

Guidelines for Preparing Manuscripts for the Annual Conference Proceedings of the Japan Society on Water Environment

Instructions for Preparing Abstract Manuscripts

(Please be sure to use the designated template.)

The Annual Conference Proceedings serve as a permanent record. Therefore, when preparing the abstract manuscript, the title and presenter (affiliation) must be recorded accurately, and figures and tables must be clear enough to convey the information and content properly.

All presenters at the Annual Conference of the Japan Society on Water Environment (whether oral or poster presentations, including applicants for the Annual Excellent Presentation Award and the Student Poster Presentation Award) must prepare their abstract manuscripts in accordance with the following instructions.

Submission of abstract manuscripts is accepted only via electronic submission through the JSWE website.

The language of the application, abstract manuscript, and presentation must be consistent. If the presentation at the conference is in Japanese, the application and abstract manuscript must also be prepared in Japanese.

If the presentation is in English, the application and abstract manuscript must be prepared in English.

Only the names of the speaker and the corresponding author will be listed in the program.

Copyright of the abstract manuscripts published in the proceedings belongs to the Society.

Template Download Method

Annual Conference Top Page

<https://www.jswe.or.jp/event/lectures/index.html>

Instructions for Writing and Presenting > Abstract Template

Checklist for Abstract Manuscripts

- ☐ Title in large font or bold typeface
- ☐ Title identical to that in the application, centered
- ☐ Presenter's name (affiliation) identical to that in the application, check characters carefully
- ☐ Place ○ before the presenter's name
- ☐ Place * after the corresponding author's name
- ☐ Provide the corresponding author's contact e-mail address
- ☐ Presenter's affiliation and name aligned to the right
- ☐ In English titles, capitalize the first letter of all words except prepositions and conjunctions
- ☐ English title and presenter's name (affiliation) aligned to the left, separated by commas, no line breaks
- ☐ Ensure figures and tables have sufficiently large characters to be legible
- ☐ PDF must be A4 size, with security set to "none," created using "Print"
- ☐ PDF file size must be within 2 MB

As a general rule, no revisions will be made after submission, as it is the responsibility of the author. Please be advised in advance.