Guideline for Paper

**GENERAL INFORMATION**

This document provides information and instructions for preparing a paper for the 7th China-Japan Joint Conference on material recycling and waste management on A4 (297x210mm). A paper will be made by WORD for Windows. Follow the specifications in this document to determine the layout of your pages. If you follow the instructions included here, the Times style and basic layout of your paper should look like this document.The paper should be 2, 4, 6, 8 or 10 pages in total length, including appendices, attached charts, graphics, etc.We ask that the paper should be presented in CG Times, Times Roman or an equivalent Times with the headings in 10pt. Bold typeface. Extend your manuscript the whole width of the column using full justification.

**MARGINS**

Please set your left and right at 22mm, top margins at 25mm, bottom margins at 40mm, and center margins at 8mm.

**PAPER TITLE AND AUTHOUR (S)**

The title should be 14pt. Bold in all capital letter; it should be in CG Times, Times Roman, or equivalent Times (shown above). The title should be centered on the page. All lines (including run-over lines of a long title) should be centered. Three (3) line spaces separate the title from the first author.

Author name should consist of first name, middle initial and last name. It should be 10pt. CG Times, Times Roma or equivalent Times, bold upper and lower case letters, centered under the title. Author affiliation should consist only of the following as applicable and in the order noted:

Department or Division Name, Company/Organization/College Name, Address, City, Country

**(14pt.Times, bold, all caps) PAPER TITLE**

**(10pt.Times, bold) First Author1, Second Author1, Third Author2 and Fourth Author3**

(10pt. Times) 1 Department or Division Name, Company/Organization/College Name

Address, City, Country

2 Department or Division Name, Company/Organization/College Name

Address, City, Country

3 Department or Division Name, Company/Organization/College Name

Address, City, Country

**TEXT**

The text of your paper follows the abstract and should be set in 10pt. CG Times, Times Roman or equivalent Times. The text should be arranged in a two-column format as shown on the cover page template (see MARGINS). The spacing to the next paragraph should be one line space.

**HEADINGS**

The primary text heading should be 10pt. Bold in all capitals, flush left with the left margin. If the heading should run to more than one line, the run-over text should also be flush left. The spacing to the next paragraph should be one line space.

**Subhead #2**

The next level of heading should be 10 pt. Bold, upper and lower case letters and underlined. The heading is flush left with the left margin. If a third level of heading is flushed left with the left margin. If a third level of heading is required and followed by a colon, two (2) spaces, and its text. The spacing to the next paragraph should be one line space.

Subhead #3: The third level of should follow the style of subhead #2, but it will be indented and followed by a colon, two (2) spaces, and its text. The spacing to the next paragraph will be one line space.

**PAGE NUMBERING**

Please do not write print page numbers.

**FIGURES/ PHOTOGRAPHS**

All figures (only in black and white) should be inserted directly in the text in the WORD file.

Photographs should be good quality halftones or black and white.

All figures/photographs should be numbered consecutively and captioned. The caption is a title or description of the figure/photograph and includes the figure/ photograph number. The caption should be 10pt. CG Times, Times Roman or equivalent Times, and centered under the figure/photograph. All callouts/text within the figure should be no smaller than 9 pt. There should be a minimum of two line spaces between figures/photograph and text.

**TABLES**

All tables should be numbered consecutively and captioned; the caption should be 10pt. CG Times, Times Roman or equivalent Times, and centered above the table. The body of the table should be no smaller than 9 pt.