

# Instructions to Prepare a Manuscript and Apply for JSWE-ORGANO Doctoral Research Awards

## I. Preparation

### 1. Page settings

- (1) Manuscripts should be prepared in A4 size with left and right margins of 15 mm, a top margin of 20 mm and a bottom margin of 25 mm.
- (2) Manuscripts should be in 4 - 6 pages including figures and tables.
- (3) This Manuscripts will be used only for the primary review and will not be published. Applicant who passed the primary review will be asked to submit abstract of 1 page for the proceedings. The submission deadline of this abstract will be informed to primary review passer.
- (4) The proceedings in download version are in color, and in printed version are in black and white.

### 2. Format

- (1) The font size should be 9-10 points, and the lineage should be 50 lines per page.
- (2) The presentation title, affiliations and name(s) of author(s) should be written in the lines 1 - 6 from the top.
- (3) Title is to be given in a font size larger than the body text or in Gothic style, and the first letter of each word except preposition and conjunction should be capital. Title should be center align.
- (4) The affiliation(s) and name(s) of all author(s) should be right justified and filled out successively without a line break. In the case of multiple authors, mark "O" in front of the name of the presenter.
- (5) If the author(s) prepare the manuscript in English, the title, name(s) of author(s) and affiliation(s) in Japanese are to be given in the lines 5 and 6. A comma should be given between these items. The affiliation(s) should be written in parentheses using abbreviations.
- (6) The body text should be in two columns with a 5 mm intervening margin, and is to start from the line 7. The body text should consist of the objectives, materials and methods, results, discussion and conclusions. These clauses should be given at the beginning of each paragraph.  
If difficulty exists in classifying the research contents into these clauses, you may omit a part of clauses, but the content needs to be equivalent to those above.
- (7) For codes and abbreviations, please refer to journal submission guidelines for JWET (Journal of Water and Environment Technology) at the JSWE website (<https://www.jswe.or.jp/eng/publications/instructions/index.html>).

## II. Submission

### 1. Deadline

The deadline is late June.

The designated date would be placed in the Journal of JSWE and the JSWE website.

### 2. Documents to be submitted

#### (1) Paper (in A4 size, 4 - 6 pages)

The manuscript can be either an original paper or a summary of the results of the research at the doctoral course including published contents. Authors are responsible for copyright issues and should aware that copyright may be violated if authors use the same charts and sentences in the previous publication. If authors submit an original paper to this proceeding, JSWE does not prevent publishing it in other journals. Authors are fully responsible for the content of the manuscript.

#### (2) List of related research achievements

The list should be described in categorized as follows

- i) Journal papers (Journal of Japan Society on Water Environment, Journal of Water and Environment Technology, Water Research, etc.), in which the applicant was the first author.
- ii) Journal papers in which the applicant was not the first author.
- iii) International conference (organized by IWA) proceedings papers or abstract, please circle the presenter.
- iv) International conference (organized by JSWE) proceedings papers or abstract, please circle the presenter.
- v) International conference (organized by other organizations) proceedings papers or abstract, please circle the presenter.
- vi) Domestic conference (organized by JSWE) proceedings papers or abstract, please circle the presenter.
- vii) Domestic conference (organized by other organizations) proceedings papers or abstract, please circle the presenter.

#### (3) CV

Name, e-mail address, postal address, JSWE membership ID number, applicant's affiliation and academic and professional career after undergraduate graduation

\*The applicant must be a member of JSWE.

### 3. Application

Please submit the above documents electronically to the secretariat for the JSWE-ORGANO Doctoral Research Awards ([nenkaicom@jswe.or.jp](mailto:nenkaicom@jswe.or.jp))