

1. Page layout

- Use A4 paper size, 2 pages and adjust the margins to Top and bottom are 25 mm, left and right are 15 mm.
- Use a two-column format, and set the spacing between the columns at 7 mm.
- Using an English template is recommended.

2. Formatting the title

The title is set in bold 14-point Times New Roman at center alignment. You should leave 15mm of space above the title for a lecture number printing.

3. Formatting author names and author affiliations

Names and affiliation should be typed in 11-point Times New Roman. The order is First Name, Last Name and affiliation.

The author names are written in full name. The Last name is typed in capital letters. (ex. Tarou KEIKIN)

The students should write grades, M2, D1 or PD etc., before the name. (ex. (M2) Hanako KEIKIN)

- Presenter should underline the name.
- Corresponding author should be marked with asterisk (*) after the name.
- “Authorized Signature” column of “Abstract Check Sheet and Copyright Form” should be signed by the supervisor in the case of a student member's presentation or by the presenter in the case of other members.

4. Abstract

The heading Abstract should be typed in capital letter 9-point Times New Roman. The body of the abstract should be typed in normal 9-point Times New Roman in a single paragraph. It should not normally exceed 100 words.

5. Text

The text of your manuscript should be typed in 9-point Times New Roman. The body is set in two columns, the spacing between the columns at 7 mm.

6. Figures

Figures and tables, as originals of good quality and well contrasted, are to be in their final form, ready for reproduction, pasted in the appropriate place in the text. Try to ensure that lines are no thinner than 0.5 point.

7. Notes on PDF file creation

- Use high resolution setting, more than 300 dpi, for making a PDF file, such as press printing.

You should open the created files and confirm the property that there are no misalignment and all fonts are embedded.

9. Note for sending the manuscript

You should send two PDF files, manuscript and check sheet, to JILM office until the deadline.

- **Deadline: September 4, 2023 until 13:00**

• E-mail address: jsedit@jilm.or.jp

• E-mail subject: "The 145th JILM annual meeting manuscript. Number ***"

(*** is a presentation number published in the program)

• Attached manuscript file name should be renamed to presentation number (for example, 138.pdf). Please confirm your title and authors written in the manuscript is same as programs before sending the files !!

10. Contact details for inquiries

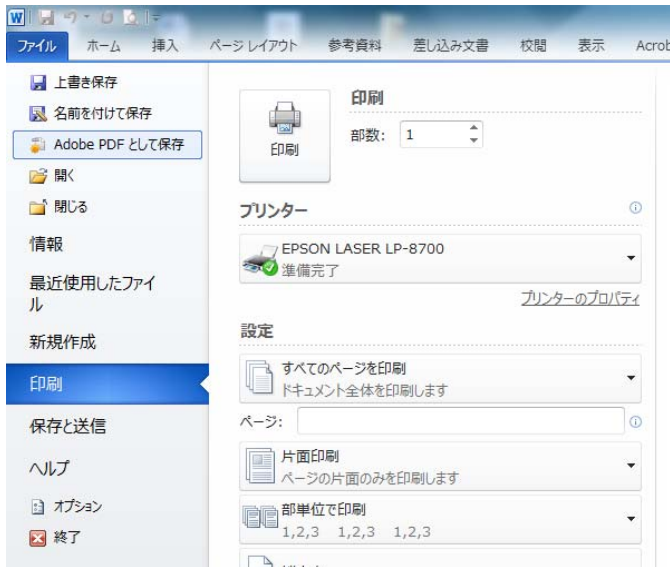
TEL: +81-3-3538-0232

E-mail: jsedit@jilm.or.jp

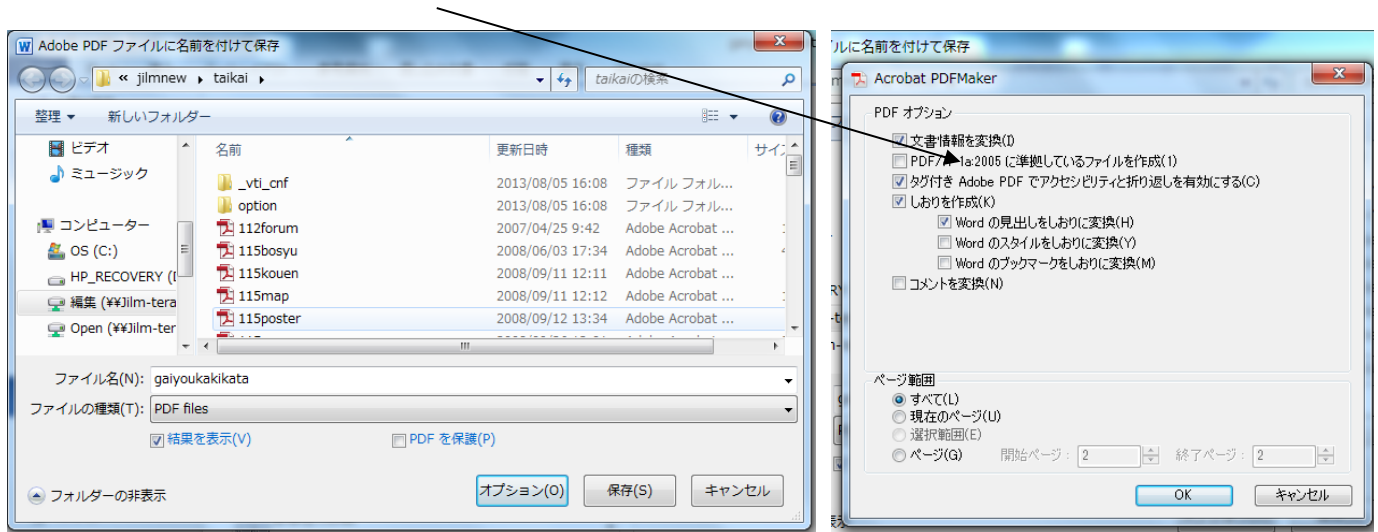
You should type "About the manuscript of 145th JILM annual meeting" in the e-mail subject.

◎ How to embed fonts in PDF

In case of using Microsoft word function "Save as Adobe PDF"



Click "Options", check the second option "Create PDF / A-1a: 2005 compliant file" from the top of the PDF option, click "OK", then "Save".



- **How to check whether the font is embedded in the PDF file**

Open the PDF file and open "File" → "Properties" → "Font".

As shown below, it is OK if all (Embedded subsets) are displayed for each font.

