Instructions for Full-text Paper

DEADLINE

Full-text Paper: **October 14, 2011**
Information Sheet: **October 14, 2011**

Please send files via email described below.
eaep2011@rieae.kyushu-u.ac.jp

Copyright Transfer: **October 14, 2011**

Please send via FAX described below.
+81-92-802-2564 (Secretariat of EAEP2011)

GENERAL INFORMATION

This document provides information and instructions for preparing a paper for the 5th International Symposium on the East Asian Environmental Problems (EAEP2011). A paper size should be A4 (297x210mm) in MS Word (ver.2003, 2007 or 2010) 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 the following document (2nd page).

The required length of your full text paper is 6 pages, including appendices, attached charts, graphics, etc. The font should be CG Times, Times New Roman or equivalent Times with the headings in 10pt and bold type.

MARGINS

Set the margin for left and right at 22mm, top at 25mm, bottom at 40mm, and center at 8mm.

PAPER TITLE AND AUTHOUR (S)

The title should be 14pt, in bold type and all capital letters; CG Times, Times New Roman, or equivalent Times should be used. All lines of the title should be centered on the page including run-over lines of a long title. Three (3) lines space should separate headings from the first author.

Author names should consist of first name, middle initial and last name. The font should be CG Times, Times New Roman or equivalent Times in 10pt and bold type, centered under the title. Author's affiliation should consist of in the following orders: Department or Division Name, Company/Organization/College Name, Address, City, Country

(14pt.Times, bold, all capitals)   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

ABSTRACT

Three (3) lines space should separate from the last line in the author listing. The ABSTRACT heading should be set in 10pt, bold in all capitals, CG Times, Times New Roman or equivalent Times. The Abstract should be around 200 words.

KEYWORDS

One (1) line space should separate from the last line of the abstract. Keywords should be no more than 5 words. Two (2) lines space to the next heading is preferred.

TEXT

The text of your paper follows the abstract and should be 10pt in CG Times, Times New Roman or equivalent Times. The text should be 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 in bold type and 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 in bold type, and underlined. The heading is flush left with the left margin.

If a third level of heading is required, the third level of heading is flushed left with the left margin, 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 heading 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 number the page.

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 includes a title or description of the figure/photograph and the figure/ photograph number. The caption should be 10pt in CG Times, Times New 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, in CG Times, Times New Roman or equivalent Times, and centered above the table. The body of the table should be no smaller than 9 pt.