PRINT SAMPLE OF ENGLISH MANUSCRIPT

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The present file has been made as a print sample of the manuscript. The text of this file describes, in the camera-ready manuscript style, instructions for preparing manuscripts, thus allowing you to prepare your own manuscript just by replacing paragraphs and/or figures of the present file with your own, by CUT & PASTE manipulations.

Both left and right margins for your ABSTRACT should be set 1 cm wider than those for the text of the article. The font used in the ABSTRACT is Times-Roman, 10pt, or equivalent. The length of the ABSTRACT should be within 300 words.

Key Words : times, italic, 10pt, one blank line below abstract, indent if key words exceed one line

1. GENERAL

(1) The manuscript must be typed on A4 paper with the following margin: top margin, 19mm, bottom margin, 24mm, and left and right margin, 20mm.
(2) The text in the paper, figure, and table must be typewritten. However, if necessary, sketch or drawing with freehand letters is used.
(3) Color illustations cannot usually be included, unless the cost of their reproduction is paid for by author.
(4) The paper is to be a minimum of 6 pages but no more than 12 pages.
(5) The munuscript should not have page numbers.
(6) The manuscript file must be submitted through the web site of JSCE. It should be converted into a PDF file.

2. PREPARATION OF MANUSCRIPTS

(1) Title page
The first page consists of two parts:
(A) Front matters: single column (title, author(s), affiliation(s), contact address(es), E-mail address(es), abstract, key words) E-mail address should be indicated in a separate, independent line.
(B) Main text in double columns.

Some word processing softwares do not allow texts in both single and double columns to be put together in one file, and thus, create two separate files for the title page.

a) Layout and fonts for the front matters
Left and right margins for the front matters are equally set at 30 mm, The front matters are, thus, to be laid-out within the borders narrower than those for the main text.

The front matters include the followings:
(About 10 mm blank space)
Title in Times-Roman, 18pt, bold
(About 15mm blank space)
Author(s) in Times-Roman, 12pt.
(About 5 mm blank space)
Affiliation(s) in Times-Roman, 9pt.
E-mail address(es) in Times-Roman, 9pt
(About 10 mm blank space)
Abstract in Times-Roman, 10pt, max. 300 words,
(1 line spacing) and
About 5 Key Words in Times-Italic, 10pt,
(max. 2 blank lines).
The name(s) and affiliation(s) of the author(s)

should be numbered in order of appearance as shown above. The title '***Key Words***' is bold and italic.

b) Layout and fonts of the main text

The text should be placed about 1cm below the key words. Left and right margins for the text are equally set at 20 mm. The text, in double columns put side by side with 6 mm gap in between, must be single-spaced with double spacing between chapters. The first line of each paragraph is indented 3 spaces. Use 11pt Times-Roman font for the text.

(2) Ordinary pages

In ordinary pages, the text must be placed within borders immediately below 19mm top margin. The other layout is same as the main text in the title page.

a) Footnotes and remarks

Avoid using footnotes and/or remarks. If any, try to explain it in the text, or in appendices.

b) Main heading

Capital letters in 12pt bold face fonts should be used for main headings (chapter titles) that follow the chapter numbers as is shown in this example. Leave double and single spacing of lines before and after every main heading. If heading is long, it should be indented.

c) Sub-headings for sections

The sub-headings for sections, in 11pt. bold face fonts, with their initial letters capitalized, are preceded by parenthesized section number like **(2)**. Leave single spacing of line before every sub-heading.

d) Sub-headings for sub-sections

They are written just as the sub-headings for sections are done, but follow alphabets with right parentheses. No spacing of lines is left before and after every sub-heading.

(3) Mathematics

Use special high quality fonts for all mathematical equations in the text. Some equations may be placed off the text as:

$$G = \sum_{n=0}^{\infty} b_n(t) \tag{1a}$$

$$F = \int_{\Gamma} \sin z \, dz \tag{1b}$$

and some appear in the text as $C_D, \alpha(z)$. If their quality is not satisfactory, the manuscript may not be accepted. Numbered equations ((1a) and (1b) for example) should be center-aligned. The equation numbers in parentheses should be placed flush right.

(4) Fugures and tables

Table 1 Caption should be centered, but if it is long, it should be indented like this.

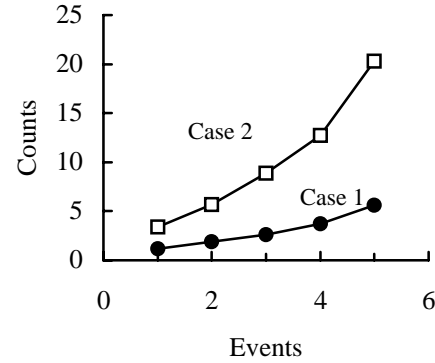| Specimen No.	Heights (m)	Width (m)
1	1.45	0.25
2	1.75	0.40
3	1.90	0.65

Fig.1 Place the caption below the drawing.

a) Location of figures and tables

Figures or tables should occupy the whole width of a column, as shown in **Table 1** or **Fig.1** in this example, or the whole width over two columns. Do not place any text besides figures or tables. Insert about one to two lines spacing above the main text. A large illustration, table or picture may be placed sideways (landscape) on a page if necessary (**Fig.2**). However, it should not cover two facing pages.

b) Digital image

Digital photographs and scanned images should be be clear when the manuscript is printed. The number of pixels should be more than 1.0 mega-pixel.

c) Fonts and captions

Do not use too small characters in figures and tables. At least, the letters should be larger than those in the captions (9 pt). Captions should be centered, but long captions must be indented like an example of **Table 1**. The heading of captions is 9pt bold face.

(5) Citation and refference list

a) References should be numbered in the order of appearance and listed after the main text. In the main text, identify the references by right-hand-side superscript numbers that correspond to those in the reference list at the end.

A large illustration, table or picture may be placed sideways (landscape) on a page if necessary. However, it should not cover two facing pages.

Fig.2 If the figure is placed sideways, the caption should be sideways.

b) In the reference list, state the name(s) of the author(s), name of the article, name of the journal/book, volume/number, pages and year/month/date of publication in this order. The date and month of publication can be omitted. In the case of an English journal, spell out the family name with the initial of the first name. List all the names of contributing authors in the reference list regardless of the number of authors involved. However, when referring to 3 or more contributing authors in the main text, the authors can state only the first author and use et al.

In the case of a book in an independent volume, state the name(s) of the author(s), book title, pages, publisher and year of publication.

The name of an English book in an independent volume should be written with all first letters in capitals. The name of an English journal or article should be in Italics.

ACKNOWLEDGMENT: Acknowledgment should follow Conclusions and its text should be preceded by bold face heading directly.

APPENDIX A   APPENDIX

Appendix should be placed between Acknowledgment and References.

REFERENCES

1) Miles, J. W. : On the generation of surface waves by shear flows, *J. Fluid Mech.*, Vol. 3, Pt. 2, pp. 185-204, 1957.
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3) Gresho, P. M., Chan, S. T., Lee, R. L. and Upson, C. D. : A modified finite element method for solving the time-dependent incompressible Navier-Stokes equations, part 1, *Int. J. Numer. Meth. Fluids*, Vol. 4, pp. 557-598, 1984.
4) Shepard, F. P. and Inman, D. L. : Nearshore water circulation related to bottom topogrphy and wave refraction, *Trans. AGU.*, Vol. 31, No. 2, 1950.