**TITLE OF PAPER (MAXIMUM 20 WORDS)**

*[Times New Roman 14, bold, centered]*

**Author11, Author22, Author33**

*[Times New Roman 11, bold, centered]*

1,2 Author Affiliation, 3 Author Affiliation

1e-mail of Author1, 2e-mail of Author2, 3e-mail of Author3

*[Times New Roman 11, centered]*

**Abstract**

These instructions give you basic guidelines for preparing papers for ICOLLATE 2015. Use the same font and size given in this template for each section. Abstracts should be written in one column format and not exceed 250 words. *[Times New Roman 11, justified]*

**Keywords**: should be written with lowercase letters except abbreviations, each separated by a comma, can be used as clues in searching, and consist of 10 words in maximum. *[Times New Roman 11, justified]*

**1. Introduction**

Manuscript paper is single-spaced, written in two column format, on standard A4-sized paper (21 cm x 29.7 cm) with a maximum of 8 pages. Use 25 mm top and left margin, 25 mm bottom and right margin, and 15 mm for the header and footer. **Please do not place any page numbers, headers and footers in the manuscript**.

Chapter titles, except the Introduction, Conclusions, and Future Works, should explicitly declare the contents. However, it is not necessary to be explicitly expressed as a Basic Theory, Design, and so forth.

Left- and -right justify your columns. Use tables and figures to adjust column length. On the last page of your paper, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and spelling check. Digitize or paste down figures.

**2. Style and Formatting**

This template already sets the style and formatting for the paper, so you can use it by choosing the style name on the style box as shown in Figure 1.

Figure 1. Figure name

**2.1 Figures and Tables**

Position figures and tables at the top and bottom of the column. Avoid placing them in the middle column. Large images and tables may span both columns. Figure captions should be centered

below the figure; table captions should be located at

Avoid confusion due to the image axis labels, because figure axis labels are often a source of confusion. Use words rather than symbols. For example, write “Velocity,” or “Velocity (v)” not just “v”. Put units in parentheses. Do not label axes only with units. For example, write “Velocity

-1

the top left of the tables. Avoid placing figures and

(m/s)” or “Velocity (ms

).” Do not label axes with

tables before their first mention in the text. Use the abbreviation "Fig. 1," even at the beginning of the sentence.

a ratio of quantities and units. For example, write

“Temperature (K),” not “Temperature/K.” Multipliers can be especially confusing. Write “Energy (kJ)” or “Energy (103 J).”

Table 1. Table title

|  |  |  |
| --- | --- | --- |
| No. | Name | Note |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**2.2 References**

Number citations consecutively in square brackets [1]. Punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Use “Ref. [3]” or “Reference [3]” at the beginning of a sentence: “Reference [3] was the first …”

Give all authors’ names; use “et al.” if there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. In a paper title, capitalize the first word and all other words except for conjunctions, prepositions less than seven letters, and prepositional phrases.

For papers published in translated journals, first give the English citation, then the original foreign-language citation [6].

**2.3 Abbreviations and Acronyms**

Define abbreviations and acronyms the first time they are used in the text, even if they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title unless they are unavoidable.

**2.4 Equations**

Number equations consecutively with equation numbers in parentheses. Flush with the right margin, as in (1). To make your equations more compact, you may use the solidus ( / ), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use an en dash (–) rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are parts of a sentence, as in

like “this period.” A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.). A graph within a graph is an “inset,” not an “insert.” The word alternatively is preferred to the word “alternately” (unless you mean something that alternates).

Do not use the word “essentially” to mean “approximately” or “effectively.” Be aware of the different meanings of the homophones “affect” and “effect,” “complement” and “compliment,” “discreet” and “discrete,” “principal” and “principle.” Do not confuse “imply” and “infer.” The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “et al.” The abbreviation “i.e.” means “that is,” and the abbreviation “e.g.” means “for example.” An excellent style manual for science writers is [7].

**ACKNOWLEDGMENT**

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g.” Try to avoid the stilted expression, “One of us (R. B. G.) thanks …” Instead, try “R.B.G. thanks …”. Put sponsor acknowledgments in the unnumbered footnote on the first page.

**REFERENCES**

[1] G. Eason, B. Noble, and I.N. Sneddon, “On certain integrals of Lipschitz-Hankel type involving products of Bessel functions,” Phil. Trans. Roy. Soc. London, vol. A247, pp. 529-551, April 1955.

[2] J. Clerk Maxwell, A Treatise on Electricity and Magnetism, 3rd ed., vol. 2.Oxford: Clarendon, 1892, pp.68-73.

[3] I.S. Jacobs and C.P. Bean, “Fine particles, thin films and exchange anisotropy,” in Magnetism, vol. III, G.T. Rado and H. Suhl, Eds.New York: Academic,

1963, pp. 271-350.

[4] K. Elissa, “Title of paper if known,” unpublished.

[5] R. Nicole, “Title of paper with only first word capitalized,” J. Name Stand. Abbrev., in press.

[6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa,

*E* = *mc* 2

(1)

“Electron spectroscopy studies on magneto-optical media and plastic substrate interface,” IEEE Transl.

Symbols of equation should be defined before the equation appears or immediately follows. Use “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is …”

**3. Some Common Mistakes**

The word “data” is plural, not singular. The subscript for the permeability of vacuum0 is zero, not a lowercase letter “o.” In American English, periods and commas are within quotation marks,

J. Magn.Japan, vol. 2, pp. 740-741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301,

1982].

[7] M. Young, The Technical Writer’s Handbook.Mill

Valley, CA: University Science, 1989.