

## **Guidelines for Full-Paper Submission**

### **Paper layout:**

The manuscript should be prepared in A4-size (210 x 297mm). Leave 25 mm margins on top and bottom, and 20 mm margins on left and right. Organize the body text in two columns, measuring 82 mm each with a blank space of 6 mm in between. Insert and layout figures, tables, and their captions directly in the body text.

### **Typescript:**

The manuscript should be written in English, using Times Roman of 10.5-point font size. Adjust line spacing to accommodate 59 lines from top to bottom of the column. Handwritten manuscripts will be rejected. If special characters or accents cannot be typed, they may be substituted by alternative key/characters.

### **Length:**

The length of full-papers is recommended to be **4 pages** of A4-size (210 x 297mm). The maximum length of papers should not exceed 6 pages including spaces, figures, tables and references.

### **Title page:**

The first page of the manuscript must contain the paper title, author full name(s), position(s), and affiliation(s), and contact author's name, position, affiliation, address, phone number, and email address. Major words (nouns, verbs, adjectives, adverbs, and pronouns) in the title should be capitalized.

Authors are highly recommended to use the full-paper template provided below. (Preferred format is MSWord/MacWord. Other formats such as PageMaker and InDesign are not acceptable.)

★ISAIA2024 Full-paper Template

[https://confit-sfs.atlas.jp/customer/isaia2024/template/ISAIA2024\\_Full-paper\\_Template.docx](https://confit-sfs.atlas.jp/customer/isaia2024/template/ISAIA2024_Full-paper_Template.docx)

### **Full-paper submission:**

Full-paper should be submitted as electric files in PDF via the website.

- The deadline for submission of full-paper is ~~June 10~~ -> ~~June 30~~ -> **July 8, 2024**.
- The file name of submitting PDF should be your registration number, e.g., "1025.pdf".
- Website for full-paper submission: <https://isaia2024.confite.atlas.jp/login>
- Notification regarding full-papers will be announced via e-mail in mid July, 2024.
- The accepted full-paper will be included in the proceedings of the 14<sup>th</sup> ISAIA and presented at the symposium.

### **Abstract and keywords:**

An abstract and keywords should be included on the title page. The abstract should not exceed 200 words and the keywords of up to five words should be carefully selected to facilitate readers' search.

### **Major sections and headings:**

Major section headings, including Abstract, sections (1, 2, 3, ...), sub sections (1.1, 1.2...) and References should be written in bold letters.

The paper should involve at least the following major sections:

- Introduction: Describe the motivation and purpose of the research.
- Methods: Provide sufficient information to allow readers to repeat the work.
- Results and discussion: Present the major results and discuss the key points.
- Conclusions: State conclusions concisely and without interpretation.

### **References:**

The Harvard System is used. References in the text should be quoted in the following manner: Smith (1975) or (Brown and Green, 1976) or if there are more than two authors, Jones et al. (1980). References should

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be listed at the end of the paper in alphabetical order by the first author's surname. If references to the same author have the same year, they should be differentiated by using 1980a and 1980b etc. The style should follow the examples shown below:

[EXAMPLES]

### Reference to a book

Yamada, T. and Tanaka, I. (2005) Elicitation of subjective probabilities for risk analysis. 3rd ed. Tokyo: Architectural Institute of Japan.

### Reference to an article in a journal

Yamada, T. and Tanaka, I. (1995) Elicitation of subjective probabilities for risk analysis. Journal of Asian Architecture and Building Engineering, 1 (1), 77-82.

### Reference to a web page or a document in a web site

Yamada, T. and Tanaka, I. (1995) *Title of page*, Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, <URL>.

### **Endnotes:**

A limited number of explanatory endnotes are permissible. These should be numbered as 1, 2, 3, consecutively in the text and denote by superscripts. Endnotes should be listed at the end of the paper with numbers linked to those in the text.

### **Mathematics:**

Number the equations consecutively, e.g., (1), (2) and (3). Make sure that subscripts and superscripts are legible.

### **Measurement:**

International System of Units (SI) should be used; if other units are used, SI equivalents should be given in parentheses.

### **Tables:**

Insert tables in the text body and arrange them across one (82 mm) or two (170 mm) columns of the page. Number the tables consecutively with Arabic numerals, e.g., Table 1. and Table 2.. Make sure the typeface in the tables is still legible after reducing the size of tables to the final form.

### **Figures (line art and photographs):**

Insert figures in the text body and arrange them across one (82 mm) or two (170 mm) columns of the page. Number the figures consecutively with Arabic numerals, e.g., Fig. 1. and Fig. 2. Make sure the typeface in the figures is still legible after reducing the size of figures to the final form.

### **Pagination and running headlines**

The page numbering will be done by the Publisher after compilation of all the papers. Authors should not type the page numbers. Running headlines will be done by the Publisher. Authors should not type the running headlines as well.

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