Guideline for Paper

GENERAL INFORMATION
This document provides information and instructions for preparing a paper for the 2nd China-Japan Joint Conference for the community formation on material recycling and waste management on **A4 (297x210mm)**. A paper will be made by WORD for Windows. Follow the specifications in this document to determine the layout of your pages. If you follow the instructions included here, the Times style and basic layout of your paper should look like this document.

The paper should be **2 or 4 pages** in total length, including appendices, attached charts, graphics, etc.

We ask that the paper should be presented in CG Times, Times Roman or an equivalent Times with the headings in 10pt. Bold typeface. Extend your copy the whole width of the column using full justification.

MARGINS
Please set your left and right at 22mm, top margins at 25mm, bottom margins at 40mm, and center margins at 8mm.

PAPER TITLE AND AUTHOUR (S)
The title should be 14pt. Bold in all capital letter; it should be in CG Times, Times Roman, or equivalent Times (shown above). The title should be centered on the page. All lines (including run-over lines of a long title) should be centered. Three (3) line spaces separate the title from the first author.

Author name should consist of first name, middle initial and last name. It should be 10pt. CG Times, Times Roma or equivalent Times, bold upper and lower case letters, centered under the title. Author affiliation should consist only of the following as applicable and in the order noted:

Department or Division Name, Company/Organization/College Name
Address, City, Country

(14pt.Times, bold, all caps)   PAPER TITLE

(10pt.Times, bold)   **First Author[1], Second Author[1], Third Author[2] and Fourth Author[3]**

(10pt. Times)   1 Department or Division Name, Company/Organization/College Name
                                 Address, City, Country
                              2 Department or Division Name, Company/Organization/College Name
                                 Address, City, Country
                              3 Department or Division Name, Company/Organization/College Name
                                 Address, City, Country

TEXT

The text of your paper follows the abstract and should be set in 10pt. CG Times, Times Roman or equivalent Times. The text should be arranged in a two-column format as shown on the cover page template (see MARGINS). The spacing to the next paragraph should be one line space.

HEADINGS

The primary text heading should be 10pt. Bold in all capitals, flush left with the left margin. If the heading should run to more than one line, the run-over text should also be flush left. The spacing to the next paragraph should be one line space.

Subhead #2

The next level of heading should be 10 pt. Bold, upper and lower case letters and underlined. The heading is flush left with the left margin. If a third level of heading is flushed left with the left margin. If a third level of heading is required and followed by a colon, two (2) spaces, and its text. The spacing to the next paragraph should be one line space.

Subhead #3: The third level of should follow the style of subhead #2, but it will be indented and followed by a colon, two (2) spaces, and its text. The spacing to the next paragraph will be one line space.

PAGE NUMBERING

Please do not write print page numbers.

FIGURES/ PHOTOGRAPHS

All figures (only in black and white) should be inserted directly in the text in the WORD file.
Photographs should be good quality halftones or black and white.
All figures/photographs should be numbered consecutively and captioned. The caption is a title or description of the figure/photograph and includes the figure/ photograph number. The caption should be 10pt. CG Times, Times Roman or equivalent Times, and centered under the figure/photograph. All callouts/text within the figure should be no smaller than 9 pt. There should be a minimum of two line spaces between figures/photograph and text.

TABLES

All tables should be numbered consecutively and captioned; the caption should be 10pt. CG Times, Times Roman or equivalent Times, and centered above the table. The body of the table should be no smaller than 9 pt.