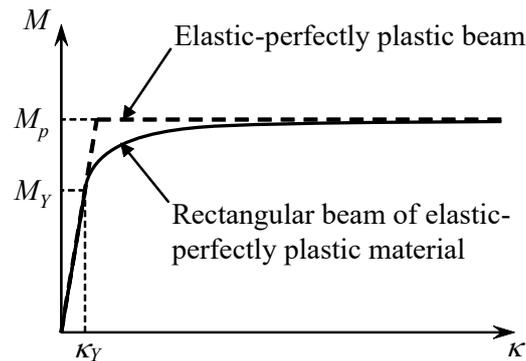


Fig. 1 Place a caption below the figure

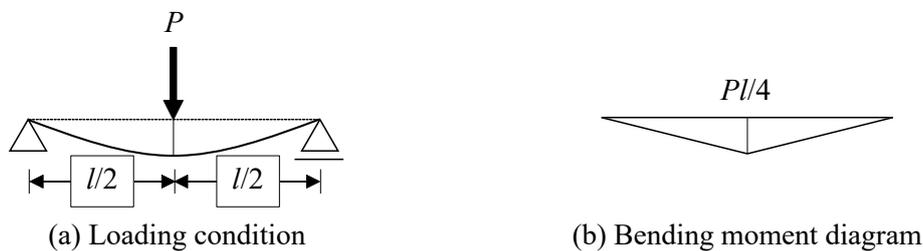


Fig. 2 Captions longer than one line shall be justified and indented instead of centered; subfigures can be placed like the above examples.

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/cm²).

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 “Paulay¹⁾, Priestley et al.²⁾ and Tanaka and Park³⁾.” Multiple references can be cited as “previous studies^{1), 2)} or related studies^{1)–3)}.”

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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