PRINT SAMPLE OF ENGLISH MANUSCRIPT FOR PROCEEDINGS OF SYMPOSIUM ON SEDIMENT DISASTERS

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Key Words: *times new roman, italic, 10pt, about, five words*

1. LAYOUT & LENGTH

Use A4 sheet with right, left and top margins of 20 mm and bottom margin of 25 mm so that the text will fit in a box 170 mm wide by 240 mm high. The maximum number of pages allowed is 6 pages.

2. TITLE PAGE

The first page consists of two parts.
(a) Front matters (title, authors, affiliations, contact addresses, E-mail addresses, key words): in single column. The e-mail address should be described in a separate independent line. However, the description of the e-mail address is not mandatory.
(b) Main text: in double columns.

In addition, there is a header. Some software may not have a function to change number of columns in the same file. In that case two separate files are provided for the title page.

(1) Layout and fonts of the front matter
The left and right margins of the front matter are 3 cm, respectively. In other words, the width of the front matter is narrower than that of the main text.

The front matter should be placed vertically in the following order:
(About 3cm blank space from the top of A4 sheet)
Title: Times new roman, 18pt, bold.
(About 1.5cm blank space)
Authors: Times new roman, 12pt.
(About 0.5cm blank space)

Affiliations: Times new roman, 9pt.
E-mail address(es): Times new roman, 9pt.
(About 1.0 cm blank space)
Key Words: Times new roman, Italic, 10pt, about five words.

Affiliations are cited by superscripts as shown in the above example. The header 'Key Words' is bold and italic.

(2) Layout and fonts of the main text
Leave approximately 1cm blank space between the key words and the main text. The main text must be in double columns, which have 2cm side margins, and about 6mm space between the two columns. Use 11pt Times new roman font for the main text.

(3) Header and footer
At the right top of the title page, place a header, which shows name of the proceedings, i.e., Proceedings of the 11th Symposium on Sediment-Related Disasters, August, 2022. The editorial committee of the journal places the page number centered at the foot of each page instead of authors.

3. ORDINARY PAGES

The ordinary pages, starting from the second page, contain the main text with 2cm top margin. The other layout is same as the main text in the title page.

(1) Footnotes and remarks
Avoid footnotes or remarks. Try to explain in the main text, or in Appendices.

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

(1) Heading level

Use at most three levels of headings which correspond to chapters, sections and subsections. The first level headings for chapter titles should be in 12pt bold face fonts and preceded by the chapter number as **2.** Leave more than one blank line before the first level headings, and insert one blank line before the text.

(2) The second level headings

The second level headings, in 11pt. Parenthesized section number like (4) precede bold face fonts. Leave one blank line only before the heading.

a) The third level headings

These headings are preceded by lower case alphabet with a right parenthesis. Insert no blank line before or after the headings. The further lower level headings should be avoided.

5. MATHEMATICS

Use special high quality fonts either for mathematical equations, which are displayed separately from text, as Eq.(1)

$$G = \sum_{n=0}^{\infty} b_n(t) \tag{1}$$

$$F = \int_{\Gamma} \sin z \, dz \tag{2}$$

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

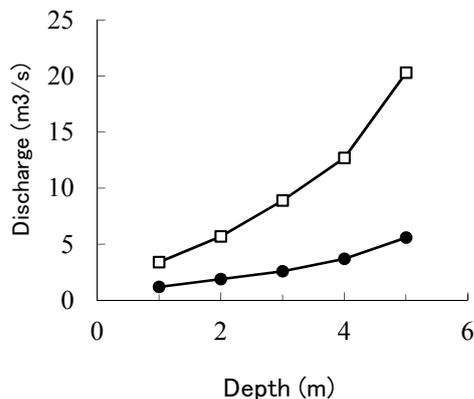| Experiment No.	Depth (m)	Discharge(m^3/s)
1	2.5	10.0
2	3.8	20.0
3	4.5	30.0

Fig.2 Place the caption below the drawing.

or for mathematical symbols which appear in text as C_D, $\alpha(z)$. If their quality is not satisfactory, the manuscript may not be accepted. Displayed equations should be centered and numbered. The equation number, enclosed in parentheses, is placed flush right.

6. FIGURES AND TABLES

(1) Location of figures and tables

In general, figures or tables should be placed in the upper or the lower position on the same page where they are referred to for the first time. Do not place them altogether at the end of manuscripts.

Figures or tables should occupy the whole width of a column, as shown in **Table 1** or **Fig. 2** in the present example, or the whole width over two columns. Do not place any text besides figures or tables. Insert approximately one line spacing above the main text.

(2) Fonts and captions

Be aware not to use too small characters in figures and tables. At least their character sizes should be larger than 9pt, which are the size of captions. Captions should be centered, but long captions must be indented like an example of Table 1. The heading of captions is 9pt bold face.

7. CITATION AND REFERENCE LIST

All the references must be numbered in the order of appearance in the article and the right parenthesized numbers are used at the text where it is referred like this[1,2]. The reference list must be summarized at the end of the main text. Use 9pt font for the list.

The reference list is followed by the date of acceptance, which is the deadline of the manuscript, with one line spacing between them as shown in 9 pt bold font.

8. THE LAST PAGE

The maximum page number is six. The paper that exceeds the page limit is never accepted. The bottom lines in the right and left columns may take nearly the same positions.

ACKNOWLEDGMENT: Acknowledgment should follow Conclusions and its text should be preceded by bold face heading directly.

APPENDIX

Appendix should be placed between

Acknowledgment and References.

REFERENCES

1) Robinson, S. K.: Coherent motions in the turbulent boundary layer, Ann. Rev. Fluid Mech., Vol.23, pp.601-639, 1991.

2) Tennekes, H. and Lumley, J. L.: A first course in turbulence, The MIT Press, 1972.

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5) Japan Meteorological Agency: http://www.jma.go.jp/jma/ menu/report.html, 2005.

6) Smith, W.: Cellular phone positioning and travel times estimates, Proc. of 8th ITS World Congress, CD-ROM, 2000.