**GUIDELINES OF WRITING A FULL-PAPER**

**GENERAL**

Papers must be written in English or Japanese. The maximum length of a full-paper should be no more than 6 pages and also its maximum file size should be no more than 5 MB. Authors should follow the writing guidelines given below to provide integrity throughout the proceeding volumes. Figures, tables, photos and all other illustrations should be placed appropriately into the text.

**TITLE**

 The title should be brief and the author’s name should be typed on the line below the title; the affiliation and contact address should follow on the next line. The e-mail address should be described in a separate independent line. However, the description of the e-mail address is not mandatory. In case of co-authors, respective contact addresses should be clearly indicated.

Use bold 18 pt. size font for the paper title, 12 pt. size for the name of author(s), and 9 pt. size for the affiliation and contact address with single-line spacing.

**KEY WORDS**

Authors must supply up to about five keywords. Leave one-line spacing between the last line of the affiliation text and line of the ***Keywords***. Use italics font of 10 pt. size in typing ***Keywords***.

**TEXT BODY**

Papers should be typed on an A4 paper, single spaced (11 pt. size) with Times New Roman font (see the template). Use two-column paragraph format for the main text body (with a column width of 8.2 cm and column spacing of 0.6 cm) and margin settings should be 2 cm from each side of the paper; i.e. top, bottom, left, and right. Forms of main headings and sub-headings should be as follows: Main headings (like,

**1. INTRODUCTION**, **2. REFERENCES** or **3. CONCLUSIONS**) should be all in capital letters. For all sub-headings (like, **(1) Formulation**), only first letter of the sub-heading is capital. Spacing between headings (and/or text) should follow the template:

**SYMBOLS AND EQUATIONS**

 Internationally accepted symbols should be used. All mathematical expressions must be type-written. Care should be taken to distinguish between capital and lower case letters between zero (0) and the letter (O), between the numeral (1) and the letter (I), etc. Mathematical expressions should fit into a single column. Equations that might extend beyond the width of one column (fractions that should not be broken or long expressions enclosed in parentheses) should be rephrased to go on two or more lines within column width. Numbers that identify mathematical expressions should be enclosed in parentheses and placed at the end of the line. Refer to equations in the text as “Eq. (1)” etc. or “Equation (1)” etc. at the beginning of sentence. All equations should be typed in Times New Roman, 10 pt.

**TABLES, FIGURES AND PHOTOS**

All tables and figures should be numbered consequently (**Table 1**, **Fig. 1**) and should have titles and captions. The proper position of each table and figure must be clearly indicated in the paper. Type all text in tables in 9 pt. size with Times New Roman font. Captions of all figures and tables should also be typed in 10 pt. size with Times New Roman font. Figures should fit within the column width of 81 mm or within the type area width of 170 mm. If a figure is within the text, leave 2 lines between text and figure. But do not leave any line between figure caption and the figure.

**UNITS**

 SI system of units is required.

**KEY DATES AND DEADLINES**

 　 Submittal deadline of manuscripts for peer review May 31, 2024

 　 Notification deadline of acceptance of manuscripts June 24- July 5, 2024

 　 Release of the program July 12, 2024

 　 Registration deadline August 19, 2024

 　 Symposium August 26 and 27, 2024

**GUIDELINES　FOR　SUBMISSION**

A manuscript in PDF format for peer review should be submitted on the following website: <https://www.ac-research.jp/jsce/sediment_disaster/member/>

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