

GUIDELINES FOR THE AUTHORS PREPARING A PAPER FOR the 4th JSTP-ISPF

These are the guidelines how to prepare a paper for the proceedings of the 4th JSTP-ISPF. Please follow these instructions and **see the sample**.

1. Contents

The paper must begin with the title, which is written in CAPITAL LETTERS, followed in a new line by the abbreviation of the author's first name(s) and the author's last name(s). The affiliation is given in the next line, followed by a comma and the address.

A summary of 100 up to 200 words is obligatory. It is followed by the text, beginning with a short introduction and ending with some conclusions. This is concluded by the bibliography list and an appendix (optional).

2. Layout

2.1 Fonts

Please use **Times 11 pt for the text and bold fonts for headers**.

2.2 Margins and paper

There should be a top margin of 25 mm and a bottom, left and right margin of 25 mm, the only exception being the first page, where a 40 mm top margin is required. Neither text, nor figures or tables should be printed outside these margins. The camera-ready printout should be made on white DIN-A4 paper (297 mm x 210 mm).

2.3 Title of paper and authors

The title of the paper must be written in 16 pt bold and throughout with CAPITAL LETTERS. If authors come from different affiliations, please list the affiliations and connect them by superscript footnotes. There is one line (11 pt) spacing between title and authors' names; two lines (22 pt) separate the authors' names and the "Summary" heading.

2.4 Spaces and paragraphs

The text is written single-spaced and each page is printed on a separate sheet of plain white paper. On the first page the base line of the title must be at a distance of 40 mm from the top of the page (the space will be used for additional information printed onto the paper by the seminar office). Please print on **two columns** to a page.

2.5 Page numbers

Each page must be marked with the first author's name and the page number on the backside. Please notice that only papers with an even number of pages (6 pages for authors of keynote lectures and oral presentations, and 2 or 4 pages for authors of poster presentations) will be accepted.

2.6 Figures and tables

Figures and tables should be integrated in the text like it is done in the example. Above the tables and under the figures there should be a table and a figure number, respectively, and a caption. The minimum font size in figures should be 6 pt, the font type recommended is Arial, Helvetica, or a similar non-serif type.

Photos must be inserted as well-contrasted originals. Due to the bad reproduction of scanned photos, originals on photographic paper are preferred.

Please mark the top and the bottom of the original photo on its backside. The reproductions will be made in grayscale only. Therefore avoid colored prints or colored photos, please.

2.7 References

References should be indicated in the text using consecutive numbers in square brackets, e. g. [1]. See the sample.

- [1] Nakamura, T.: *Process-Tribology in Cold Forging*, Proc. 3rd ISPF, (2004), pp. 31-36.
- [2] Avedesian, M.M., Baker, H.: *Magnesium and Magnesium Alloys*, ASM Specialty Handbook, (1999), pp. 3-6.

3. Copyright

Full responsibility for the paper rests with the author. You must have taken the necessary steps to obtain permission to publish the material and to use any material that might be protected by copyright.

4. Language

All papers must be prepared in English. If you are not a native speaker of English, we would respectfully request that your manuscript is carefully edited by someone whose mother tongue is English.

5. Deadline

Please send e-mail with **pdf file of your camera-ready manuscript and send one hard copy** of it to Dr. Ryo Matsumoto by **February 1, 2006** at latest.

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6. Contact

If you have any questions concerning these guidelines, please contact Dr. Ryo Matsumoto.

7. See WWW

4th JSTP-ISPF Homepage: <http://power.me.es.osaka-u.ac.jp/JSTP/ISPF/>

Please regularly check these pages for announcements by the JSTP-ISPF.
Many thanks for your co-operation in advance.