

Preparation of Papers in Two-Column Format for Proceedings of PCC-Osaka 2002

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Abstract

These instructions give you basic guidelines for preparing camera-ready papers for proceedings of PCC-Osaka 2002. You should use computer desk-top publishing software with several typing sizes. All submission must be in actual size. Define all symbols used in the abstract. Do not cite references in the abstract. The length of an abstract should not exceed 250 words.

Key words: keep the dead-line, come to PCC-Osaka

1 Introduction

Prepare your camera-ready paper in full-size format, on your white standard A4 papers. The length of the typescript should **not exceed 6 sheets** in a normal case. If your paper exceeds this limit, **10,000 JPY per every excess page** will be charged until 8 sheets. It implies that **the exceeded sheets more than 8 will not be included in proceedings.**

1.1 Typing sizes and typing faces

The best results will be obtained if your computer or word processor has several typing sizes. For instance, this master was prepared using \LaTeX : The text source file of this document will be given, if you access to:

<http://www2.convention.co.jp/pcc/>

Try to follow the typing sizes specified in Table 1 as best as you can. As an aid to gauging the typing font size, one point is about 0.35 mm. The size of a font in points may be accurately estimated by measuring the distance from the top of an ascender to the bottom of descender. In particular, the size of the lower-case letter “j” will give the point size. Use proportional, serif typeface such as Times or Dutch Roman.

1.2 Format

In formatting your pages, set the margins as follows. The column width is 81mm. The space between two columns is 8mm. Paragraph indentation is 3.5mm. The height of text is 247mm.

Left- and right-justify your columns. To adjust the column length, use either one or two spaces between sections, and between text and tables or figures. Do

Table 1. Type styles and point sizes.

Points	Roman	Bold
8	Footnotes	
10	affiliations, abstract main text, equations	Authors' names Subheadings
12		section titles
16		Paper title

not use spaces between paragraphs. Use automatic hyphenation and spell check. Either digitize or paste down your figures.

2 Units

Use SI (MKS) as a primary unit. English units may be used as secondary units (in parentheses). An exception is when English units are used as identifiers in trade, such as “ $3\frac{1}{2}$ -inch disk drive.”

3 Helpful Hints

3.1 Figures and Tables

Position your figures and tables at the tops and bottoms of columns. Avoid placing them in middle of columns. Large figures and tables may span both columns. Clear photocopiers are acceptable for line drawings. Figure captions should be below the figures; Table captions should be above the tables. Avoid placing figures and tables before mentioning in the text. Use the abbreviation “Fig. 1,” even at the beginning of a sentence. Do not abbreviate “Table.” Color printing of figures is not acceptable.

Figure axis labels are often a source of confusion. Try to use words rather than symbols. As an example, write the quantity “Inverter voltage” or “Inverter voltage, V_{inv} ,” not just “ V_{inv} .”

Photographs must be supplied with well-contrasted, glossy prints in black and white. Color prints will not give an adequate photographic reproduction.

3.2 References

Number citations consecutively in square brackets[1]. The sentence punctuation follows the brackets[2]. Multiple references [2], [3] are each numbered with separate brackets [1]-[3]. In sentences, refer simply to the reference number, as in [3]. Do not use

“Ref.[3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows ...”

Number footnotes separately in superscript ¹. Do not put footnotes in the reference list. Use 8-point roman letters for footnotes.

Give all authors' names; do not use “et al.” unless there are six authors or more. Use space after authors' initials. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished”[4]. Papers that have been accepted for publication should be cited as “in press”[5].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. If you are short of space, you may omit paper titles. However, paper titles are helpful to your readers and strongly recommended. For papers published in translations journals, please give the English citation first, followed by the original foreign language citation.

3.3 Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as SI, MKS, CGS, ac, dc, and rms do not have to be defined. Do not use abbreviations in the title unless they are unavoidable.

3.4 Equations

Number equations consecutively with equation numbers in parentheses flush with right margin, as in (1). To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than hyphen for a minus sign. Use parentheses to avoid ambiguities in fractions. Punctuate equations with commas or periods when they are part of a sentence, as in

$$D_{plant}(s) = a_3s^3 + a_2s^2 + a_1s + a_0. \quad (1)$$

Be sure that the symbols in your equation have been defined before it appears or immediately follows. Refer to “(1),” not “Eq.(1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is...”

3.5 Other Recommendations

If you use numerals for section headings, number *Introduction*, but not *Acknowledgment* or *References*.

Use zero before decimal points: “0.25,” not “.25.” Indicate sample dimensions as “0.1 m × 0.2 m,” not “0.1 × 0.2 m².” Do not mix complete spellings and abbreviations of units: “m/s²” or “meters per square second,” not “meters/s².”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical *sentence* is punctuated within the parentheses.) If your native language is not

English, try to get native English-speaking colleague to proofread your paper.

Label each page at the top, right corner with your program number and page count: “S-1-1, 1/6,” “S-1-1, 2/6,” etc: use light blue (“non-photo”) pencil.

4 Some Common Mistakes

The word “data” is plural, not singular.

The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “et al.” The abbreviation “i.e.” means “that is,” and the abbreviation “e.g.” means “for example.” An excellent style manual and source of information of science writers is [6].

5 Conclusions

Conclusions are often the most important part of a paper: The working needs careful consideration.

Acknowledgment

Use the singular heading even if you have multiple acknowledgments. Avoid the stilted expression, “One of us (I.C.S.) thanks...” Instead, try “I.C.S. thanks...” Put sponsor acknowledgment in the unnumbered footnote on the first page.

Shipment

Send the completed typescript and **4 additional copies** to:

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by the **30th of November, 2001.**

References

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- [4] D. Neumann, “Title of paper if known,” unpublished.
- [5] R. Hashimoto, and H. Schmidt, “Title of paper with only first word capitalized,” VEB-Nachrichten, in press.
- [6] M. Young, *The technical writer's handbook*. Mill Valley, CA: University Science, 1989.

¹It is recommended that footnotes be avoided. Instead, try to integrate the footnote information into the text.