

# REPORT MANUSCRIPT PREPARATION GUIDELINES FOR THE INTERNATIONAL SEMINAR IN TOKYO FOR TACKLING ILLEGAL LOGGING, 2007 – Response of the world to the Procurement Policies of Japan

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The full proceedings of the International Seminar in Tokyo for Tackling Illegal Logging, 2007 are to be published on booklet. Please follow these instructions carefully. These instructions have been formatted in the manner in which you should prepare your manuscript, thus you may use this document as an example. For details or clarification, please contact the Secretariat of the International Seminar in Tokyo for Tackling Illegal Logging, 2007 E-mail: goho-wood@convention.co.jp

**Keywords:** tackling illegal logging, wood product, manuscript, paper size

## STYLE AND FORMAT

### General

The manuscripts are to be formatted using A4-size paper (210 mm x 297 mm), single-spaced except for headings and subheadings. The preferred font is Arial-9 point (shown here), or as close a match as possible. Right-hand justification should be used when available. Bold should be used for the paper title and major headings.

Use a two-column format as illustrated by these instructions. Each column is 80 mm wide with spacing of 10 mm between columns (total width is 170 mm). Margins to be used are the following: bottom 30 mm; side 20 mm each; the title page should have a top margin of 30 mm; for all subsequent pages, the top margin is 20 mm.

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Oral and poster papers are limited to **four (4) pages** (including all figures) and **500 kB file size** after conversion to pdf file. Manuscripts exceeding page limits will be truncated at the limit.

### Manuscript submission

Your **electronic manuscript and a hardcopy** will be received January 31st. Your manuscript must be saved by Microsoft Word or pdf file and attached to your submission letter.

### TITLE BLOCK

The title should appear in **CAPITAL LETTERS** (in bold, Arial, 12-point type) centered across both columns without underlining. Type the author's name and affiliation in upper and lower case letters (9-point, Arial type), centered and double-spaced below the title. For

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### ABSTRACT AND KEYWORDS

Begin the abstract of the manuscript 10 mm below the last line of the organization as shown in this paper. The abstract text is limited to 100 words.

For Keywords, use 9 pt and centered below the abstract. Number of keywords is limited to five. Begin the main text of the manuscript about 10 mm below the keywords.

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Major headings are to be in capitals without underlining, centered over one column and bold. Subheadings should start at the left-hand margin on separate lines. A blank line space should be placed both before and after each heading or subheading.

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Equations are to be numbered consecutively throughout the paper. The equation number, in parentheses, should be placed flush with the right-hand margin of the column. When possible, use an equation editor.

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

Leave a blank line before and after equations.

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References are to be listed and numbered at the end of the paper. The text should show them as [1]. Titles of journals and books should be written in *Italic* script. If *italic* script is not available, titles may be bold. Volume numbers in references should be typed in bold. A blank line should separate references in lists.

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Hand-written lettering on figures is not acceptable. The use of **color** in figures and photos is recommended but please keep in mind that the printed out may be still be in black and white, thus avoid graphics with dark backgrounds as they do not reproduce well and consider the use of different line styles (dashes, dots, etc.) in plots to ensure clarity.

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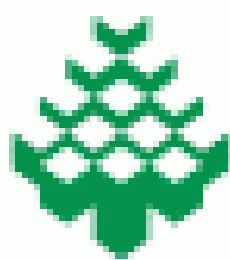


Fig. 1. Symbol of the Logging Industry.

Table 1. Latitudes of big cities.

	Tokyo	New York	Paris	Singapore
Latitude (deg.)	35.69	40.78	48.73	1.37

When possible, use a table editor or tabs to create tables. Please do not use spaces to align the columns of your table. Also, do not use the “columns” feature to create tables. When possible the table data should be centered within a single column. If there is not enough space left on the page to allow for your table, end your page and continue on the next page.

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### FINAL NOTES

#### Correction of papers after submission

Correction of papers after submission is difficult. Therefore, take the time to ensure accuracy before submitting the manuscript.

#### References

- [1] R. Renewer et al., “How to rearrange - - - - -”, *Applied Physics Letters*. **83**, 2002, pp.234-238.
- [2] D. Hadni and A. Yamada, “Relationship between - - - - -”, *Proceedings of 8th international Conference on - - - - -*, 2001, pp. 1552-1562.