

Guideline for Paper

GENERAL INFORMATION

This document provides information and instructions for preparing a paper for the **14th China-Japan Joint Conference on Material Recycling and Waste Management**, using **A4 paper (297×210 mm)**. Manuscripts should be prepared in **Microsoft Word for Windows**.

Please follow the specifications outlined in this document to determine the layout of your paper. By adhering to these instructions, your paper will adopt the **Times** font style and overall formatting as demonstrated in this sample.

The paper must be **at least 2, 4, 6, or 8 pages** in total length, including **appendices, charts, figures, and other supplementary materials**.

Use **CG Times, Times New Roman**, or an equivalent **Times-style** font. Headings should be in **10-point bold** type. Please apply **full justification** and extend the text to the full width of the column.

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)
(10pt. Times)

First Author¹, Second Author¹, Third Author² and Fourth Author³
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.