

# Author Guidelines for EcoDesign2011 Proceedings Manuscripts

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## Abstract

These instructions explain how to prepare your paper for EcoDesign2011 International Symposium so that its appearance is clear and consistent with other papers in the proceedings. They are presented exactly as your paper should appear and include guidance on layout, illustrations, text style and references. Please submit your paper in Word- and PDF-file-format by September 22, 2011. Please use this template to prepare your paper for EcoDesign2011. Failure of conformity with these instructions or delay of submission may result in rejecting your paper.

## Keywords:

economy, modular design, LCA, LCC, simulation

## 1 INTRODUCTION

The accepted papers will be in the EcoDesign 2011 Conference Proceedings. The papers must be **2 to 6 pages**. Please submit the paper in **both of Word- and PDF-file-format**. The size of the files **should not exceed 5 MB**.

Please find instructions for final paper submission, copyright transfer, registration, and payment at:

<http://ecodenet.com/ed2011/eng/contribution/>.

Please note that those who have not completed conference registration and payment cannot submit the full paper at the submission page.

The paper must comply to this format. These guidelines include descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them.

The deadline for submission will be imperatively **September 22, 2011** (Japan Standard Time (GMT+9)). Papers that are not submitted by the due date will not be included in the EcoDesign2011 Proceedings.

## 2 IDENTIFYING YOUR PAPER

### 2.1 Paper title and authors

The paper title and authors should be exactly in the format as indicated in this template in order to maintain uniformity throughout the proceedings.

Affiliations of authors should be indicated by superscript numbers as in the example.

### 2.2 Page numbers

*Do not print page numbers in the files.*

The publisher will add cover pages, the table of content etc. Consecutive page numbers will be added by the

publisher.

### *Conference reference footnote*

Insert the following footnote in italics on the first page of your paper, as shown on this first page (Times 10pt italic):

*Proceedings of EcoDesign 2011 International Symposium.*

## 3 SETTING UP YOUR PAPER

### 3.1 Text area

Paper size should be **A4** (please do not use an 8-1/2 x 11 inch format). Your manuscript must fit within the required margins. Set your margins for the pages at 31 mm for the top, 32 mm for the bottom, 18 mm for the left and right margins. The gutter (space between pages) should be set to 0 mm.

### *Title area*

Put the title directly under the top margin. The title should be in Times 16 point bold centered. Use capitals as indicated in the title of this example. The first word of the title and all major words must start with a capital. The authors section should be in Times 10 point normal.

### *Abstract*

Your abstract should provide a brief summary of the content of your paper. Begin typing your abstract at least 40 mm from the top margin. It should be centered across the page, indented 12 mm from the left and right page margins and justified. The heading Abstract should be typed in Times 10 point bold font. The body of the abstract should be in 10 point normal.

### *Keywords*

Leave one blank line between the abstract and the keywords. Select keywords that can be used to identify the

subject of your paper.

#### *Paper body*

Use a two-column format, and set the spacing between the columns at 4 mm, so that column width is 85 mm.

### 3.2 Font and line spacing

Wherever Times is specified, Times Roman, or Times New Roman may be used. Please avoid using bit-mapped fonts. True-Type 1 fonts are preferred. The usage of wrong fonts will be a reason for rejection.

Embed all fonts also those used in the pictures.

The line spacing should be set at single spacing 'at least 10 points'. Leave 3 points after each paragraph. Justify the text on both the left and the right margins.

### 3.3 Headings and heading spacing

We recommend using no more than three levels of headings, indicated in these instructions as Heading 1, Heading 2 and Heading 3.

#### HEADING 1

To denote the major sections of your paper, use Heading 1. These sections should be numbered. For example, Heading 1 is used for the following section headings in these Instructions: **INTRODUCTION, TEXT, SUMMARY**, etc.

The style for Heading 1 is **TIMES 10 POINT BOLD ALL CAPS** with a 5 mm hanging indent to accommodate the number and 3 point spacing after the heading. In addition, leave one blank line before the heading. Begin typing the text in the line beneath the heading.

