

**INSTRUCTIONS FOR CAMERA-READY MANUSCRIPT  
FOR PUBLICATION**

**Management of Landslide Hazard in the Asia-Pacific Region**

**Editorial Board of the Organizing Committee for International Conference on the  
Management of Landslide Hazard in the Asia-Pacific Region**

Japan Landslide Society

## Proceedings and paper handling

The deadline for submitting manuscripts of full papers is **30th April, 2008**. Papers should be written in English, following the format in the 'Guidelines for submission and format' below. Sample layouts are available at the end of these instructions.

The manuscripts will be reviewed by the editorial board under the supervision of the Steering Committee of the Conference and returned to authors with reviewers' comments before **1st July, 2008**. The authors are requested to revise, proofread and complete their full papers. Final papers must reach the Editorial Board by **15th September, 2008**.

Please send both the first manuscript(s) and the final paper(s) as the attachment file(s) to the following e-mail address.

**chigira@slope.dpri.kyoto-u.ac.jp**

The file name should be named as follows:

The first three letters of the last name of the first author, the second three letters should be the first letter of the first three words of the title of the paper (e.g. sample layouts at the end: **chigrm.pdf**).

The only **PDF file** is accepted as the format of the manuscript(s) and the final paper(s).

The size of attachment file(s) must **not exceed 1MB**, when you submit manuscript(s) and the final paper(s).

If the size exceeds 1MB, you should compress the file(s) as the format of **LHA, LZH, ZIP or SIT**.

## Guidelines for submission and format

### Page layout:

- Page size: A4 size.
- All page margins, top: 20 mm, bottom: 25 mm, left: 20 mm, right: 20 mm.
- Line spacing: 16.5 pt, word spacing: 10.8 pt
- Single column per page.
- Title, subtitle and full name of author(s) should be centered.
- Keywords (less than 5 words) should be aligned left .
- Main text should be fully justified (aligned with both left and right margins).
- One line spacing before every headline.
- Layout for the first page.

**Title:** Line spacing above the title is 5. This space will be used for printing the logo

**Subtitle:** New paragraph below the title.

**Full name of author(s) and superscript with round bracket:** New paragraph and one line spacing below the title or subtitle.

**Abstract:** New paragraph and one line spacing below author/s' full name. Abstract should be within 500 words.

**Keywords:** New paragraph below abstract.

**Section headings:** New paragraph and one-line spacing below element, without consecutive numbers

**Section subheadings:** The same as above if necessary.

**Affiliation & address:** New paragraph below a draw-line. Superscript with round bracket should be written at the beginning of the affiliation for corresponding to the author. Include e-mail address with brackets if possible.

### Length:

- The paper length should be between 6 and 12 pages, including abstract, main text, all figures, tables and references.

### Fonts:

- All text and caption fonts should be in Times or Times New Roman.
- Fonts in diagram may be in Gothic script (e.g., Arial, Helvetica, etc.)

### Font sizes:

- **Title:** 14-point bold, only first character capital.
- **Subtitle:** 12-point bold, only first character capital
- **Authors' full name(s):** 12-point normal (superscript with round bracket: 12-point normal).
- **Abstract:** heading (10-point bold, only first character capital), text (10-point normal).
- **Keywords:** heading (10-point bold, only first character capital), words (10-point bold).
- **Section heading:** 14-point bold, only first character capital.
- **Section subheading** (If the need arises): 12-point bold, only first character capital.
- **Body text:** 12-point normal.
- **Affiliation & address:** 9-point normal.
- **Figure & table captions:** 'Fig. x' & 'Table x' 10-point bold. Remainder of caption 10-point normal.

### Figures & tables:

All figures and tables will be printed in **black-and-white**, even if they are colored.

- All figures should be captioned below the figure.
- All tables should be captioned above the table.
- All figures & tables should be numbered sequentially in accordance with their first reference in the text.
- All full-width figures & tables should be fitted preferably between margins.
- Figures & tables can be arranged among text on either left or right side (see sample layout below), or in the center with line spacing around them.

### References:

References should be indicated in the text by authors' names (et al. should be used for papers authored by more than two people) and year of publication. All references should be listed at the end of the paper in alphabetical order. References should be complete in all details and follow the style shown in the sample layout.

- Articles in periodicals:  
Surname of author(s), followed by initials of first name, year of publication in parentheses, title of article without quotation marks and with capital only for the first word, title of periodical in italics, volume in bold, number with brackets, first-last page number, and a period.
- Books:  
Surname of author(s), followed by initials of first name, year of publication in parentheses, title in italics, 'p.' plus number of referenced pages, and a period.
- Proceedings:  
Surname of author(s), followed by initials of first name; year of publication in parentheses, title of article without quotation marks and with capital only for the first word, **editor (s)**, title of the book in italics, **publisher**, volume (if any), 'p.' plus first-last page number, and a period.



