

Instructions for Preparation of EP2DS-15 Abstract

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Preparation of Abstract

This document provides instructions for preparing abstract for EP2DS-15 and is written in the format according to the guidelines given below.

Abstract should not exceed two pages including tables, photos and figures.

At the top of the page type the title in bold upper and lower cases using a 14-point font with the first letter of each word capitalized. It is to be centered. Leave one blank line between the title and the name(s) of the author(s). Each author's name is to be typed in bold upper and lower cases, with the initial and the first letter of the family name capitalized. Underline the presenting author. For multiple authors from different institutions, identify each author with a superscript number placed after the author's name. Leave one blank line between the name(s) of the author(s) and the block identifying the name of the institution (plus city and country) associated with the each author. The superscript number typed at the end of each author's name should correspond to the superscript number typed at the beginning of the name of the institution with which the author is affiliated. The institution block should be italicized. The title, author, and institution lines are to be centered.

The text composition area for each page is 170 mm wide by 250 mm long. This size can be accommodated by either the European A4 paper or the US standard 8-1/2 by 11 inch paper. A suggested page setup for A4 paper is 2.3 cm for the top and bottom margins, and 2 cm for the left and right side margins. A suggested page setup for the US letter size paper is 0.6 inch for the top and bottom margins, and 0.9 inch for the left and right side margins. All of the text fit within the defined composition area. The preferred typeface is Times-Roman or equivalent, in 12-point font size. The font size for superscript or subscript characters should be adjusted so that these characters will not intrude into neighboring lines. Approximate number of lines in a page is 45. Approximate number of characters in a line is 86. **We accept electronic submission of pdf file only.** No hardcopy, floppy disk nor CD-ROM is accepted, except when the Secretariat requests it under certain special circumstances.

Submission of Abstract

When you have your abstract (in the form of pdf file) ready for submission, visit the EP2DS-15 webpage, <http://www.issp.u-tokyo.ac.jp/ep2ds-15/> and select Abstract Submission menu. For the first time submission, select New Submission and fill the Abstract Registration Form and submit it. You will immediately receive abstract number and password by e-mail. (If you do not receive them within a few hours, check that the e-mail address you have entered is correct. If that is not the problem, contact ep2ds@gakkai-web.net The e-mail address of the corresponding author in the Abstract Registration Form is particularly important, because the subsequent correspondence such as notification of acceptance etc. will be mailed to this address.

With the abstract number and the password, you can upload your abstract (*.pdf file) through File Upload menu. Receipt of the uploaded file will be sent to you by e-mail. You can view your abstract through the Abstract View menu. You are free to upload a revised version of your abstract, make corrections to the information in the Abstract Registration Form, or withdraw your abstract at later time up to the submission deadline (March 1st, 2003). You will need your abstract number and password for those actions. Especially when you have submitted two or more papers and try to revise one of them later, make sure that you do it on the intended one (right abstract number).