Instructions for Manuscript Preparation for Proceedings of Annual Conference of Japan Society on Water Environment (JSWE)

I. Introduction for Manuscript Preparation

Instructions 1 and 2 are for all the oral and poster presenters including applicants for the annual conference best presentation award (Kurita award) and for the best student poster presentation award (Lion award).

Please note that all the presenters should submit their manuscripts through our website.

The application for presentation, summary manuscript preparation, and presentation at the conference should be in the same language. Manuscripts for the presentation in English should be written in English, while manuscripts for presentation in Japanese should be in Japanese. Presenters who want to change language should inform JSWE secretariat (nenkai@jswe.or.jp).

The copyright of the manuscript on the Proceedings of Annual Conference belongs to JSWE.

1. Preparation of the Manuscript

(1) Manuscripts should be prepared in one page including figures and tables. Please refer Sample file.
(https://www.jswe.or.jp/event/lectures/pdf/ACSample_E2021.pdf)

(2) 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. Please use Template.
(https://www.jswe.or.jp/event/lectures/pdf/ACTemplate_E2021.docx)

(3) **The presentation title and name of author(s) and the presenter should be the same as the submitted application in the registration**. However, it is possible to add author(s) not listed in the conference program due to the limitation of the number of authors in the registration form. All authors listed in the conference program should be in the manuscript. If cancellation of some of the author(s) is inevitable, please inform JSWE secretariat (nenkai@jswe.or.jp).

(4) **The font size of manuscript should be 9-10 points, and the linage should be 50 lines per page.** The font style should be limited to **MS mincho, MS gothic, Times New Roman, Arial, or Symbol.**

(5) The presentation title, affiliations and name(s) of author(s) should be written in the lines 1 - 6 from the top. Please write the presentation title with 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. The affiliation(s) and name(s) of author(s) should be right justified and filled out successively without a line break. Additionally, in the case of multiple authors, please mark "○" in front of the name of the presenter. Please mark * after the name of corresponding author.

(6) The e-mail address of corresponding author should be written. Please mark * before the e-mail address.

(7) If the author(s) prepare the manuscript in English, please write the presentation title, name(s) of author(s) and affiliation(s) in the lines 5 and 6 in Japanese. Please insert a comma between these items. The affiliation(s) should be written in parentheses using abbreviations. If the author(s) prepare the manuscript in Japanese, please fill these items in the lines 5 and 6 in English by the same manners.

(8) The body text should be in two columns with a 5 mm intervening margin, and please begin to write from the 7th line. The body text should consist of the purpose, experimental method, results, discussion and conclusions. Please put these clauses 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 the above.

(9) For codes and abbreviations, please refer to journal submission guidelines for JWET (Journal of Water and Environment Technology) at the JSWE website. References should also be listed in accordance with this guideline. Even if you have no choice but to simplify the text, please provide at least the information necessary to identify the references.
(https://www.jswe.or.jp/eng/publications/instructions/index.html).

(10) Authors must take responsibility for the contents of their manuscript. However, if the contents are advertising or inadequate for the academic conference, or out of compliance with this instruction, the manuscript should be rejected or corrected as requested.

2. Preparation of Tables and Figures

Draw up figures and tables clearly in black and white, with easy-to-read size text.

Readability of figures should be checked by printing in black and white before submission.

The printed proceedings of our annual conference are in black and white printing.

3. Checklist of manuscript

☐ Manuscripts should be prepared in one page in A4 size including figures and tables
☐ The margin is 15 mm for left and right, 20 mm for top, 25 mm for bottom
☐ The font of title is larger than that of the body text or in Gothic style
☐ Title is same as submitted application in the registration, center justified
☐ Name of author(s) and the presenter should be the same as the submitted application in the registration.
☐ Mark ○ before the name of the presenter
☐ Mark * after the name of corresponding author
☐ The e-mail address of corresponding author is written.
☐ The affiliation(s) and name(s) of author(s) should be right justified
☐ Japanese title and the presenter's name (affiliation) are left-justified. It is comma separated and no line feed is required
☐ Check readability of figures and tables in black and white
☐ Check the vertical axis, the horizontal axis and explanatory notes are on the figure
☐ Ensure that the letters in the figures and tables are large enough to read
☐ The page size of Manuscript PDF is A4, security setting is not allowed
☐ PDF file size should be less than 800kB
☐ Do not leave unnecessary characters (ex.: presentation title, affiliation, 発表タイトル)
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II. Submission of Manuscripts
1. Deadline
January 10, 2024 for 58th Annual Conference
Upload should be completed by 24:00 JST.

2. File format
(1) **All papers should be submitted in PDF format (in A4 size).** Please use 'print' command for converting to a PDF file, and **do not set security on PDF.**

(2) **The file size of the paper should not exceed 800kB.** The files over 800kB cannot be uploaded though our system.

(3) You can discretionarily give a name for your file. The file is automatically renamed after your submission.

(4) You can change your manuscript by uploading new file before the deadline.

3. Manuscript Submission
The manuscript **cannot be uploaded after the submission deadline**.