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1. Set the paper size to 210 mm wide and 297 mm long (A4 size)
2. Set the top and bottom margins to 25 mm, and the right and left margins to 20 mm.
3. Input the title, authors, and addresses in a single column format.
4. Set the format to double columns, each column consists of 61-63 lines and the space between two columns should be 7 mm.
5. Formats:
 - (1) Insert 3 blank lines before you type the title of your manuscript.
 - (2) Title should be Arial 16 point, Bold.
 - (3) Authors should be typed in Arial 10 point, Bold.
 - (4) Spell out first names and write family names in capital letters.
 - (5) Type the other part of the text in Times New Roman, 10 point.
 - (6) **First-order Headings** such as Abstract, Introduction, etc. should be in Times New Roman 10 point, Bold.
 - (7) *Second-order Headings* should be in Times New Roman 10 point, Italic Capitals and lower-case letters. Third-order Headings should be in Times New Roman 10 point, Roman Capitals and lower-case letters.
 - (8) Insert one blank line above each heading. Do not insert blank lines between text and the headings.
 - (9) Please insert a solid line a blank line between the keywords and Introduction.
 - (10) The References should follow the style of the example.
 - (11) When you cite figures or tables in the text, cite them as Fig. 1, Table 1, and Fig. 1-2.
6. Submission of your revised manuscript:
 - (1) Submit your revised version as a PDF file to your editor as an e-mail attachment before 15 May 2005.
 - (2) Even if the editor required no revision, please submit a PDF file to your editor so that the editor can check whether the manuscript conforms to the required format.
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If the format of your manuscript is accepted by the editor, please submit both a print out and a CD containing a single PDF file of the manuscript to the following address before 31 May 2005.

Address: Secretariat for the 10th ICRS
c/o Plando Japan Inc.
401 Daimon Urbanist, 2-3-6 Shibadaimon
Minato-ku, Tokyo, 105-0012 Japan
E-mail: icrs@plando.co.jp
TEL: +81-3-5470-4401 FAX: +81-3-5470-4410