Title, Not More Than 75 Characters Long Including Spaces

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**Abstract**

An abstract and keywords should be included on the title page. The abstract must not exceed 200 words and must precise the paper giving clear conclusions. Keywords must be carefully selected to facilitate reader’s search. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

**Keywords**: 3 to 5 words; keyword 1; keyword 2; keyword 3

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1. Preparation Procedures

Paper manuscripts should be written and arranged in a style that is succinct easily followed. An informative but short title, a concise abstract with keywords, and a well-written introduction will help to achieve this. Simple language, short sentences and a good use of headings all help to communicate the information more effectively. Figures should be used to aid the clarity of the paper. The reader should be carefully guided through the paper. Always think about your reader. **The length of the paper should be 4 or 6 pages. The paper with odd pages such as 3 or 5 pages are not allowed.**

1.1. Paper Body

The normal length for full paper is minimum 4 pages or 6 pages in print. Body text should be in English and use 10.5pt Times New Roman Font. When starting a new paragraph, insert four 0.5 cm spaces before the first word. And you do not need any space immediately after each subheading.

1.2. Title and Author Information

Title should be accurate, concise, and informative to general readers. Each author should provide the appropriate full name, position, Faculty/Department, University/Institute. Also the contact author should provide her/his complete mailing address and email address.

1.3. Abstract and Keywords

The paper must include an abstract that does not exceed 200 words, and stands alone, enabling a reader easy comprehension. Immediately after the abstract, provide a maximum of five keywords.

2. Paper Layout

2.1. Margins and Typing Space

The print size is A4, the page margins is 25mm on up and down, 20mm on left and right. Be careful not to have any print beyond the typing space.

2.2. Fonts

Times New Roman is the standardized font for the paper. Font size should be in 14pt for a paper title, 10.5 pt for author’s name(s); 10.5 pt for body text.

3. Sub Headings

Sub headings can be employed in no more than three levels. All headings should be in 10.5pt and each word’s initial letter needs to be capitalized.

Each level id differentiated as following: the first level, such as the Introduction and Method, should be bolded. The second level should be bolded like first level. It does not need vacate the proceeding line between the first level and second level. First and second level sub headings should be numbered such as “1.” for first level and “1.2” for second level. The third level sub heading should indicated with a number and half parenthesis such as “1)”.

4. Figure and Table

Each figure and table needs a descriptive title that should be in 10.5pt Times New Roman font. Letters in figures and tables must be at least in 8pt for intelligibility. Do not put type on either sides of a figure or a table. The rest of the space should be left blank. When continuing the text, start a new line. All pages are printed in gray-scale. All contents should be optimized for gray-scale printing.

4.1. Figures

The title of each figure should be preceded by “Fig.”, with the appropriately labeled number are two spaces. Capitalize appropriate words in each of title. Ex. “Fig. 3 Title of Figure” Titles should be placed on the bottom center of each figure. Figures should be as clear as possible for accurate comprehension.



Fig.1. The title must be written under the figure

4.2. Tables

The title of each table should be preceded by “Table” and the appropriate number. After the number, add two spaces. Ex. “Table 2 Title of Table” The title should be placed on the top left of each table. Try to be as clear as possible and avoid repetition.

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| --- | --- |
| Table 1. The title of the table should be on top | |
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5. Note

Notes are displayed in text; sign note number in superscript like this Note1. Footnotes, which are notes typed at the bottom of a pages are not acceptable. Please locate all notes in sequential order immediately after the main text. All notes should be listed and elucidated in detail. The number in superscript should not be bracketed like this [1].

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| Here comes to Row Name | x | x | x |
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3. Conclusions

Paper manuscripts should be written and arranged in a style that is succinct easily followed. An informative but short title, a concise abstract with keywords, and a well-written introduction will help to achieve this. Simple language, short sentences and a good use of headings all help to communicate the information more effectively. Figures should be used to aid the clarity of the paper. The reader should be carefully guided through the paper. Always think about your reader. **The length of the paper should be 4 or 6 pages. 3 or 5 pages are not allowed.**

The reference text should be in 8pt like the following exempla.

4. References

1. Suzuki, S. and Honda, T. (2012) Research on Low Carbon Planning. Journal of Asian Institute of Low Carbon Design Vol. 2015, pp. 77-82
2. Suzuki, S. and Honda, T. (2012) Research on Low Carbon Planning. Journal of Asian Institute of Low Carbon Design Vol. 2015, pp. 77-82
3. Suzuki, S. and Honda, T. (2012) Research on Low Carbon Planning. Journal of Asian Institute of Low Carbon Design Vol. 2015, pp. 77-82
4. Suzuki, S. and Honda, T. (2012) Research on Low Carbon Planning. Journal of Asian Institute of Low Carbon Design Vol. 2015, pp. 77-82
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6. Suzuki, S. and Honda, T. (2012) Research on Low Carbon Planning. Journal of Asian Institute of Low Carbon Design Vol. 2015, pp. 77-82
7. Suzuki, S. and Honda, T. (2012) Research on Low Carbon Planning. Journal of Asian Institute of Low Carbon Design Vol. 2015, pp. 77-82

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