

↑  
top margin: 2.5cm (1 inch)  
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Instruction for Preparing Camera-Ready Manuscript

**Title of Your Paper Starts Here:  
Please Center (Bold, 14 Points)**

First Author<sup>1</sup>, Second Author<sup>2</sup> and Others<sup>3</sup> (full name, 12 points)

↑  
no less than 9cm  
(3.6 inches)  
↓

- <sup>1</sup> Full address of first author, including country (10 points)
- <sup>2</sup> Full address of second author, including country
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**Keywords:** You must include a list of 3 - 8 keywords with lower case letter covered in your paper. (10 points)

**ABSTRACT (Bold, 12 points)**

The text should start here with 12 points Times Roman type face. The word "ABSTRACT" should be no less than 9cm (3.6 inches) from the top rim of the paper.

**INTRODUCTION**

These instructions are typed in camera-ready format. It will not be edited, retyped, or proofread by our staff. Therefore, it is important that you plan how your paper will be typed or printed and how photographs, line drawings, and tables will be prepared. Careful editing and proofreading on your part are essential. The following guidelines will help you submit a manuscript for publication. These guidelines will help to ensure a consistent, attractive final product. If, after reading these instructions, you have any questions about the preparation of your manuscript, please contact the editor\*.

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Typing area	17 cm wide (6.7 inches) by 25 cm (9.8 inches) tall
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Type or print all your work including tables, figures and captions fitting with the typing area. If your paper is not prepared to these specifications, it will be returned to you for revision if the schedule permits, or it will not be included in the publication. To help us keep the pages of your paper in the proper order, please number each page with a light blue pencil at the lower LEFT corner (outside of the typing area).

**TEXT STYLE AND FORMAT**

**Quality of Type**

All text should be printed or typed on a laser printer or an electric typewriter with a carbon film ribbon. Please don't use a cloth ribbon, and do not use a matrix dot printer. During the printing process, **your text will be reduced by approximately 20%**. Please keep this in mind when

designing your figures and choosing the typeface for the text and the tables. A **12 point Times Roman** is recommended. Look especially at “o” and “e” to see whether the quality of the printings is crisp and clear. Make sure also that the printing is dark and black; light printing will not reproduce well. Generally, text should be **single-spaced**, unless an high number of super- and subscripts make single spacing difficult to read.

### **Title**

Begin your paper with a title. Allow no extra margin from the top of the text area (2.5 cm from the top of the page). Type the title in upper- and lowercase letters, and keep the title centered. Keep your title brief but descriptive, avoiding introductory phrases such as “STUDY OF,” “OBSERVATION ON,” etc.

### **Author(s)**

Type name (e.g., Sugio Saka<sup>1</sup> and Tomoko Okamura<sup>2</sup>), affiliation and address for each author in upper- and lowercase letters(e.g., <sup>1</sup>Ceramic Society of Japan, 2-22-17 Hyakunin-cho, Shinjuku-ku, Tokyo 169-0073, Japan), centered in the text area. Allow one blank line between the title and the authors’ names. Allow half blank line between the authors’ name and the first author’s affiliation.

### **Keywords**

Type the title “**Keywords:**”, followed by a list of 3 - 8 keywords covered in your paper. Keywords should be typewritten using a **10 point** font. These keywords will also be used for creating a *Keyword index* for the Proceedings. Do *not* use the main subject(s) of the publication as keywords. Instead, be specific on your paper’s topics.

### **Abstract**

Allow one blank line between the Keyword list and the abstract title “**ABSTRACT**”. Place one blank line between the abstract title and the text of abstract.

### **Headings**

Type main headings in capital and bold letters like “**MAIN HEADINGS**”, flush with the left margin and followed by one blank line. Type subheadings in upper- and lowercase bold letters like “**Subheadings**”, flush with the left margin. Allow no blank line between the subheadings and the text that follows. If there is a third level of subheading, italicize it, followed it with a colon, and run the remaining text into it (see the example at the section labeled “References”).

### **Text**

Single space all text, unless super- and subscripts cause the text to be hard to read. In the case of crowded text, allow 1.5 spaces between lines.

SI (modified) units must be used in all text, tables, and figures. Inclusion of non-SI units in parentheses following the SI units is optional. Tables of SI units are included in the January and April issues (1995) of “Journal of the Ceramic Society of Japan.”

