

Guidelines for Submissions to Fechner Day 2017

Abstracts and Proceedings

Organizing Committee of Fechner Day 2017

17 May 2017

This document contains: a) Instructions for the submission of manuscripts (i.e. how to send them to us and in what format) and b) Detailed instructions for the preparation of manuscripts.

1 Instructions for Submission of Manuscripts

1.1 What you have to submit

To avoid problems and ensure a good quality abstract volume we would like you to submit your contribution in two formats: an original Word or $\text{\LaTeX} 2_{\epsilon}$ file, and a PDF file.

1. Please use the templates in Word or $\text{\LaTeX} 2_{\epsilon}$ format, and send the original document via email to us. In case you have separate graphics files, please send them, too.
2. Also send a PDF file converted from the original document.

1.2 What you have to check before sending the files

Check graphics, formulae and rare symbols for proper printing. Please print the PDF file also and do the checking again.

1.3 Where to send your files and how?

All email submissions to: fd2017@design.kyushu-u.ac.jp

Use subject: FD2017 manuscript

Attachments: Give your file a name beginning with the first authors' surname (e.g., SchneiderP1.docx, SchneiderP2.docx). Attach the file(s) to the message.

Body of the message: Send author(s) names, title and abstract.

2 Available Templates

1. MS Word[®] templates
 - (a) `ProceedingsTemplate(abstract with a figure and a table).doc`: a template of proceedings with an abstract, a figure, and a table.
 - (b) `ProceedingsTemplate(full proceedings).doc`: a template of full proceedings with minimal examples.
 - (c) `ProceedingsExample(abstract only).doc`: an example of proceedings with an abstract only.
 - (d) `ProceedingsExample(4 pages).doc`: an example of full proceedings in 4 pages.
2. L^AT_EX 2_ε templates (UTF-8)
 - (a) `FD2017_LaTeX_template_abstract.tex`: a template of proceedings with an abstract, a figure, and a table.
 - (b) `FD2017_LaTeX_template.tex`: a template of full proceedings with minimal examples.
 - (c) `FD2017_LaTeX_template_proc.tex`: a template of proceedings with a full proceedings in 5 pages (a L^AT_EX 2_ε counterpart of `ProceedingsExample(4 pages).doc`).

Note: All L^AT_EX 2_ε templates should be used with the `fechnerday_2017.sty` file.

3 Instructions for the Preparation of Manuscripts

IMPORTANT: Please note, the format basically follows the ones before 2012, but there are some changes from instructions of earlier years. The formats used for 2013 to 2016 are not applicable.

1. The manuscripts have to be submitted in English.
2. The title, author name(s), affiliation(s), and abstract are mandatory.
3. Either the abstract style within one page or the proceedings paper style within 6 pages can be selected.
4. If you chose the abstract style, you may include quotations of references, figures, and tables. Be sure not to exceed the one-page limit in this case.
5. The total number of pages in a proceedings paper can be decided by the author, provided it does not exceed the 6-page limit.
6. If you chose the proceedings style, the manuscript should be fully formatted, and reference(s) should be also included. Be sure that all reference(s) are referred to in the text.

7. If you include figure(s) and table(s), they should be accompanied by (a) caption(s). Be sure that all figure(s) and table(s) are referred to in the text.

8. **Do not number pages.**

9. Paper size: You may submit papers in either A4 (21 × 29.7 cm) or US Letter (8.5" × 11") format. When setting margins, please observe the following rules:

A4: Set margins of 2.5 cm on all sides.

Letter: Set top/bottom margins at 0.63" and left/right margins at 1.1".

In other words, the text area should not exceed the dimension 16 cm × 24.7 cm or 6.3" × 9.7".

10. Font: Use the Times New Roman font, size 12. Do not use thin lines or small fonts in graphs for they may be reduced in size in the proceedings. If you use any font other than Times New Roman (e.g., in tables or diagrams), please list the fonts used in your covering email or, alternatively, embed all fonts when making your PDF. **This is very important!**

11. Use single-spacing. For uniformity of documents, justify left and right edges. Please only leave a single space after a full stop (period), not two. Please indent paragraphs with one click of the tab key, having set the default tab as six spaces and do not leave a blank line between paragraphs. Do not indent the first paragraph of any new section.

12. Style guidelines.

Title: Title should be typed in capital letters (font size 12), bold type, and centred at the top of the first page, one line below the top margin.

Authors, affiliations and e-mail addresses: Type name of the author(s) in upper and lowercase letters, centred one line below the title. Centre the affiliation(s) and e-mail address(es) on the next line(s) using italics.

Abstract: Place abstract heading centred and two lines below the affiliation of the last author. The text of the abstract should begin one line below the heading and **be italicised**.

Headings: Should be centred on the page written in bold type. A main heading should be preceded by one line, except for the Abstract heading, and followed by one line. Side headings should be preceded by one line and also followed by one line. Use plain italic typeface for side headings and place them to the left.

Main text: Start the main text two lines below the abstract.

References: The References heading should be treated as a main heading according to the typing instructions above. References to unpublished material are not allowed.

Tables and Figures: Should be placed at the top of the page or at the bottom of the page. Table title should be placed above the table. Start the text two lines below the table. Use figures of 300 dpi or higher with a figure caption under each

figure. The text should start two lines below the figure caption. Do not combine a caption with a figure as a image file.

Equations: Should start 1 cm (0.394 inches) from the left margin and should be given a number within parentheses at the right margin. Separate them from the text by one line above and one line below. Check indexes and exponents for readability when reduced in size.

Footnotes: Avoid footnotes. If unavoidable, place one footnote at the end of the reference list.