

# Title in 16 Point Times New Roman Bold Font Letters

John Taylor<sup>1</sup>, Mike Smith<sup>2</sup> and Mary Jackson<sup>3</sup>

<sup>1</sup>Professor, Department of Civil and Environmental Engineering, College of Science and Engineering, Ritsumeikan University  
(1-1-1 Noji-Higashi, Kusatsu, Shiga 525-8577, Japan)

<sup>2</sup>Graduate Student, Graduate School of Science and Engineering, Ritsumeikan University  
(1-1-1 Noji-Higashi, Kusatsu, Shiga 525-8577, Japan)

<sup>3</sup>Chief Engineer, AA Corporation  
(56-1 Tojiin-Kitamachi, Kita-ku, Kyoto 603-8577, Japan)

The journal will be produced by direct photo-offset printing. You must prepare your manuscript carefully according to these instructions. Please use only A4 size paper. The manuscript must be typed on good quality white paper within the type area. For A4 paper, top and bottom margins are 20mm and 25mm respectively. Both left and right margins are 20mm. The use of a high quality printer is recommended. For the main text, please use 11 point Times New Roman font, if it is available. The line spacing must be single. The abstract should not exceed 6 lines (approximately 120 words) and should be followed by 3 or 4 keywords.

**Keywords:** *times, italic, 10pt, one blank line below abstract, indent if keywords exceed one line*

## 1. Page Layouts

### (1) Layout and fonts for the front matters

Using A4 size paper, set left, right and top margins to 20mm, and bottom margin to 25mm. The total number of pages should be 4, 6, or 8 pages. The journal name and the month of issue should be aligned in the left upper corner only on the first page, and classification of [Paper] or [Report] should be aligned in the right upper corner also on the first page. Page numbers are to be put in the bottom margins of the manuscript. Every page should be in a single column with approximately 48 lines. The first page consists of two parts:

**a) Front matters:** title, author(s), affiliation(s), contact address(es), abstract, keywords.

**b) Main text in single column.**

The front matters include the followings:

Journal name in Times New Roman, 10pt.

(2 blank lines)

Title in Times New Roman, 16pt, bold, using the capitalization rules shown in this template.

(1 line spacing)

Author(s) in Times New Roman, 12pt, using the same centering as this template.

(1 line spacing)

Affiliation(s) in Times New Roman, 9pt, using the same centering as this template.

(About 10mm blank space)

Abstract in Times New Roman, 10pt, max. 6 lines, using the same right and left justification as this template.

(1 line spacing) and

About 3 or 4 Keywords in Times New Roman, Italic, 10pt, using the same left justification as this template.

(2 blank lines).

The name(s) and affiliation(s) of the author(s) should be numbered in order of appearance as shown above.

## **(2) Layout and fonts of the main text**

The text should be placed 2 lines below the key words. Left and right margins for the text are equally set at 20mm. Please use right and left justification. The text must be single spaced with double spacing between chapters. The first line of each paragraph is indented 3 spaces. Do not use the Tab key to indent. Use the Space key 3 times. Use 11pt Times New Roman font for the text.

## **(3) Page numbers**

Page numbers should be center-aligned and should appear at the bottom of each page. Number the pages from 1. Use 10pt Times New Roman font.

## **2. Headings**

### **(1) Main heading**

Capitalize the first letter of the main heading and it should be in 12pt bold font that follows the chapter numbers as is shown in this template. Insert two blank lines before each main heading and one blank line after each main heading.

### **(2) Sub-headings for sections**

The sub-headings for sections, in 11pt. bold font, with their initial letters capitalized, are preceded by parenthesized section number like **(2)**. Insert one blank line before every subheading.

#### **a) Sub-headings for sub-sections**

They are written just as the sub-headings for sections are done, but follow alphabets with right parentheses. No spacing of lines is left before and after every sub-heading.

## **3. Mathematics**

Use special high quality fonts for all mathematical equations in the text. Some equations may be placed off the text as:

$$y = \int_0^t \sin x dx \quad (1)$$

and some appear in the text as  $\alpha(x)$ . If their quality is not satisfactory, the manuscript may not be accepted. Numbered equations ((1) for example) should be center-aligned. The equation numbers in parentheses should be placed flush right.

## **4. Figures and Tables**

### **(1) Location of figures and tables**

Figures, tables and photographs should be inserted at the upper or lower part of the page where reference is first made to them. Do not place them altogether at the end of the manuscript.

Figures or tables should occupy the whole width of a column or the whole width over two columns as shown in Table 1 or Fig.1 in this template. Do not place any text besides figures or tables. Insert about one to

two lines spacing above the main text.

Table 1 Place the caption above the table in 9pt.

Case	Height $h$ (m)	Width $w$ (m)
1	1.45	0.25
2	1.75	0.40
3	1.90	0.65

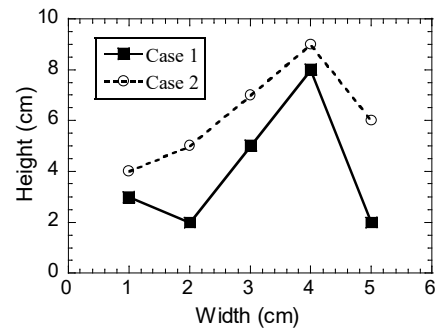


Fig. 1 Place the caption below the figure in 9pt.

## (2) Fonts and captions

The letters should be at least 9pt. Captions should be centered, but long captions must be indented like an example of Table 1. The heading of captions is 9pt.

## (3) Colors

You can use color figures in the manuscript.

## 5. Citation and Reference List

All the references must be numbered in the order of appearance in the article and the right parenthesized numbers are used at the text where it is referred like this<sup>1)</sup>. The reference list must be summarized at the end of the main text. Use 9pt font for the list.

**Acknowledgment:** Acknowledgment should follow Conclusions. The heading and colon of acknowledgment should be in bold font.

**References** Please write the heading in bold font.

- 1) Miles, J. W. : On the generation of surface waves by shear flows, *J. Fluid Mech.*, Vol. 3, Pt. 2, pp. 185-204, 1957.
- 2) Miche, M. : Amortissement des houles dans le do-main de l'eau peu profonde, *La Houille Blanche*, No. 5, pp. 726-745, 1956.
- 3) Gresho, P. M., Chan, S. T., Lee, R. L. and Upson, C. D.: A modified finite element method for solving the time-dependent incompressible Navier-Stokes equations, part 1, *Int. J. Numer. Meth. Fluids*, Vol. 4, pp. 557-598, 1984.
- 4) Shepard, F. P. and Inman, D. L.: Nearshore water circulation related to bottom topography and wave refraction, *Trans. AGU.*, Vol. 31, No. 2, 1950.
- 5) Smith, W., et al: Cellular phone positioning and travel times estimates, *Proc. of 8th ITS World Congress*, CD-ROM, 2000.