

Guidelines for Submission of Manuscripts to the *Conference Handbook*

Last revised March 2015

(1) Length

- ① A symposium manuscript must be five or six B5 pages long, and it must be submitted electronically as a pair of files in both pdf and doc/docx format.
- ② An individual presentation manuscript must be three or four B5 pages long, and it must be submitted electronically as a pair of files in in both pdf and doc/docx format.

(2) Contents

- ① Manuscripts should include example sentences, issues to be discussed and explanations to be given, figures, tables, diagrams (including trees), and references. Do not omit these items even when planning to use slides (e.g. PowerPoint).

(3) Format

- ① Leave margins of at least 15 mm on both sides and the top of each page, and at least 30 mm at the bottom. (For manuscripts that have been scaled down, make sure that the margins shown above remain for printing.)
- ② Other details are left to the discretion of the author(s).
- ③ If the presentation will be made in Japanese (i.e. if a Japanese title will appear in the *Conference Program booklet*), the title as well as the name(s) and affiliation(s) of the author(s) should be in Japanese, but an English title should be shown in brackets, along with names and affiliations written either in English or in their original languages.
- ④ If the presentation will be made in English (i.e. if an English title will appear in the *Conference Program booklet*), the title should be in English, along with the name(s) and affiliation(s) of the author(s) written either in English or in their original language(s).

(4) Other

- ① Choose an appropriate font size so that the manuscript will be clearly legible when printed.
- ② Do not include page numbers in electronic submissions. (If you are submitting a hard copy, write page numbers lightly in pencil on the back of the manuscript pages.)
- ③ Provide all necessary information for your presentation in the *Conference Handbook* manuscript so that you do not need to distribute handouts at the presentation.
- ④ Manuscripts should be sent as e-mail attachments in both pdf and doc/docx format to <conference-elsj@kaitakusha.co.jp>*. The file name should include the name(s) of author(s).

*The “@” in the e-mail address has been replaced by “☆” for security reasons.