1. INtroduction

Authors Guidelines for EcoDesign 2025 Proceedings Papers

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Abstract

These instructions explain how to prepare your paper for EcoDesign 2025 International Symposium so that its appearance is clear and consistent with other papers in the conference 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 files by September 1st, 2025. Please use this template to prepare your paper. Failure of conformity with these instructions or delay of submission may result in rejecting your paper.

Keywords:

Proceedings, Proceedings paper, format, reference, EcoDesign 2025

EcoDesign 2025 calls for two types of paper: Proceedings papers, and E-book papers. The Proceedings papers are published in the conference proceedings, delivered only to the symposium participants. E-book papers are published in the conference proceedings and after the symposium, in the E-book. E-book papers must go through the peer review process and be accepted in the process. **The instructions in this file are for the authors who prepare papers to submit as a proceedings paper**.

The papers must be **2 to 10 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 **September 1st, 2025** (Japan Standard Time (GMT+9)). **Please submit your paper in compliance with the format described in this document, both in Word (.docx) and PDF files.** The size of each file should not exceed **10 MB**. The paper must be submitted via **Confit (**https://ecodesign.confit.atlas.jp/login).

Please note that those who have not completed symposium registration and payment are not allowed to submit the final paper (camera-ready paper).

1. Identifying your paper

All of the formatting shown below is **already preset in the Style Gallery, so please use it** when writing your paper.

* 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.

* 1. Page numbers

Please do not print page numbers in the files.

1. Setting Up Your PapeR

All of the formatting shown below is already preset in the Style Gallery, so please use it when writing your paper.

* 1. Text area

The paper size should be ISO 216 **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, and 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 centeredacross the page, indented 12 mm from the left and right page margins and justified. The heading Abstractshould 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. The body text of the paper should be Times 10 point normal.

When listing items, use numbered list and unnumbered lists as follows;

1. Item 1
2. Item 2

The example of unnumbered list is as follows;

* Item 1
* Item 2
	1. 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.

* 1. 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.

1. 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.

* 1. 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.

1. Figures and tables
	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.

Table 1: Important dates

|  |  |
| --- | --- |
| April 1, 2025 | Submission of abstracts |
| April 24, 2025 | Notification of abstract acceptance |
| September 1, 2025 | Submission of camera-ready papers |
| Nov. 12-14, 2025 | EcoDesign 2025 |

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

* 1. 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 such as Table 2. Make sure that it does not extend into the page margins. Do not wrap the text around the figures.

1. Mathematical formula



Fig. 1: Scope of EcoDesign

Insert the mathematical formula using the formula editor function in Word and use the font Cambria Math in 10-point size. Center the mathematical formula and insert blank lines before and after it. Number the mathematical formula as *(1), (2)*, etc., and cite it in the main text.

Table 2: Access to the conference venue (example of a table bridges over columns)

|  |  |
| --- | --- |
| Station | Access |
| From Waseda station | * Walking (About 7 minutes):
	+ Exit from Exit 2 (Waseda University).
	+ Turn right and walk straight toward Waseda University’s main campus.
	+ Pass the Okuma Auditorium and enter the main gate of the campus.
	+ The Masaru Ibuka Auditorium is on the left side after entering.
 |
| From Takadanobaba station |  |
| From Nishi-Waseda station |  |

$e=mc^{2}$ (1)

1. summary

This manuscript described the instructions for authors who are willing to submit your paper as a Proceedings Paper.

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, pp 234-295