Guide for Authors

First Author Name
Affiliation
Address
e-mail address

Second Author Name
Affiliation
Address
e-mail address

Abstract

This sheet is an example of what your manuscript should look like. To ensure a uniform appearance in the proceedings, authors are requested to conform to the directions listed below. The submitted manuscript will appear in the proceedings in the same size and style.

1 General Instructions

The proceedings will be published both in printed form and on CD-ROM.

1.1 Language

All manuscripts must be in English.

1.2 Formatting your paper

Manuscripts must be typed on A4-size papers–210 by 297 mm. Print single-spaced text in two columns on each page. Text area should be adjusted to the following dimensions: top and bottom margins are both 21mm, left and right margins are 18mm and column spacing is 8mm. Fill each column from the top of the page except for the first page.

1.3 Type-style and fonts

Wherever Times is specified, Times New Roman may also be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to.

A manuscript should be formatted as follows:

Title The main title should be centered over both columns and should be in Times 16-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, co-ordinate conjunctions, or prepositions (unless the title begins with such a word). Long titles may be typed in two lines.

Author Information Skip a line after the main title, and then enter the full names of the authors, followed by their affiliations. Addresses and E-mail addresses help to contact authors. Type in Times 12-point, non-boldface type. Leave two blank lines after the author information.

Abstract The abstract is to be in fully-justified italicized text in 10-point, single-spaced type, at the top of the left-hand column, below the author and affiliation information. Use the word "**Abstract**" as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. The abstract is up to 200 words. Leave at least one blank line after the abstract, then begin the main text.

Section Headings and Text Text follows just after the abstract. Type main text in 10-point Times, single-spaced. Section headings should be Times 12-point boldface, initially capitalized for each words, flush left. Subsection headings should be Times 11-point boldface, initially capitalized only for the first word.

Figures and Tables Figures and tables should be centered. Figure caption should be centered, 10-point Times, and placed beneath the figure. Table caption should be typed alike the figure one, however, placed just above the table.
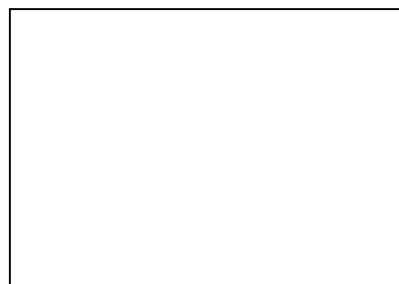

Figure 1.   Figure caption.

Table 1.   Table caption.

Long captions should be set as in

Figure 2.   An example of long caption requiring more than one line. It is not typed centered but aligned on both side and indented with an additional margin of 5mm on both sides.

Acknowledgments The acknowledgment section follows the main body.

References and Citations List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the names of editors of referenced books.

Appendices Appendices may follow the references. Index appendices by letters or numbers in sequence, and provide informative titles.

2 Page Limits and Color Pages

Manuscripts should not exceed **four** pages (**ten** pages for invited speakers）. Up to **two** additional pages will be allowed with extra payment at the time of registration. Extra charge is 10,000 yen for each additional page.

The proceedings are printed in black and white. If you use color figures, we recommend printing them in gray-scale beforehand and checking their appearance. The proceedings CD can include color figures.

3 Producing and Testing PDF Files

We recommend that you produce a PDF version of your submission well before the final deadline. Besides making sure that you are able to produce a PDF, you will need to check that (a) the length of the paper remains within the page limit, (b) the PDF file size is 3 megabytes or less, and (c) the file can be read and printed using Adobe Ac-robat Reader. Concerning (c), you must embed all necessary fonts into your PDF. After embedding, check it again according to the following procedure if you use Adobe Acrobat Reader 6.0, for example.

1. Under the Document menu, be sure that "Use local fonts" is not checked.
2. Under the File menu, select "Document Properties".
3. In the Document Properties dialogue, select "Fonts".
4. Check whether all fonts are embedded properly.

References

[1] I.M. Researcher: "Read My Excellent Paper," *Some Great Journal*, vol.xx, no.xx, pp.xx-xx, 200X.

[2] MVA Conference: http://www.cvl.iis.u-tokyo.ac.jp/mva/

Note: The columns on the last page should be of approximately equal length.