Please mind that you should not delete the first heading of this template named "INTRODUCTION". Of course you can rename it, but if you delete it the integrated abstract text box will also be removed.

#### Heading 2

To denote logical subsections of major sections, if any, use Heading 2. Number the subsections accordingly. In these instructions, for example, the subsections of Section 3 are numbered 3.1, 3.2, 3.3, etc.

The style for Heading 2 is **Times 10 point bold** with a 7.5 mm hanging indent to accommodate the number and 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading.

#### Heading 3

To denote further divisions of a subsection, if relevant, use Heading 3. These divisions are not numbered. The style for Heading 3 is Times 10 point italic justified to the left margin, with 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading. The heading of this section (Heading 3) is an example of the Heading 3 style.

Table 2: Important dates

May 31, 2011	Submission of abstracts
September 22, 2011	Submission of manuscripts
Nov.30-Dec.2, 2011	EcoDesign 2011

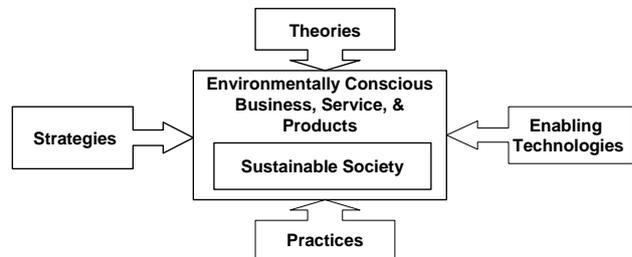


Fig. 1: Scope of EcoDesign

## 4 FIGURES AND TABLES

### 4.1 General appearance

Make sure that all figures, tables, graphs and line drawings are clear and sharp and of the highest quality. Diagrams, graphics and photographs should be of excellent quality with good contrast (at least 300 dpi). They can be in gray scale or in color.

Lines should be thick enough to allow proper reproduction.

Take care that figures copied from other sources do not contain Asian fonts. Embed all fonts.

### 4.2 Numbering, captions and positioning

Number figures and tables consecutively, e.g., Fig. 1, Fig. 2, Fig. 3; Table 1, Table 2, Table 3. Use (a), (b), (c) to distinguish individual subjects in a composite figure. See Fig. 1 for examples of figure and caption placement. Please note that you need to integrate a section break before and after a table or picture, when placing it across two columns. Afterwards the two columns need to be re-established.

Each figure and each table must have a caption. Initially capitalize only the first word of each figure caption and table title. Figure captions are to be *below* the figures. Table titles are to be *above* the tables. Captions should be centered. Place the figure or table on the text page as close to the relevant citation as possible, ideally at the top or at the bottom of a column. If a figure or table is too large to fit into one column, it can be centered across both columns at the top or the bottom of the page. Make sure that it does not extend into the page margins. Do not wrap the text around the figures.

## 5 SUMMARY

This paper summarized the instructions for preparing a paper for the proceedings of EcoDesign2011 International Symposium.

## REFERENCES

Relevant works must be cited in the reference list. List the references at the end of the paper, in **order of citation**: [1] [2] [3].

Cite the references in the body of the paper using the number in square brackets [1]. All references listed must be cited, and all cited references must be included in the reference list.

The reference list should be set in the same typeface as the body of the text. Use a hanging indent of 7.5 mm to accommodate the numbers. Each citation should be followed by a full stop. Use the style 'References' on this template.

The format for references is as follows: Last name, initial, year of publication, full paper title, journal name, volume, first and last page.

Use only common abbreviations in journal names.

Here are some examples of a reference list:

- [1] Smith, A., Jones, B.C., Roberts, D. (2011): Article Title, *Journal*, Publisher, Location, Date, pp. 1-10.
- [2] Jones, B.C., Smith, A., Roberts, D. (2010): *Book Title*, Publisher, Location.