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| **FORMATTING ENGLISH MANUSCRIPT FOR “JOURNAL OF JAPAN SOCIETY OF CIVIL ENGINEERS” SPECIAL ISSUE (OCEAN ENGINEERING)** |

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| This template is prepared for your preparion of manscript for “Journal of Japan Society of Civil Engineers” Special Issue (Ocean Engineering). It provides instructions: page layout, font style, size and others. You may use it to create your own manuscript by replacing the relevant text with your own, using “cut & paste.”  The Abstract should be justified, leaving a 30 mm margine on the left and right sides. Font should be a 10-point Times-New-Roman. The length should be 300 words or less. |

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| **Key Words :** | times, italic, 10 pt, several words, one blank line below abstract, indent if key words exceed one line |

**1. PAGE SIZE AND NUMBER OF PAGES**

The page size must be A4 size. The number of pages should be six or less. No extra pages exceeding the limit are allowed.

**2. TITLE PAGE**

The first page consists of two parts:

(a) Front matters : single column (title, author(s), affiliation(s), contact address(es), E-mail address(es), abstract, key words)

(b) Main text : double columns

Some word processing softwares do not allow texts in both single and double columns to be put together in one file, and thus, create two separate files for the title page.

**(1) Layout and fonts for the front matters**

Top and bottom margins are set at 19 mm and 24 mm, respectively. Left and right margins for the front matters are equally set at 30 mm. The front matters are, thus, to be laid-out within the borders narrower than those for the main text.

The front matters include the followings:

**Title** in Times-New-Roman, 18 pt, bold

(About 15 mm blank space)

**Author(s)** in Times-New-Roman, 12 pt.

(About 5 mm blank space)

**Affiliation(s)** in Times-New-Roman, 9 pt.

**E-mail address(es)** in Times-New-Roman, 9 pt

(About 10 mm blank space)

**Abstract** in Times-New-Roman, 10 pt, max. 300 words

(One-line blank space)

**Key Words** in Times-Italic, 10 pt, max. 5 words

(Two-line blank space).

After registration of your abstract, the change of the following in the manuscript is not allowed: the title, name(s), and affiliation(s) of the author(s). The maximum number of authors is eight. The classifications of members of JSCE are Honorary member of JSCE, Fellow of JSCE, Member of JSCE and Student Member of JSCE. If an author is not a member of JSCE, you have no need to write it. The name(s) and affiliation(s) of the author(s) should be numbered in order of appearance as shown above. The E-mail address should be indicated in a separate, independent line. Note that e-mail address(es) except for the first author and the corresponding author does not need to be indicated due to the limitation of the pages for the special issue. The corresponding author should be indicated next to the E-mail address. The title '***Key Words :***' is bold and italic.

**(2) Layout and fonts of the main text**

The text should be placed about 1 cm below the key words. Left and right margins for the text are equally set at 20 mm. The text, in double columns put side by side with 6 mm gap in between, must be single-spaced with 50 lines or less. Use 11 pt Times-New-Roman font for the text.

**(3) Page number**

Page numbers in the final manuscripts will be inserted by the secretariat of JSCE.

**3. ORDINARY PAGES**

In ordinary pages, the text must be placed within borders immediately below 19 mm top margin. The other layout is same as the main text in the title page.

**Table 1** Caption should be centered, but if it is long, it should be indented like this

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| Specimen No.　 Heights (m)　 Width (m) |
| 1　　　　　1.45　　　　 0.25  2　　　　　1.75　　　　 0.40  3　　　　　1.90　　　　 0.65 |



**Fig. 2** Place the caption below the drawing

**(1) Footnotes and remarks**

Avoid using footnotes and/or remarks. If any, try to explain it in the text, or in appendices.

**4. HEADINGS (INDENT LIKE THIS SAMPLE IF IT IS LONG)**

**(1) Main heading**

Capital letters in 12 pt bold face fonts should be used for main headings (chapter titles) that follow the chapter numbers as is shown in this example. Leave double and single spacing of lines before and after every main heading.

**(2) Sub-headings for sections**

The sub-headings for sections, in 10 pt bold face fonts, with their initial letters capitalized, are preceded by parenthesized section number like **(2)**. Leave single spacing of line before every sub-  
heading.

**a) Sub-headings for sub-sections**

They are written just as the sub-headings for sections are done, but follow alphabets with right parentheses. No spacing of lines is left before and after every sub-heading.

**5. MATHEMATICS**

Use special high quality fonts for all mathematical equations in the text. Some equations may be placed off the text as:

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| **Fig. 3** This arrangement is prohibited | **Fig. 4** This arrangement is prohibited | **Fig. 5** This arrangement is prohibited |

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| **(a)** Case 1 | **(b)** Case 2 | **(c)** Case 3 |

**Fig. 6** The arrangement like this is allowed

and some appear in the text as, . If their quality is not satisfactory, the manuscript may not be accepted. Numbered equations ((1a) and (1b) for example) should be center-aligned. The equation numbers in parentheses should be placed flush right.

**6. FIGURES AND TABLES**

**(1) Location of figures and tables**

Figures, tables and photographs should be inserted at the upper or lower part of the page where they are first referred to. Do not place them altogether at the end of the manuscript.

Figures or tables should occupy the whole width of a column, as shown in **Table 1** or **Fig. 2** in this example, or the whole width over two columns. Do not place any text besides figures or tables, as shown in Figs. 3 to 5. Note that the arrangement like Fig. 6 is allowed in presenting similar results in one figure.

Insert about one to two lines spacing above the main text.

**(2) Fonts and captions**

Do not use too small characters in figures and tables. At least, letters should be larger than those in the captions (9 pt). Captions should be centered, but long captions must be indented like an example of **Table 1**. The heading of captions is 9 pt bold face.

**7. CITATIONAND LIST OF REFERENCES**

References should be indicated where cited in the body of the text by number and in order of mention, using superscript numbers with a right-hand bracket in the form “1) .” All references should be listed in the REFERENCES at the end of the manuscript, and authors are requested not to use footnotes to list the references.

When citing is made as supporting documents or historical research material, and not as previous research to be listed in the REFERENCES, they should be marked where cited in the form “Note 1)” in superscript and list them in the NOTES prior to the REFERENCES. The NOTES should include other endnotes relating to matters in the body of the text. For this reason, no particular stipulations are made regarding the format of the NOTES so long as it contains sufficient information that should be provided to supplement the body of the text.

**8. THE DATE INFORMATION**

The information of the received date and the accepted date has to be written after the reference list. These date are shown in this sample.

**ACKNOWLEDGMENTS:** Authors are requested to insert the ACKNOWLEDGEMENTS after the CONCLUSIONS. The titles and colons should be in bold type, immediately after which the text should be written.

**APPENDICES: Position of APPENDICES**

The APPENDICES, if any, should be inserted after the ACKNOWLEDGEMENTS.

**NOTES**

Note 1) Notification No. 15 (July 20, 1933) from the Vice-Minister of Home Affairs to the Regional Minister and Chairman of the Urban Regional Planning Committee entitled “Matters Regarding Urban Planning Research Material and Planning Standards.”

Note 2) The urban planning material since road planning was first decided upon in 1947 is preserved in Takayama City, but in the author’s opinion the planning material indicating the reasons etc. for the original urban plan in the years 1934 and 1936 do not remain or exist.

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