<p align="center">**An Example (Main title,12 pt)**</p>

<p align="center">**-Sub-title (11 pt)-**</p>

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<p align="center">[1] Taro YAMADA and [2] William SMITH<mark>(Author names)</mark></p>

<p align="center">[1]Research Institute for Humanity and Nature, Kyoto, Japan</p>

<p align="center">[2]****University, *** <mark>(Affiliation)</mark></p>

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## Abstract

Around 500 words abstract is recommended (not limited).

## 1. Introduction

The paper would be printed on A4 size paper.

## 2. Manuscript submission

Please send your paper via email to resilience_sympo@chikyu.ac.jp.

The deadline of paper submission is the 30th April, 2011.

## 3. Length of paper

Text, including illustrations, tables and references should be 4 to 10 pages.

## 4. Page layout and text font

Please set your paper size to A4. The page margin should be 25 mm (or 1 inch) on all sides. Please use **11 point Times New Roman font** for the text. Place the text in single column and in single spaced page which is approximately 34 lines per page.

For poster, please use paper of A0 size which is 841 mm × 1189 mm [or 33.11 inches × 46.81 inches] or C0 which is 917 mm × 1297 mm [or 36.10 inches× 51.06 inches]. The poster should be displayed in portrait. Please use **Times New Roman** font in your submitted poster for publication and the poster should be able to fit in an A4 paper.

## 5. Equations

Authors should avoid using the default equation editor of MS Word 2007/2010 because when the document is converted from docx to doc, the resulting equations will be displayed in low quality graphics. If you are using MS Word 2007/2010, it is recommended that the Microsoft Equation 3.0 should be used instead. Tips on how to invoke MS Equation 3.0 can be found at http://kb.ucla.edu/articles/using-equation-editor-in-word-2007: For ease of access, the tips are included at the end of this document.

**6. Titles, headings, and page number**

The title should be centered and typed in boldfaced Initial Caps on the first line. Type the name of all the author(s) in initial caps for first name(s) and for family the name(s). Type authors' affiliation, city and state center on the line. Major headings are Arabic-numbered and in boldfaced initial caps.

**7. References**

List all bibliographical references at the end of the paper in alphabetical order by the first author and published year (if author is same).

**8. File Format**

The recommended file format is in **doc** of Microsoft Word 2003 or older version. Converting from **docx** of MS Word 2007/2010 to **doc** can cause page format and fonts to change unexpectedly.

**Using Equation Editor 3.0 in Word 2007**

Microsoft Office 2007 has a new "ribbon" to replace conventional menus, and a new Equation Editor in Microsoft Word.

To use the old Equation Editor 3.0 if you need easier access to advanced functions, per MTU:

https://help.we.mtu.edu/index.php/Equation_Editor_in_Word_2007

The workaround is to continue to use Equation Editor 3.0, instead of the new equation function. To do this, ignore the equation icon that appears in Word 2007's ribbon bar under Insert, Symbols, Equation. Instead, choose Insert, Text, Object, Microsoft Equation 3.0. This will give you the equation editing interface that is familiar from previous versions. In the general access computing labs and classrooms, an equation icon has been added to the "Quick Access Toolbar" that appears in the upper left of the Word 2007 window. This is a shortcut to the old Equation 3.0 function which is the recommended method of creating and editing equations at this time. -———

If you wish to use the old Equation Editor frequently, you can place a button for it in the Quick Access Toolbar adjacent to the new round Office button. From the same link as above:

Adding a button that opens Equation Editor is a simple two-part process. Step one is recording the macro, and step two is adding your recorded macro to the Quick Access Toolbar.

1. Recording the Macro: 1. Open Word and click on the View Tab 2. In the Macros group, click the Macros button and choose Record Macro 3. In the resulting Dialog name your macro EquationEditor and choose All Documents (Normal.dotm), under Store Macro in 4. Click OK to begin recording 5. Click the Insert Tab in Word's Ribbon 6. Click the button labeled Object, located in the Text Group to open the Insert Object Window. 7. Click on Microsoft Equation 3.0 and click OK. 8. This will open Equation editor. 9. Click anywhere on the Word document to return to normal display of the Word Ribbon and then click on the View tab. 10. Click on the Macros button and choose Stop Recording. 11. The Macro has been recorded. 2. Adding your recorded macro to Word's Quick Access Toolbar: The Quick Access Toolbar located in the upper-left portion of the Word window, is a customizable toolbar into which you can place buttons for your frequently used commands and of course, macros.
- o  Adding your newly created macro to the Quick Access Toolbar:
  1. Right-click on the Quick Access Toolbar and choose, Customize Quick Access Toolbar… to open the customization dialog.
  2. From the pull-down menu labeled Choose commands from: select Macros.
  3. Click once on the macro name Normal.NewMacros.EquationEditor.
  4. Click the Add button.

5.  Optional: You can click the Modify button to apply an icon of your choice to this button.
6.  Click OK.
7.  You now have the macro button for Equation Editor located in the Quick Access Toolbar. Any time you wish to insert an equation at the cursor simply click the button in the Quick Access Toolbar and Equation Editor will open ready for you to begin typing your equation. -——

**Source**: UCLA Knowledge Base.