Instructions for Preparing the Paper for

The 7th Jc-IFToMM International Symposium

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**Abstract**

These instructions explain how to prepare your paper in the proceedings of 7th Jc-IFToMM International Symposium. They include guidance on layout, illustrations, text style and references. It is highly advised to use this template to prepare your paper in Microsoft Word. The brief abstract with about 100 words in English must be written here. About 5 keywords that can represent main issues of the paper must be written below. All papers must be written in English. SI-units should be used. **The paper length must be from 2 to 8 pages**. Papers exceeding 8 pages will not be accepted. Manuscripts must be submitted through the designated website before the date specified on the website, in PDF file together with the License to Publish form.

**Keywords:** Mechanism, Machine Elements, Robotics, Medical Devices

# Introduction

Authors are advised to use this template following the instruction written in this template.

# Number of Pages

Each paper must be prepared in the length from **two (2) to eight (8) pages**.

# Guidelines

**3.1 General Layout**

If you use this template, you can delete our sample text and replace it with the text of your own contribution to the proceedings. If you decide to create a new file, please set your page size as standard A4. The top and bottom margins must be set at 50 mm each; right and left margins at 35 mm each.

*3.1.1 Font size*

In the first page, please type the title of the paper in 12 pt Times New Roman, bold face. The title is followed by authors’ names and affiliations in 10 pt Times New Roman. Affiliations are in Italics.

The main text is set in 10 pt Times New Roman with single-line spacing. Section titles are in 10 pt Times New Roman bold face, centered, followed by a single-line spacing. The first paragraph of each section is not indented, while the other paragraphs need to be indented. Sub-section titles in 10 pt Times New Roman bold face, aligned to left. If there is a sub-subsection, it should be 10 pt Times New Roman, italics. Figure and table captions are also 10 pt Times New Roman, centered. The font sizes and styles are summarized in Table 1.

*3.1.2 Line spacing*

Table 1 Fonts used in the proceedings

|  |  |  |
| --- | --- | --- |
| Text type | Fonts | Sizes |
| Title | Times New Roman, Bold, Centered | 12 pt. |
| Name and affiliation | Times New Roman, CenteredAffiliations in Italics | 10 pt. |
| Abstract | Times New Roman | 10 pt. |
| Main text | Times New Roman | 10 pt. |
| Title of sections | Times New Roman, Bold, Centered | 10 pt. |
| Title of sub sections | Times New Roman, Bold | 10 pt. |
| Title of sub-subsections | Times New Roman, Italic | 10 pt. |
| Table captions | Times New Roman, Centered | 10 pt. |
| Figure captions | Times New Roman, Centered | 10 pt. |

Each new section should be preceded by a single-line spacing.

**3.2 Equations**

Equations should be aligned to left and numbered consecutively, as in Eq. (1). Equation numbers should be aligned to right.

**3.3 Citations**

The papers in the reference list must be cited in the text. In the text, the citation should appear in square brackets “[ ]”, as in, for example Yoshida *et al.* [1].

**3.4 Tables**

The tables are designed to have a uniform style throughout the paper. It does not matter how you choose to place the inner lines of the table, but we would prefer the border lines to be of the style shown in Table 1. The caption for a table is placed at the top of the table. Tables should preferably be located at the top or the bottom of the page where they are first cited. They can be in the subsequent page, but not in preceding pages.

**3.5 Figures**

The figures are preferably located at the top or the bottom of the page where they are first cited. Alternatively, they can be in the subsequent page, but not in preceding pages. Please ensure that all labels in the figures are legible. The caption for a figure is placed below the figure, see Fig. 1 as an example.

**3.6 References**

References must include sufficient bibliographic information to identify the reference. They should be written following the format shown in Reference section of this template.



Fig. 1 Example of figure

# Acknowledgement

If you wish to acknowledge funding organizations etc., the acknowledgments may be placed in a separate section at the end of the text.

# References

1. Author A. B.: Title of Book, ABS Press (2000), pp. 23-35.
2. Author, J. Q., Title of Paper, *Name of Journal*, Vol. 10 (1993), No. 6, pp. l-20.