

# Guide for Authors —Paper Submissions—

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## Abstract

*This sheet is an example of how your manuscript should look like. To ensure a uniform appearance in the proceedings, authors are requested to conform to the directions below. The camera-ready manuscripts for accepted papers will appear in the proceedings in the same size and style.*

## 1 General Instructions

The proceedings will be published in both printed form and a USB stick.

### 1.1 Note for authors

The following review policy is adopted.

- (1) Full paper should be submitted for review. The paper must follow this instruction.
- (2) The length of the paper should not exceed four pages.
- (3) MVA review is double-blind. All papers submitted for review must maintain anonymity.

**Double-blinded review:** Your paper for reviewing must be made anonymous by eliminating any information (e.g., your name, affiliation, address) that can possibly identify you. For instance, if there is a description such as “our work[1]” in main body and an entry ‘[1] my name “my paper”...’ in the reference section, you could be identified. Therefore, even when you refer to your own previous work, it is preferable to refer to it in the third person, e.g. “Researcher[1] showed...”

### 1.2 Language

All manuscripts must be in English.

### 1.3 Formatting your paper

Manuscript must be typed on A4-size papers—210 mm by 297 mm. Print single-spaced text in two columns on each page. Text area should be adjusted to the following dimensions: top and bottom margins are both 21 mm; left and right margins are 18 mm; and column spacing is 8 mm. Fill each column from the top of the page except for the first page.

### 1.4 Type-style and fonts

Wherever Times is specified, Times New Roman may also be used. If neither is available on your PC, please use any available font that is closest in appearance to Times.

A manuscript should be formatted as follows:

**Title:** The main title should be centered over both columns and should be in Times 16-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Long titles may be typed in two lines.

**Author Information:** Leave one blank line after the main title, and then enter the full names of the authors, followed by their affiliations. Addresses and E-mail addresses help to contact authors. Type in Times 12-point, non-boldface type. Leave two blank lines after the author information. *When you submit papers for review, please leave this area blank.*

**Abstract:** The abstract is typed in fully-justified text in 10-point italic, single-spaced, at the top of the left-hand column, below the author and affiliation information. Use the word “**Abstract**” as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. The abstract is up to 200 words. Leave at least one blank line after the abstract, and then begin the main text.

**Section Heading and Text:** Text follows just after the abstract. Type main text in 10-point Times, single-spaced. Section headings should be Times 12-point boldface, initially capitalized for each word, flush left. Subsection headings should be Times 11-point boldface, initially capitalized only for the first word.

**Figures and Tables:** Figures and tables should be centered. Figure caption should be centered, 10-point Times, and placed below the figure. Table caption should be typed as those for figures, except it should be placed just above the table.



Figure 1. Figure caption.

Table 1. Table caption.

Table	1st	2nd	3rd
1	1.0	0	0
2	0	2.0	0
3	0	0	3.0

Long captions should be set as in



Figure 2. This is an example of long caption requiring more than one line. Long captions are placed beneath the figure with a 5 mm additional margin on both sides.

**Acknowledgments:** The acknowledgment section follows the main body.

**References and Citations:** List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example[1]. Where appropriate, include the names of editors of referenced books.

**Appendices:** Appendices may follow the references. Index appendices by letters or numbers in sequence, and provide informative titles.

## 2 Page Limits and Color Pages

Manuscripts should not exceed four pages. The proceedings are printed in black and white. If you use

color figures, we recommend printing them in grayscale beforehand and checking their appearance. The proceedings USB stick can include color figures.

### NOTE (only for camera-ready manuscripts):

Up to two additional pages will be allowed with extra payment at the time of registration. Extra charge is 10,000 yen for each additional page.

## 3 Producing and Testing PDF Files

We recommend that you produce a PDF version of your submission well before the submission deadline. Besides making sure that you are able to produce a PDF, you will need to check that (a) the length of the paper remains within the page limit, (b) the file size is 6 megabytes or less, and (c) the file can be read and printed using Adobe Reader. Concerning (c), you must embed all necessary fonts into your PDF file. After embedding, check the file again according to the following procedure if you use Adobe Reader 9.5.1, for example.

- (1) Under the Edit menu, select “Preferences”.
- (2) In the Preferences dialog box under “Categories”, select “Page Display”, and then deselect “Use Local fonts”.
- (3) Under the File menu, select “Properties”.
- (4) In the Document Properties dialogue, select “Fonts” tab.
- (5) Check whether all fonts are embedded properly.

## References

- [1] I. M. Researcher, et al.: “Read My Excellent Paper,” *Some Great Journal*, vol.xx, no.xx, pp.xx-xx, 200X.
- [2] MVA Conference: <http://www.mva-org.jp/>
- [3] Anonymous, 201X.