A sample for the final paper file to be submitted by September 15

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Abstract

The final paper which you would submit by September 15, 2015, should be a pdf file. The remaining part of this file describes the instructions for E-book papers. The instructions are for authors who are willing to publish their papers in the E-book Proceedings of EcoDesign2015. In order for the papers to be published in the E-book Proceedings, the papers have to be submitted by June 30, 2015. After the submission, the papers go through the peer review process. Please use this template to prepare your paper and follow the instructions described below. The notification of acceptance will be made in August.

Keywords:

Proceedings, E-book paper, peer review, format, reference

1 INTRODUCTION

EcoDesign2015 publishes two proceedings: USB Proceedings, and E-book Proceedings. The former contains all the papers presented in the symposium, and is delivered only to symposium participants. The E-book Proceedings is published after the symposium. The E-book Proceedings contains only the papers that go through the peer review process and are accepted in the process. The instructions in this file are for the authors who prepare papers to be reviewed for publication in the E-book Proceedings.

The papers to be reviewed must be **6 to 8 pages** in the length and comply with the format described in this guideline. The guidelines include the descriptions of the fonts, spacing, and related information for producing your paper.

The deadline for submission is **June 30, 2015** (Japan Standard Time (GMT+9)). Please submit the paper **either in Word-file-format or in PDF-file-format**. The size of the files should not exceed 5 MB.

The notification of acceptance will be made by August 20.

If your paper is accepted as an E-book paper, you are required to submit your final paper by September 15. At the time, you are required: **(1) to submit your paper in the format described in this file** (to publish your paper in USB Proceedings); **(2) to submit your paper in the format required by Springer** (to publish your paper in the E-book Proceedings); **(3) to submit the consent-to-publish-form** (to publish your paper in the E-book Proceedings); and **(4) to complete symposium registration and payment.** The details will be notified in August.

If your paper is not accepted as an E-book paper, your paper is treated as a Proceedings paper, which is published only in the USB Proceedings. In this case, you are required: (1) to submit your paper in the format described in this file (to publish your paper in the USB Proceedings); and (2) to complete symposium registration and payment. The details will be again notified in August.

If you would like to switch your paper from an E-book paper to a Proceedings paper which is contained only in the USB Proceedings and does not go through the peer review process, please notify it to the symposium secretariat (ecodesign2015_secretariat@ecodenet.com) by June 20 and submit your final paper by September 15.

2 IDENTIFYING YOUR PAPER

2.1 Paper title and authors

The paper title and authors should be 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

Please do not print page numbers in the files.

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.

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

Table 1: Important dates

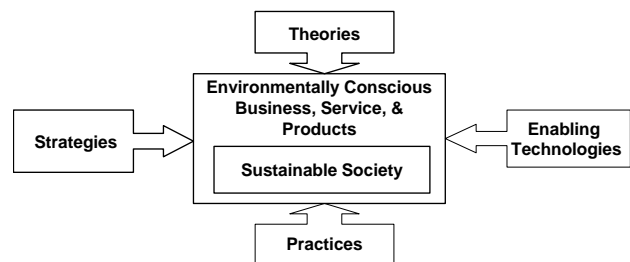| May 31, 2011	Submission of abstracts
September 22, 2011	Submission of manuscripts
Nov.30-Dec.2, 2011	EcoDesign 2011

Fig. 1: Scope of EcoDesign

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 manuscript described the instructions for authors who are willing to publish their papers in the E-book Proceedings of EcoDesign2015.

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 common abbreviations in journal names.

Here are some examples of a reference list:

[1]   Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. J Mol Med 78:74-80

[2]   Chung S-T, Morris RL (1978) Isolation and characterization of plasmid deoxyribonucleic acid from Streptomyces fradiae. In: Proceedings of the 3rd international symposium on the genetics of industrial microorganisms, University of Wisconsin, Madison, 4-9 June 1978

[3]   Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The rise of modern genomics, 3rd edn. Wiley, New York, p 234-295