

# TITLE OF PAPER (MAXIMUM 20 WORDS)

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

**Author<sup>1</sup>, Author<sup>2</sup>, Author<sup>3</sup>**

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

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*[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 the top left of the tables. Avoid placing figures and tables before their first mention in the text. Use the abbreviation "Fig. 1," even at the beginning of the sentence.

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 (m/s)" or "Velocity (ms<sup>-1</sup>)." Do not label axes with a ratio of quantities and units. For example, write "Temperature (K)," not "Temperature/K." Multipliers can be especially confusing. Write "Energy (kJ)" or "Energy (10<sup>3</sup> 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

$$E = mc^2 \quad (1)$$

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 vacuum  $\mu_0$  is zero, not a lowercase letter “o.” In American English, periods and commas are within quotation marks,

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 *alternately* 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.
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- [4] K. Elissa, “Title of paper if known,” unpublished.
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- [7] M. Young, *The Technical Writer’s Handbook*. Mill Valley, CA: University Science, 1989.