

## **Guidelines for preparation and submission of manuscripts for extended abstracts**

### **A. Submission methods**

1. We accept only a PDF file (electronic file).
2. Please submit (upload) the pdf from the following URL.
3. The largest file size that can be uploaded is 3MB.
4. Submissions by e-mail as attached files will not be accepted.
5. If you fail to submit your manuscript before the deadline, your manuscript will not be published in the proceedings.

URL

**<http://www.ceramic.or.jp/ig-nenkai/2016/>**

**Start: 14:00 December 1, 2015**

**Deadline: 14:00 January 14, 2016**

## **B. Preparation of electronic files**

### 1. File type

The manuscript should consist of one sheet; PDF file of the manuscript should be submitted.

### 2. Formating

Please use an A4 sheet (297 mm x 210 mm) for the manuscript. Please download and use the template file of following Word.

### 3. OS and application software for the preparation of PDF files

The use of Windows 2000/Me/XP or Mac OS 9.2 or higher versions is recommended. To produce PDF files, the use of Adobe Acrobat 5.0 or a higher version is recommended.

### 4. Font

Please use the fonts listed below; other fonts should not be used, since the characters may become garbled depending on the type and environment of the computer.

MS 明朝, MS ゴシック, MS P 明朝, MS P ゴシック, 平成明朝, 平成角ゴシック, ヒラギノ明朝, ヒラギノ角ゴ

Arial, **Arial-Bold**, *Arial-Italic*, ***Arial-Bold Italic***, Courier, **Courier-Bold Oblique**, Courier-Oblique, Helvetica, Helvetica-Bold, Helvetica-Bold Oblique, Helvetica-Oblique, Symbol, Times-Roman, Times, Times New Roman, Times-Bold, Times-Bold Italic, Times-Italic, Zapf Dingbats

### 5. Resolution and size of photos and images

A resolution of 600 dpi for photos and images in the manuscript is recommended. Excessively high resolution results makes file size too large. Excessively low resolution results in deterioration of images. Please use monochrome (Black) for main text.

Please use colors for graphs, etc.,.

### 6. Confirmation of prepared PDF file

Before submission, please confirm that the prepared PDF file has been reproduced as you intended, using PDF viewing software.

### 7. File type

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