### **Figures**

Figures are referred to by Fig.1, Fig.2, .... All figures (line drawings and photographs) must be reduced to the appropriate size and positioned in place when your paper is submitted. Place figures as close as possible to their reference in the text. On pages where the figure is at the top of the page, or is the only item on the page, the figure should be aligned with the top of the text block, not centered on the page. If a figure or table needs to be placed sideways on the page, it should be positioned to that the top of the figure or table is on the left side of the page. When attaching your figures, please use a ruler or T-square to ensure that your figures are straight.

Line drawings must be computer-generated or drawn with black India ink, reduced if necessary,

and placed 3.2 mm above the corresponding caption. Center the drawing above the caption and number all figures with Arabic numbers. Make sure the lettering on your figure is large enough to be legible. Do not use pencil, or blue or other colors of ink on your figures.

Photographs must be original, in-focus black and white glossy prints, reduced to the proper size and placed 3.2 mm above the corresponding caption. Center the photograph above the caption. Color photographs will not reproduce well. Photocopies of photographs and photographs scanned and printed on plain paper are unacceptable. Scale bars should be used instead of magnification information.

Please identify all art on the back lightly with pencil prior to affixing it to your manuscript. Include your name, figure number, and orientation of the figure, in case the figure comes loose from the manuscript. Adhere all figures with permanent glue. Please do not use tape to secure your figures, as it distorts the image and shows up in the book.

The manuscript you provide will be reduced to 80% of its original size when the book is printed. Plan all photographs and line drawings so they will not be too small when they are reduced. Pay special attention to the lettering in figures.

### Tables

Tables are referred to as Table 1, Table2, .... Place the table caption over the table. Use Arabic numbers for the table number, and upper- and lowercase letters for the caption. Allow one blank line after each table before you resume typing text. Please be sure to align columns and column headings. Place tables as close as possible to the reference to them in the text. An example of a table is shown below.

Table 2. Free Carbon Content in the Si-Ti-C-O Fibers

Si-Ti-C-O Fiber		TF1(18)	TF2(12)	TF2(18)
Oxygen content / mass %		18	12	18
Total Carbon Content / mass %		30	32	30
Free Carbon Content / mass %	at 750 °C	0.8	0.5	
	850 °C	1.6	1.2	1.2
	950 °C	2.8	1.8	

### Equations and Greek Characters

Equations are referred to as Eq.1, Eq.2, .... Equations should be placed at ~2 cm from the left side margin, separated from the text by one blank line above and below. If an equation is too long to fit on one line, indent subsequent lines from the left margin. Number equations consecutively in parentheses at the right-hand margin, in line with the last line of the equation. If there is no way to write Greek characters the handwritten character is acceptable. Please be sure they can be easily identified by the reader.

### Footnotes

If footnotes are necessary, identify them with an asterisk and type them at the bottom of the appropriate page with smaller font size (a 10 point is recommended). Do not type them below the bottom line of the text area. If more than one footnote will appear on a page, identify them with multiple asterisks (\*\*, \*\*\*, etc.) or other distinctive symbols.

### LENGTH OF PAPER

The maximum lengths of paper are 6 pages for authors giving keynote lectures and invited talks,

and 4 pages for contributed presentations. This includes all figures, tables, and references. If the length of paper exceeds 6 or 4 pages, you should pay the extra page charge. Normally there is no page charge.

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## REFERENCES

A list of references, with complete bibliographic information, must appear at the end of your paper. It is not necessary to begin references on a new page. Number references consecutively in the text with numbers in brackets [1,2], and list the references at the end of the paper in the order in which they are cited in the text. Include the following information:

Articles: Author's initials and surname (provide for all authors of an article), name of periodical, volume number, year of publication, and starting page number. In the case of articles from non-English publications, an English translation of the title should also be given.

[1] J.S. Kaper and J. S. Prener, *Acta Crystallogr.*, **7** (1954), p. 246.

Books: Author's initials and surname (provide for all authors of a title), "title", book title, edition, editor, publisher, publisher's location, and year published, specific pages referred to.

[2] H. Matsuda, T. Kobayashi, M. Kuwabara, K. Yamada, H. Shimooka and S. Takahashi, "Structural Effects on Optical Properties of Sol-gel Derived Transparent Monolithic BaTiO<sub>3</sub> Gel," CSJ Series - Publications of the Ceramic Society of Japan, Vol. 1, *Electroceramics in Japan I*, Edited by N. Mizutani, K. Shinozaki, N. Kamehara and T. Kimura, (Trans Tech Publications Ltd., Switzerland, 1998), pp 3-8.

Patents: Author, title, patent number, country of issue, and issue date.

**For correspondence with readers**, please include e-mail address and/or web site and/or fax number of the author to whom correspondence should be sent at the end of your paper (after the references).

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