FORMATTING FOR AIJ-ISA SYMPOSIUM SHORT PAPER

A template and guidelines for authors

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Second B. Author[*2]
Third C. Author[*3]

Keywords. : Formatting; specifications; AIJ; paper; template.

1. Introduction

This document presents the basic formatting specifications for the Proceedings of the "Symposium on Computer Technology of Information, Systems, and Application" hosted by Architectural Institute of Japan. It also serves as a template for submitting your short paper.

Short papers will not be reviewed and basically accepted, except that their contents are not related to the general topics of computational research in architecture.

2. Format of the book and the page

The page of the proceedings measures 210 mm wide by 297 mm high (A4 paper). The inside and outside margins are both 20 mm; the top and bottom margins are both 25 mm. All pages are formatted in two columns (widths are both 82 mm).

The title begins at the top of the text area. The text on succeeding pages also begins at the top of the text area. There are no headers.

3. General paper formatting issues

A short paper must not be longer than 4 pages in total – including images and references – when formatted with this template. For all text use Times New Roman font, size 9 pt, line width 14.5 pt, if not specified separately.

Note that the final publication may not look exactly like the document you submit. Both the text and the formatting may be edited for the final proceedings. This work will be much easier if you follow the guidelines in this document and guarantees that your published text matches your original manuscript.

4. Front matter and headers

4.1. TITLE

The title is centered across two columns that span the entire width of the page (from the left to right margin) using Times New Roman bold font with a size of 14 points, all caps.

4.2. SUBTITLE

The subtitle is centered across two columns that span the entire width of the page (from the left to right margin) using Times New Roman italic font with a size of 10.5 points, sentence capitalisation, not headline capitalisation.

- **Sentence capitalisation:** Symposium on computer technology of information, systems, and application
- **Headline capitalisation:** Symposium on Computer Technology of Information, Systems, and Application

4.3. AUTHORS' NAMES

Authors' given names should precede their family names. They are positioned at the right margin. For the presenter at the symposium, the mark ○ should be given. Space before: one line.

4.4. AFFILIATION

Affiliations are presented at the end of the short paper. See in 8.4.

4.5. KEYWORDS

You may list up to five keywords. The first is capitalised. The keywords are separated by semicolons and terminated with a period. They are centered across two columns that span the entire width of the page (from the left to right margin). Space before one line. Space after two line.

5. Headings

5.1. FIRST-LEVEL HEADINGS

First-level headings are numbered (1, 2, 3, …) and followed by a full stop. Any 'Introduction' shall be included in the numbering. They use Times New Roman bold font with a size of 9 points, sentence capitalisation, not headline capitalisation. Space before: one line (except at the beginning of a section)

5.2. SECOND-LEVEL HEADINGS

Second-level headings are numbered (e.g., x.1, x.2, x.3, …) and followed by a full stop. They use Times New Roman font with a size of 9 points, all caps. Space before: one line (except at the beginning of a section).

5.3. THIRD-LEVEL HEADINGS

Third-level headings are numbered (e.g., x.x.1, x.x.2, x.x.3, …) and followed by a full stop. They use Times New Roman italic font with a size of 9 points, sentence capitalisation, not headline capitalisation. Space before: one line (except at the beginning of a section).

6. Text

6.1 TEXT

The first paragraph of text following a heading is not indented. It is the root style of all other paragraph styles in this document.

All except the first paragraphs of text have an indent of 5 mm.

6.2. BULLET LISTS

Bullet lists consist of two or more consecutive paragraphs (each marked by a bullet) separated from the text preceding and following. See in 4.2 and 7.

- **Bullet paragraph**: left indent 10 mm.
- **Bullet paragraph**: left indent 10 mm.

6.3. FIGURES

Figures should be numbered and inserted into the text after the first reference to it (Figure 1). They should have one line of space before the figure and after the caption (except at the end of a section). There is no space between the image and the caption. The caption for a figure goes below the figure. Do not use a table into which you insert images. Create one image that includes all images at once. Figures should fit within the column width of 82 mm or within the type area width of 170 mm.
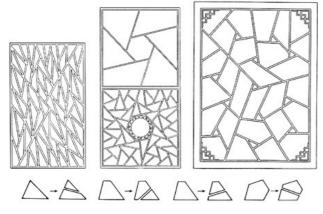

Figure 1. This is the caption of a figure (taken from Stiny, 1977). It goes below the figure.

6.4. TABLES

Tables should be numbered and inserted into the text after the first reference to it (Table 1). They should have one line (12 pt) of space before the caption and after the table (except at the end of a section). The caption for a table goes above the table. The table should fit within the column width of 82 mm or within the type area width of 170 mm. The table-body-text shall use Times New Roman font with a size of 8 points and minimum line width of 11 points.

Table 1. This is the caption of a table. It goes above the table.

Please use Times New Roman font with a size of 8 points	Please use Times New Roman font with a size of 8 points

6.5. EQUATIONS

Equations are numbered in parentheses at the right margin.

$$C^2 = x^2y^2 + Ax^2 + 2Bxy \tag{1}$$

7. Citations and References

Citations use the Harvard author-date style. If the author's name appears in the text, the date appears in parentheses after the name; if the author's name does not appear in the text, the name and the date appear in parentheses separated by a comma. If there are two authors combine them with 'and'; if there are more than two authors use the first author's name followed by 'et al' without a fullstop. For example:

- As Sasada (1991) has pointed out …
- As some researchers (Sasada, 1991; Kvan, 2001) have pointed out…
- Peter and Paul (1997) discussed …
- Peter et al (2000) presented in …
- Fischer (2007, pp. 47-49) presented in …

8. Back matter

All back matters use Times New Roman font, size 8 pt, line width 11 pts.

8.1. ACKNOWLEDGEMENTS

The heading uses the bold style and is unnumbered. See the sample below.

8.2. ENDNOTES

Use endnotes, not footnotes. Endnotes is a numbered list. The heading uses the bold style and is unnumbered. See the sample below.

8.3. REFERENCES

They should be separated with the line. See the sample below.

It is crucial that you check the details of your references and conform to the below presented style and format.

8.4. AFFILIATION

They should be separated with the line. See the sample below.

Each author's affiliation should consist of the name of the institution and the title. Use numbers to match names and affiliations.

Affiliation is e.g. the University, but not the department, school or institute: e.g. "Asian University".

Acknowledgements (sample)
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Endnotes (sample)
1. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.
2. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.
3. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.

References (sample)
1） Atkinson, R. C. and Shiffrin, R. M.: 1968, Human memory: a proposed system and its control process, in K. W. Spence (ed.), The psychology of learning and motivation: advances in research and theory, Academic Press, New York, 89–195.
2） Bernus, J. S. and Chase, M. A.: 1990, Decision making in a networked environment, in H. Eschenauer, J. Koski and A. Osyczka (eds.), Technology and communication, Springer-Verlag, Berlin, 376–396.
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6） Web, A.: 2009, "How to cite references to webpages". Available from: Open Source Repository <http://www.caadria.org/> (accessed 15 September 2009).

＊1　First institution, First title
＊2　Second institution, Second title
＊3　Third institution, Third title