

These instructions themselves are written in the format specified below. ||

Japan Society of Material Cycles and Waste Management

Instructions on Submission of International Session Papers

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1. Contents

Contents are to include findings and views based on various investigations or research on waste-related topics. A direct English translation of a presentation for the Japanese session will not be accepted.

2. Eligibility for Paper Submission

Applicants wishing to submit papers for the International Session and Japanese sessions should be regular or student members of JSMCWM (papers on joint research work, however, may be submitted by a group including more than one regular JSMCWM member) or members of KSWM. Non-members are welcome to participate in the International Session.

3. Presentation Method

Hybrid poster presentation only: Hybrid poster presentation consists of 90 seconds oral presentation and regular poster presentation. All accepted papers for the International Session will be published in a Proceedings of International Session Papers. An accepted applicant may give a presentation on only one of the subjects. A presenter in the Japanese language session is eligible to give a separate presentation at the International Session.

4. Format

(1) Allow a **20 mm margin at the right , left, top and bottom** on a white A4 size (210mm×297mm) sheet of paper. At most, 53 lines may be contained within these margins.

(2) Papers must not exceed 2 pages.

(3) Write the **title on the first page, positioning the first character 45 mm or more from the left edge of the sheet.** Leave the next line blank. Then write the name(s) of the author(s) and affiliation(s), and align the text to the right margin. Place a small circle (○) before the name of the author who will give the presentation at the session. If you don't have "○", which is a Japanese font, in your computer, you can use "O" instead of "○". Maximum number of authors is 10. Authors who are registered will be listed in the program.

(4) Use 10 point type in the text and elsewhere, preferably Times New Roman, in black ink only. For the title, however, use a larger font.

(5) Start the body of the text leaving one blank line after the name(s) and affiliation(s) of the author(s). On the second page, start the text on the first line.

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Key Word; ****, ****, ****, ****, ****

- (6) All the tables and figures shall first be placed at the appropriate positions in the papers, and then the files shall be converted into PDF format. Separate files of the tables and figures will not be accepted. The tables and figures that are small and do not occupy the full width of the pages shall be placed at the right edge of the sheet with sentences at the left edge of the sheet.
- (7) Insert a horizontal divider line at the end of the first page and write the name of the contact person, his or her address and phone number, fax number and E-mail address as shown in the end of 1st page of the format.
- (8) Up to 5 key words shall be inserted below the contact address as shown in the end of 1st page of the format.

5. **Application**

Applications for the International Session shall be submitted online through website of JSMCWM. All papers should be submitted using this form.

6. **Application duration and Deadline**

From May 20th to Jun 30th, 2014 by 18:00 (local time) *

*Applications received after the deadline cannot be accepted.

7. **Acceptance/Rejection**

The submitted papers will be examined for acceptance and classification by the International Relations Committee in conjunction with the Annual Research Conference Committee. Applicants will only be contacted with the results in the event that the submitted paper is rejected. A modification may be requested in the case of an obscure figure or table, etc. The program of the conference and presentation schedule will be announced in the end of August.

8. The address of the JSMCWM Secretariat where any inquiries should be directed is

International Session Papers Section, Secretariat, Japan Society of Material Cycles and Waste Management

Buzen- ya Bldg. 5F, 1- 9, Shiba 5 chome, Minato- ku, Tokyo, 108- 0014, JAPAN

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